## Medical Emergency / Illness or Injury

All staff are encouraged to enroll in a Cardio Pulmonary Resuscitation (CPR) and First Aid course. Classes are available through HIP, local communities, and the Red Cross. Many departments maintain First Aid boxes. Familiarize yourself with their locations in your area in the event of a medical emergency.

### If the medical emergency requires immediate medical attention or is life threatening

- Call 9-911 from Stanford University phones (911 from non-campus or cell phones, 286 in the School of Medicine). Give the following information:
  - Your name
  - Telephone number
  - Location of the problem (using building address, floor and room number, if possible)
  - Description of the situation

**Note:** Do not hang up until the dispatcher advises you to disconnect

- Do not attempt to move a person unless they are in immediate danger (i.e., fire, building collapse, etc.)
- Public Safety personnel will respond with first aid equipment and will render basic first aid as necessary, and summon additional assistance as required (paramedics, etc.)
- Avoid unnecessary conversation with, or about, the ill or injured person. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your communication to quiet reassurances.
- Do not discuss the possible cause of an accident or any conditions that may have contributed to the cause
- Do not discuss any insurance information
- Clear the area of any bystanders to give the person privacy
- After the person has been given aid and the incident is over, remain available to help the investigating Public Safety person with pertinent information for a medical report, or, if applicable, a Workers’ Compensation report

### If poisoning is suspected

If poisoning is suspected, contact the Poison Control Center at 800-222-1222

### If the medical emergency is not life threatening

Immediately contact your supervisor or local Human Resources staff with any questions concerning illness or injury at work or visit the Risk Management Website [http://www.stanford.edu/dept/Risk-Management/docs/workcompben.shtml](http://www.stanford.edu/dept/Risk-Management/docs/workcompben.shtml) for more information

### Additional information on non life threatening illness or injuries may be found at: