

MCU Procedures for Medical Emergency Management

Revised and passed at the Administrative Council Meeting on March 14, 2005

Passed at the Administrative Council Meeting on November 7, 2011

Passed at the Administrative Council Meeting on April 23, 2012

Article 1 **Purpose**

These procedures were established to make ensure that students, staff or faculty are sent to the hospital in time for proper medical aid and treatment, to minimize the damage if an accident takes place on campus.

Article 2 **Intended Scope**

MCU students, staff or faculty who are injured or become seriously ill while on campus

Article 3 **Injury criteria for hospital medical treatment**

1. Suture(s) needed for a wound
2. Cerebral concussion suspected
3. Body temperature above 38 degree (Celsius)
4. Shock and in a coma or stupor
5. Fracture, severe physical trauma, burn, food poisoning, vomiting

6. Massive blood loss
7. Abnormal cardiac and/or pulmonary function
8. Abdomen acute disease
9. Unknown pain/ache
10. Patient with limited alleviation of symptoms after 1-hour observation in Ming Chuan Campus Health Services (MCCHS)
11. Others deemed needing hospital medical treatment by school nursing staff

Article 4 **Contingency Management Procedure**

1. Common Disease or Injury

Upon discovery of disease or injury occurring to students on campus, come to MCCHS with your classmates or by yourself for basic medical treatment such as recuperation, dressing, observation or school doctor's diagnosis. The school doctor's hours will be announced each semester. For further details, please see the appendix of flow charts: A1 for Clinic and A2 for Physical Trauma treatment.

2. Minor Disease or Injury requiring hospital medical treatment

(1) Inform relevant people:

- A. Dept. Secretary, Class Advisor or classmates
- B. Dept. Drillmaster, Drillmaster on duty or Campus Security Staff Member
- C. Family members

(2) Hospital medical treatment under escort

- A. Class Advisor, Teaching Assistant or classmate

- B. Dept. Drillmaster, Drillmaster on duty or Campus Security Staff Member
 - C. MCCHS nursing staff
 - (3) Transportation:
 - A. Taxi (Paid by the student)
 - B. MCU-related personal vehicle
- 3. Further Hospital Medical Treatment for Emergency Illness or Injury
 - (4) Inform relevant people:
 - A. Dept. Secretary, Class Advisor or classmates
 - B. Dept. Drillmaster, Drillmaster on duty or Campus Security Staff Member
 - C. Family members
 - D. Dean of Student Affairs Division
 - (5) Hospital medical treatment under escort
 - A. Class Advisor, Teaching Assistant or classmate
 - B. Dept. Drillmaster, Drillmaster on duty or Campus Security Staff Member
 - C. MCCHS nursing staff
 - (6) Transportation: Call 119 for ambulance
 - (7) Please see flow chart 3 in the appendix on emergency hospitalization and flow chart 4 on food poisoning treatment.

Article 5 Hospital Choice Priority

- 1. For any emergency case on campus, the nearest hospital or the hospital accepting National Health Insurance will be the priority choice; detailed information is listed in Article 10.
- 2. Patients (students) sent to a licensed hospital as chosen by family member

Article 6 Administrative Aid

- 1. When students are sent to the hospital from campus, MCU will cover students for dealing with any administrative affairs or legal problems.
- 2. MCU escorting staff will receive compensation from the university for transportation fee, fuel expenses and incidentals incurred by the escort.
- 3. Journalism Section in the General Secretary's Division is in charge of any public announcement.

Article 7 Contact Family members

Upon sending a patient to the hospital, school nursing staff should phone the Drillmaster on duty and MCCHS to report the name of the hospital and patient's condition. The Drillmaster or Campus Security Staff Member will contact (patient's) student's family members, Class Advisor, Dept. Chair and the Dean of Student Affairs.

Article 8 Medical Record

According to the MCU Procedures for Medical Emergency Management, nursing staff must fill out the Hospital Medical Treatment Record for MCU Emergency Cases as Form 1 and submit it to the Division of Student Affairs after the case has been recorded and followed up

by MCCHS.

Article 9 Flow Charts for Hospital Medical Treatment

Flow charts showing how medical treatment will be carried out are published in the MCU Student Handbook which is compiled by the Student Advising Section, as well as individually being issued to all administrative and academic units.

