

Ming Chuan University Procedures for Medical Emergency Management

Revised and passed at the Student Affairs Committee Meeting on March 14, 2005
Revised and passed at the Student Affairs Committee Meeting on November 7, 2011
Revised and passed at the Student Affairs Committee Meeting on April 23, 2012

Article 1 Purpose

The main purpose of the procedure is to make sure to send students, staff or faculty to the hospital in time for proper medical aid and treatment, to minimize the damage if an accident takes place on campus.

Article 2 Applicable subjects

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. 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 the staff

- a. Dept. Secretary, Class Advisor or classmates
- b. military instructor on duty
- c. Family members

(2) MCCHS nursing staff

- a. Class Advisor or classmates
- b. Dept. Military Instructor, On-Duty Military Officer or Campus Security Staff Member
- c. MCCHS Nurse

(3) Transportation

- a. Taxi (student chargeable)
 - b. staff member's car
3. Hospital medical treatment under escort
- (1) Inform the staff
 - a. Dept. Secretary, Class Advisor or classmates
 - b. military instructor on duty
 - c. Family members
 - d. Dean of Student Affairs
 - (2) Hospital medical treatment under escort
 - a. Class Advisor or classmates,
 - b. Dept. Military Instructor, On-Duty Military Officer or Campus Security Staff Member,
 - c. MCCHS Nurse
 - (3) Transportation: Ambulance
 - (4) Please see A 3 in the appendix for further hospital medical treatment details and Food Poisoning Treatment Flow Chart as A4.

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.
- 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 of General Secretary's Division will be in charge of news releases, as needed

Article 7 Contact Family members

Upon sending a patient to the hospital, school nursing staff should phone the military instructor and MCCHS to report the name of hospital and patient's condition. The military instructor or campus security staff member will contact (patient's) student's family members, Class Advisor, Dept. chairperson and the Dean of Student Affairs.

Article 8 Medical Record

According to the MCU Emergency Case Handling Protocol, nursing staff must fill out the Hospital Medical Treatment Record for MCU Emergency Cases (Appendix 1) and submit it to the Division of Student Affairs after the case has been recorded 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

Phone : 25433535

Address : No. 92 Section 2, Zhong-Shan North Road, Taipei

Distance: : 15mins by cab

(2) Shin Kong Wu Ho-Su Memorial Hospital :

Phone: : 28332211

Address: : No. 95 Wenchang Rd., Taipei

Distance : 10 mins by cab

(3) Taipei Veterans General Hospital :

Phone : 28712121

Address : No. 201 Section 2, Shih-Pai Road, Taipei

Distance : 20 mins by cab

(4) Taipei City Hospital Yang Ming Branch

Phone : 28353456

Address : No. 105 Yusheng Street, Shihlin, Taipei

Distance : mins by cab

2. Taoyuan Campus

(1) Taipei Veterans General Hospital Taoyuan Branch

Phone : (03) 3384889

Address : No. 100 Section 3, Cheng-Kung Road, Taoyuan

Distance : 15mins by cab

(2) Chang Gung Memorial Hospital

Phone : (03) 3281200

Address : No. 5, Fu-Xing St., Guishan Xiang, Taoyuan

Distance : 25 mins by cab

(3) Min-sheng Hospital

Phone : (03) 3179599

Address : NO16, Tingguo Rd, Taoyuan city

Distance : 30 mins by cab

3. Kinmen Location:

(1) Kinmen Hospital, Ministry of Health and Welfare

Phone : (082) 332546

Address : No.2, Fuxing Rd., Jinhu Township, Kinmen County

Distance : 13 mins by cab

(2) Public Health Center of Jinsha Township of Kinmen County

Phone : (082) 352854.354765

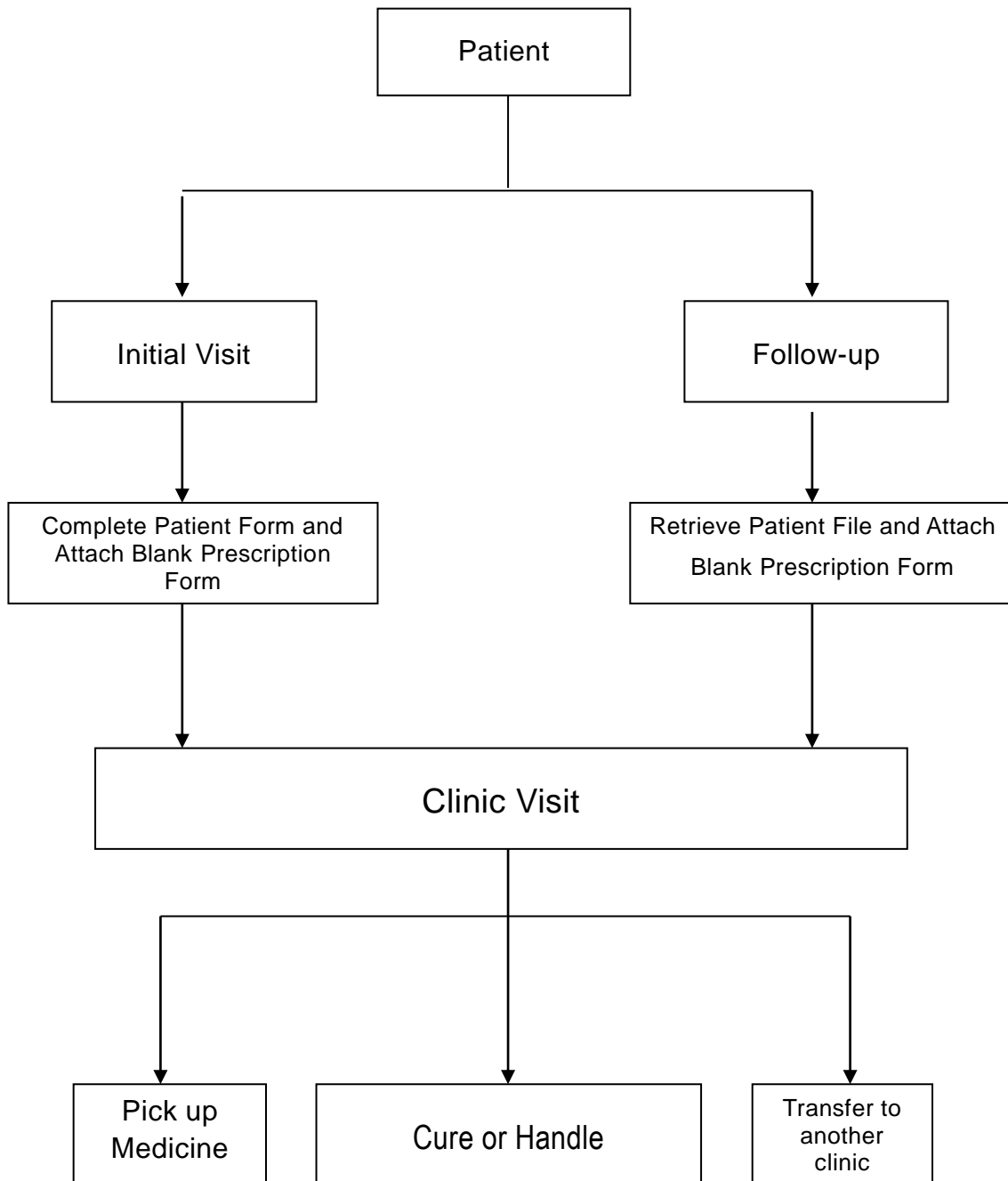
Fax : (082) 352099

Address : No.16, Sanmin Rd., Jinsha Township, Kinmen County

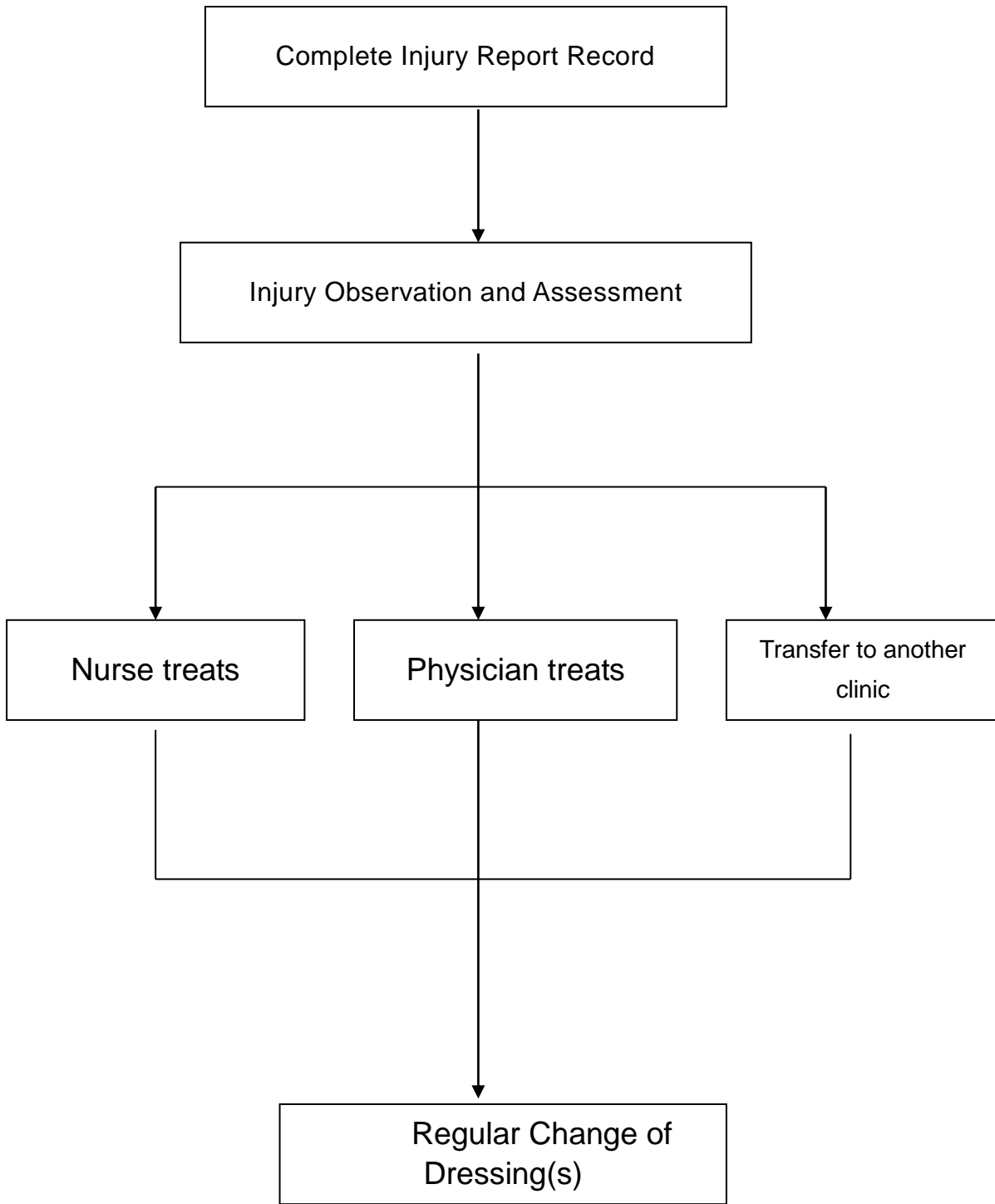
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Article 11 Matters not specified in the above regulations will be handled according to other relevant university regulations.

