

**Policy/Procedure**

**Title: Medical/Psychological Transports of Students**

**Members:**

Vice President of Student Affairs and Dean of Students

Counseling Services

Student Health Services

Public Safety

The Office of Student Affairs in conjunction with Counseling Services, Public Safety and Student Health Services has created a policy that covers medical/psychological transports for students in urgent and emergency/critical situations. This policy is in addition to “Accidents and Medical Assistance Reporting” policy “Psychological Emergencies” found on myChatham under Public Safety (<http://my.chatham.edu/documents/getdeptdocs.cfm?DeptID=4&DisplayName=Public%20Safety>) along with the “Administrator On-Call Emergency Response Protocol” from the Office of Vice President for Student Affairs and Dean of Students provides policies and procedures for medical and psychological issues.

**Policy:**

Chatham University will provide an appropriate response to calls that request assistance for medical or psychological transports.

Medical transports are those that can be provided to Chatham students when there are no life threatening injuries or contagious illnesses. Hospitals of choice are: UPMC Shadyside Medical Center or Western Psychiatric Institute and Clinic. For emergency/critical situations, Public Safety Officers or first responders can assist by contacting 911.

Medical Transports can be defined in two categories:

**Urgent**

1. Medical Issues:
  - a. Injury to an extremity (deformity or difficulty using the extremity), actively bleeding lacerations, abdominal pain that remains constant
  - b. Any physical complaint that cannot wait for assessment by a nurse/medical doctor the next day
2. Psychological/Psychiatric Issues:
  - a. Presentation of psychiatric issues that need urgent evaluations such as major depression, anxiety, suicidal ideation and/or plans to proceed
  - b. Urgent assessments due to possible deteriorating mental status

## Emergency/Critical

1. Medical Issues:
  - a. Unconsciousness, head, neck or back injuries, difficulty breathing, acute allergic reaction (swelling of lips, face, hands and redness), severe bleeding, seizures, severe burns and eye injuries (punctures, bleeding or sudden loss of vision)
  - b. Any change in alertness or orientation to person, place or time
  - c. Drug and/or alcohol overdose
  
2. Psychological/Psychiatric issues:
  - a. Severe depression, severe anxiety, severe hallucinations, delusions, aggressive behaviors, suicidal intent with plans to harm self or others
  - b. Rapid mental status deterioration
  - c. Drug and/or alcohol overdose

## Procedures:

1. In the event that a medical or psychological request for assistance should occur, the Public Safety Department should be notified immediately at 412-365-1111.
  - Remain calm and provide the officer with the following information:
    - a. State your name
    - b. State the type of emergency
    - c. State the location of the person in need
    - d. State the type and extent of injury or the nature of the psychological emergency
    - e. Do NOT hang up the phone.
  - Stay with the person (unless there is a physical threat to yourself) until help arrives.
  - The responding Public Safety Officer will conduct an immediate assessment of the situation.
  
2. **During Office Hours:** The Student Health Services under the care of a trained licensed medical professional (Director of Student Health Services, or RN at the Student Health Service) or the Counseling Services under the care of a trained licensed professional (Director of Counseling Services, Psychologists and Counselors) can determine the need for hospital transportation that requires additional diagnoses and treatment by Public Safety Officers or Emergency Medical Services (EMS). If Public Safety is the first responder to an emergency situation, officers are qualified to determine the need for emergency transport.
  
3. **After Office Hours:** The Public Safety Department and/or the Student Affairs On-Call personnel respond and make decisions regarding urgent and emergency situations.
  - First responder
    - a. If a Chatham Officer arrives first at the scene and additional assistance is required from outside emergency service agencies, the responding officer will contact the 911 dispatcher via radio and request a response to the scene. The officer will then

immediately notify the Office of Student Affairs On-Call personnel and request assistance.

- b. If a Student Affairs personnel member is first to arrive at the scene, the staff member should immediately notify the Public Safety Office at x1111 and call 911 (if presented with a critical or emergency situation.)
    - The Officer from Public Safety who arrives at the scene will make a determination as to the course to follow in regards to handling the emergency or urgent situation i.e. either calling 911 immediately (if not already called by first responder) or transport of student via Public Safety vehicle.
    - The Director of Public Safety will be contacted by an officer and the Vice President of Student Affairs will be contacted by the Student Affairs On-Call staff member at this point.
    - Incident reports will be completed accordingly.
4. **Refusal of Medical Transport:** If a student refuses medical transport that is recommended by the first responder, the responding officer will contact Emergency Medical Services.