Article 10 Hospital Information

1. Taipei Campus

- (1) Mackay Memorial Hospital
Ph: 02-25433535
Address: No. 92 Section 2, Zhong-Shan North Road, Taipei
Distance: 15 mins by cab
- (2) Shin Kong Wu Ho-Su Memorial Hospital
Phone: 02-28332211
Address: No. 95 Wenchang Rd., Taipei
Distance: 10 mins by cab
- (3) Taipei Veterans General Hospital
Phone: 02 -28712121
Address: No. 201 Section 2, Shih-Pai Road, Taipei
Distance: 20 mins by cab
- (4) Yang Ming Hospital
Phone: 02-28353456
Address: No. 105 Yusheng Street, Shihlin, Taipei
Distance: 10 mins by cab

2. Taoyuan Campus

- (1) Taoyuan Veterans General Hospital
Phone: 03-3384889
Address: No. 100 Section 3, Cheng-Kung Road, Taoyuan
Distance: 15 mins by cab
- (2) Chang Gung Memorial Hospital at Linkou
Phone: (03) 3281200
Address: No.5, Fusing St., Gueishan Township, Taoyuan
Distance: 25 mins by cab
- (3) Min-Sheng General Hospital
Phone: (03) 3179599
Address: No. 168, Ching-Kuo Rd, Taoyuan
Distance: 30 mins by cab

3. Kinmen Location:

- (1) Kinmen Hospital
Phone: (082) 332546
Address: No. 2, Fuhsing Road, Hsinshih Li, Jinhu Township, Kinmen County
Distance: 13 mins by cab

