

Effective Date: August 2017

First Aid Policy

The Seymour Library is committed to maintaining a safe environment for both the public and the employees of the Library. Library staff are encouraged, but not required, to maintain certification in First Aid/CPR, Automated External Defibrillator (AED), and NARCAN. While no staff member is required to provide first aid, first-aid kits are available. In the event of a serious injury or health issue, Emergency Medical Services (EMS) will be summoned.

First Aid Procedure

- Immediately contact 911 from the nearest phone, and be ready to describe the situation and give the location of the emergency—help the ill or injured person to remain calm by assuring them that EMS is on the way
- Identify someone to direct EMS personnel to the scene of the emergency upon their arrival
- In the event of a medical emergency, **only those certified can provide first aid**—take appropriate first-aid action only to the degree you are trained
- If possible, determine the nature of the illness or complaint from the person and **follow all procedures outlined in the First Aid/CPR, AED, and NARCAN training**
- When help arrives, listen to the instructions provided by the EMS personnel and be ready to assist if asked
- Protect yourself, if necessary, by using personal protective equipment (gloves, mouth shield, etc.) available in the first-aid kit—the Library is not responsible for any exposure to blood or body fluids
- **KNOW THE LOCATION OF KITS AND DEVICE:** First-aid and NARCAN kits are located in middle cabinet across from mailboxes and the AED device is attached to the wall next to the staff bathroom—**do not leave the person alone**; send someone to retrieve the kits and/or device
- Follow the 800-1 Incident Report Form Procedure

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Revised:

Reviewed: