

HAYWOOD COMMUNITY COLLEGE	ADMINISTRATIVE CAMPUS MEDICAL EMERGENCIES	Policy 2.1.5
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I. Emergency Medical Assistance

- A. The College has no facilities for medical treatment of employees or students.
- B. College personnel and/or individuals present will contact emergency services by dialing 9-1-1 and request first responder services in the event of a medical emergency.
- C. All accidents involving College employees are to be reported to the Human Resource Director immediately. All accident report forms must be completed within two (2) business days.
- D. Students who are covered under student accident insurance should notify the Executive Vice President of Instruction and Student Services immediately. If the accident occurs in a classroom or lab, the appropriate employee should complete the College's Incident Reporting Form. Student Services will assist the student in making a claim to the insurance company. Students are also encouraged to report any acute medical conditions to the Registrar's Office and to their instructors.
- E. If emergency medical services are required off campus, established emergency medical procedures for that location should be followed in conjunction with the aforementioned procedures.
- F. The following procedures should be followed if an accident occurs involving a College vehicle:
 - 1. Dial 9-1-1 if emergency services or an ambulance is needed;
 - 2. Contact the appropriate law enforcement agency to obtain a report;
 - 3. Obtain as much information as possible from any other parties involved in the accident; and
 - 4. Report the accident to the Director of Campus Development, Human Resources and the appropriate supervisor.

II. HIV/AIDS and other Communicable Diseases

- A. The College will assume responsibility for conducting an ongoing educational campaign designed to provide basic information about HIV/AIDS and other communicable diseases.
- B. Persons infected with the HIV/AIDS virus or other communicable diseases will not be excluded from enrollment or restricted in their access to College facilities or services unless medically-based judgments, in individual cases, establish that

exclusion or restriction is necessary to the welfare of the individual or to the welfare of other persons within the College.

- C. Persons who know that they are infected by the HIV/AIDS virus or other communicable diseases are urged to share that information confidentially with Human Resources (for employees) or Students Services (for students) in order that the College can respond appropriately to the health and educational needs of the individual.
- D. Persons who have knowledge of, or a reasonable basis for believing that they are infected with the HIV/AIDS virus, or other communicable diseases, are expected to seek expert advice about their health situation and are obligated, both ethically and legally, to conduct themselves responsibly with consideration for the protection of other members of the community.
- E. The College will widely publicize and carefully observe the safety guidelines for the handling of blood and other body fluids and secretions established by the federal or state Departments of Labor, the United States Public Health Service and other federal or state agencies issuing regulations applicable to the College in all health care facilities maintained on campus, and, where applicable, in other institutional contexts in which such fluids or secretions may be encountered.

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