(2) **Jinsha Health Station**

Phone: (082) 352854.354765

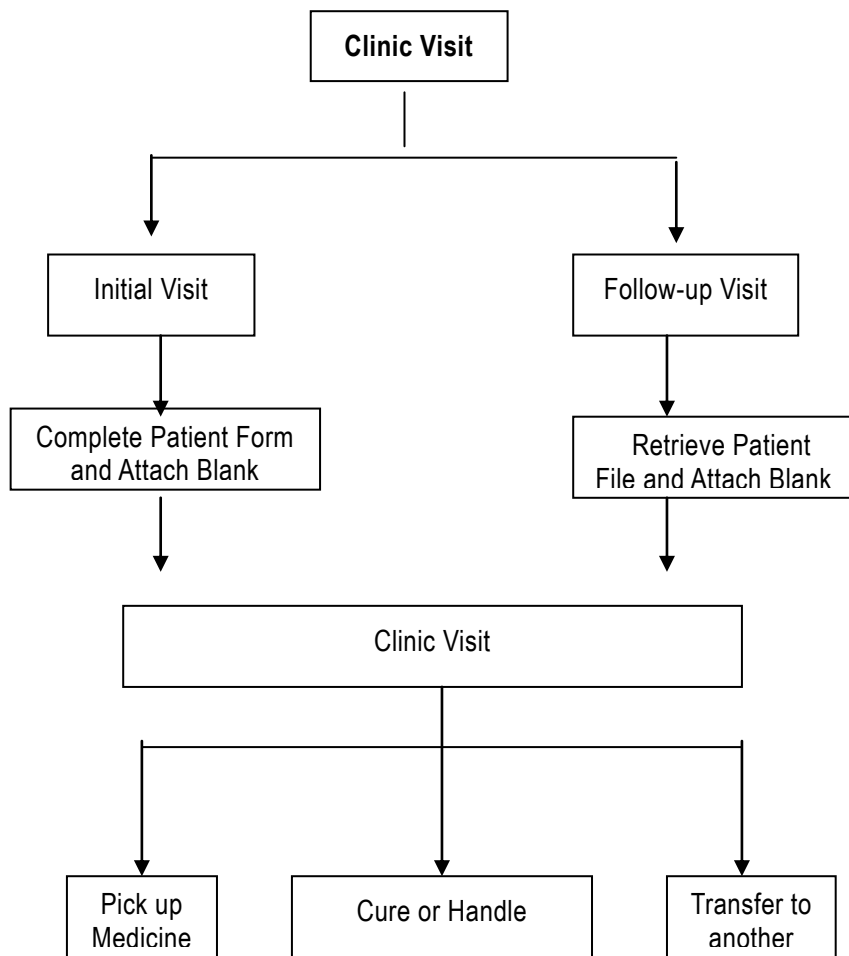
Fax: (082) 352099

Address: No. 16, Sanmin Road, Chinsha Township, Kinmen County

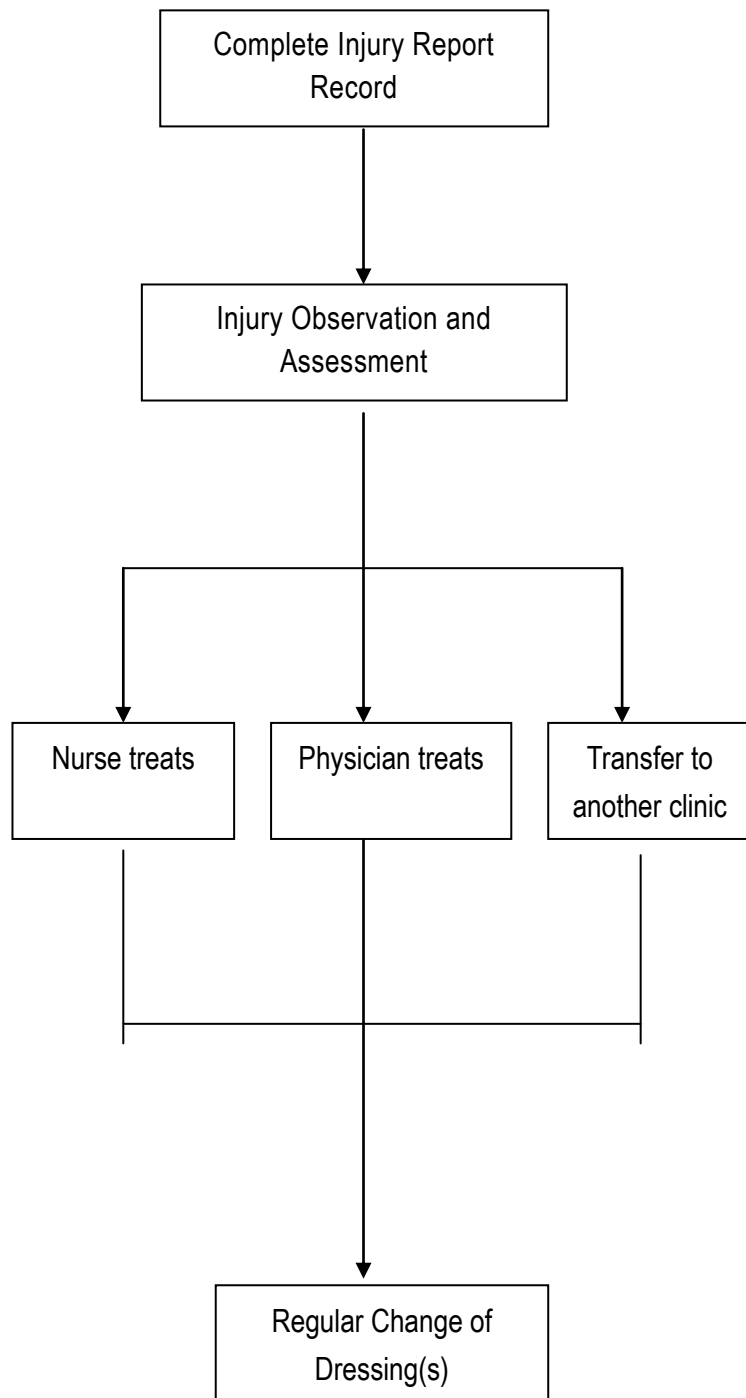
Distance: 4 mins by cab

Article 11 Matters not specified in the above procedures will be handled according to other relevant university regulations.

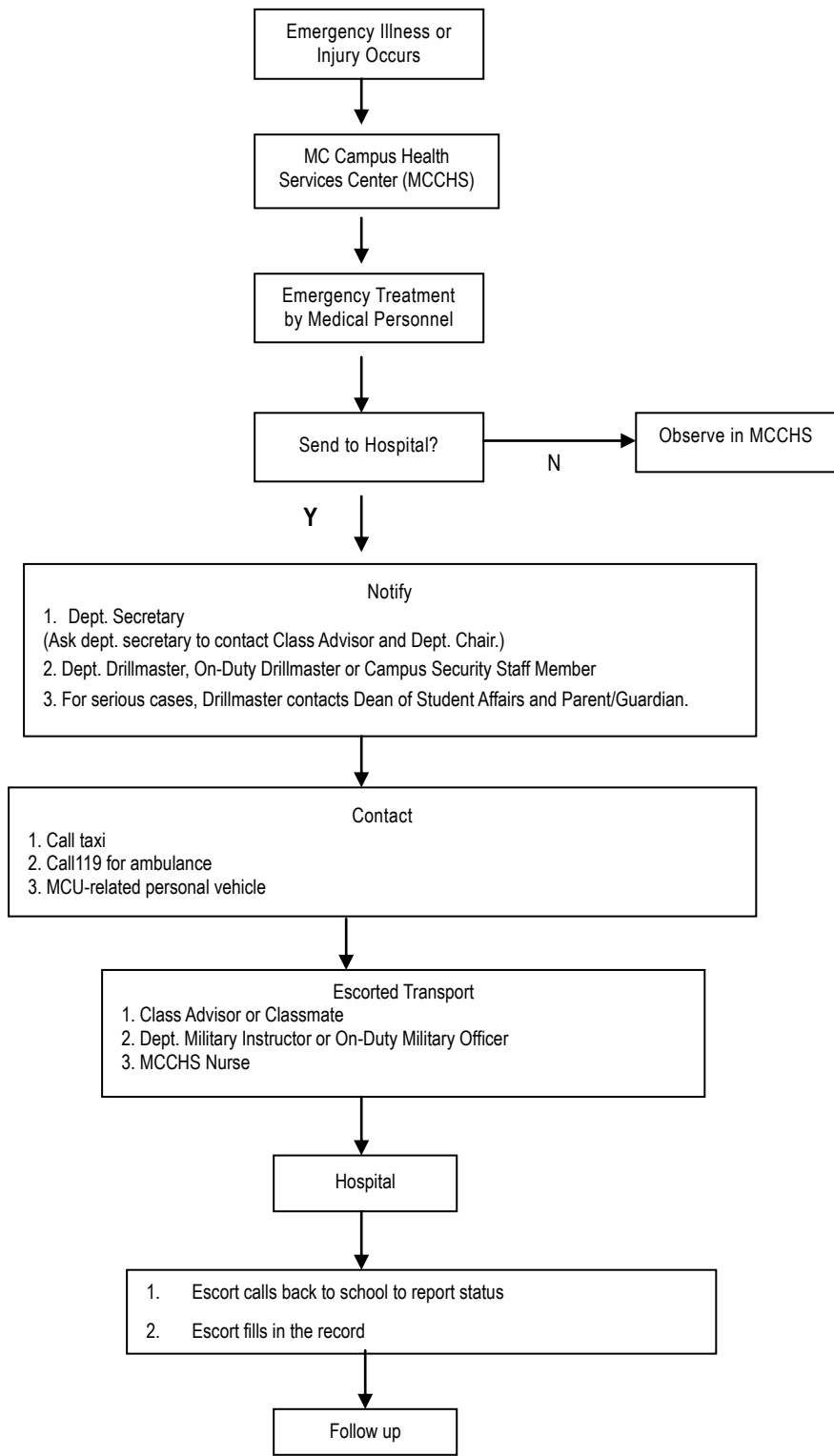
Article 12 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.



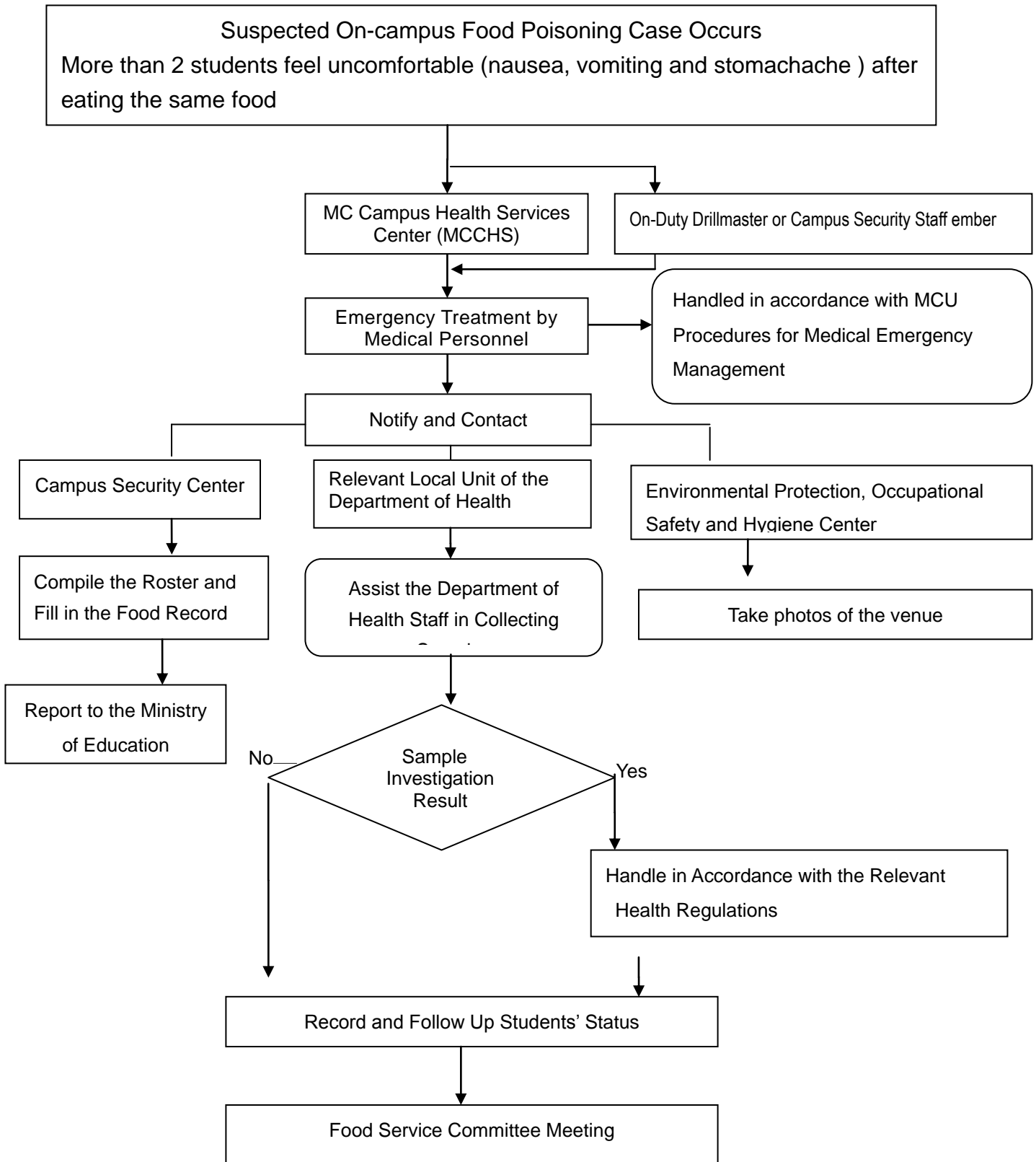
Appendix 1 Clinic Treatment Flow Chart



Appendix 2 Injury Treatment Flow Chart



Appendix 3: Emergency Hospitalization Flow Chart



Appendix 4 Poisoning Flow Chart

Form 1 Hospital Medical Treatment Record for MCU Student Emergency Cases

銘傳大學衛生保健組學生緊急傷病送醫處理記錄表

Hospital Medical Treatment Record for MCU Student Emergency Cases

班級 Class		日期 Date		時間 Time		發生地點 Venue	
姓名 Name		學號 St. ID. No.		電話 Phone No.		事件別 Incident Type	<input type="checkbox"/> 內科 Internal medicine <input type="checkbox"/> 外科 Surgery
事件經過 Course of events							
處理情形	<p>一、通知相關人員 Notify relevant people</p> <p><input type="checkbox"/>已通知 系秘 轉告系主任、導師、家長 Have notified the Department Secretary to contact Dept. Chair, Class Advisor and parents</p> <p><input type="checkbox"/>已通知 系教官 Have notified the Drillmaster of the Department</p> <p>二、護送就醫人員 Transport escort</p> <p><input type="checkbox"/>同學 Classmate <input type="checkbox"/>老師 Faculty Member</p> <p><input type="checkbox"/>校安人員 Campus Security Staff Member <input type="checkbox"/>護理人員 MCCHS Nurse</p> <p>姓名 Name : _____ 學號 Student ID No.: _____</p> <p>連絡電話 Telephone No.: _____</p> <p>三、交通工具 Transportation :</p> <p><input type="checkbox"/>計程車 Taxi <input type="checkbox"/>救護車 Ambulance <input type="checkbox"/>教職員工生之車輛 MCU-related personal vehicle</p> <p>四、醫療院所 Hospital :</p> <p>五、追蹤情形 Follow Up :</p>						

紀錄者 Recorder :

單位主管 Administrator :

一級主管 1st Level Administrator :