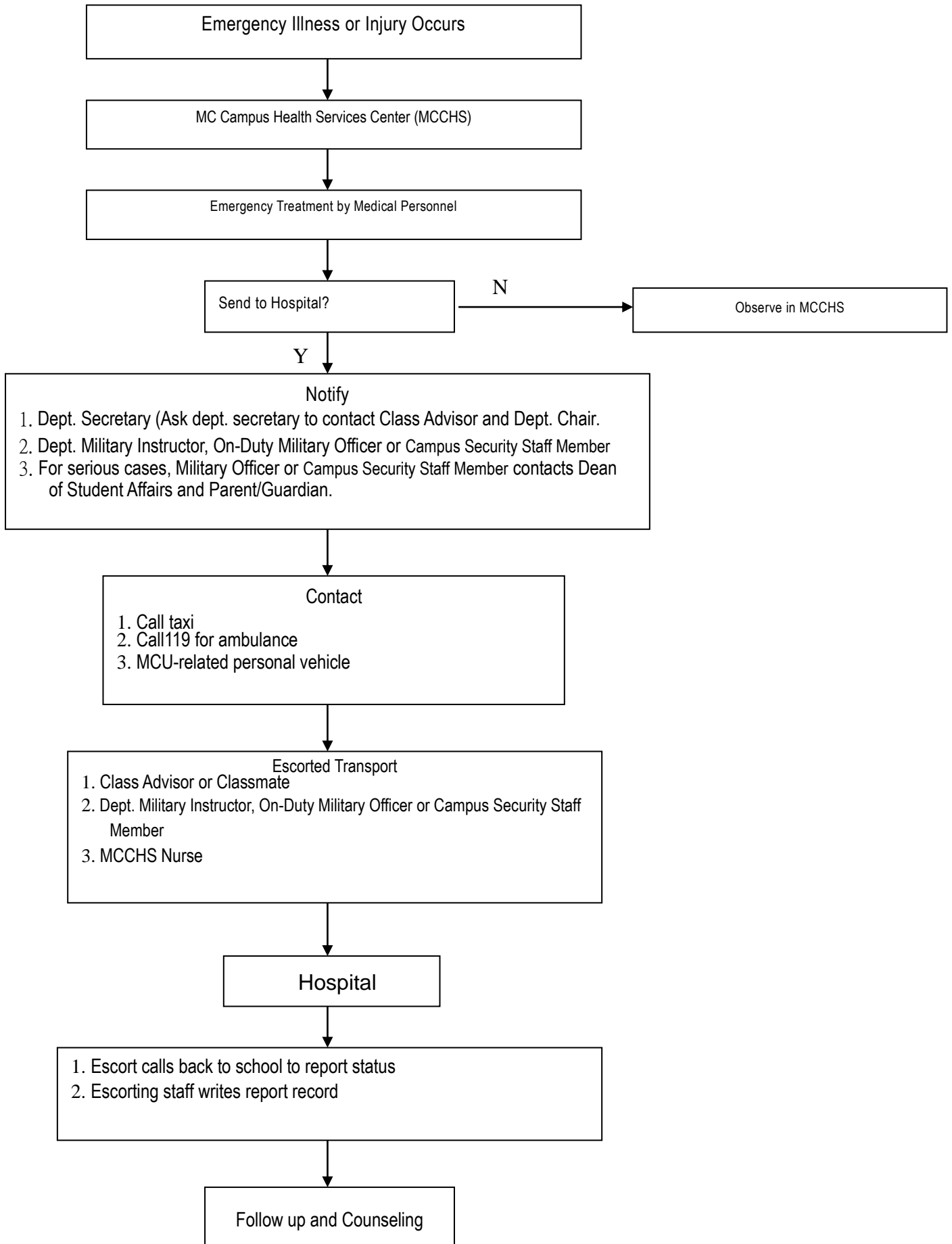
Article 12 This protocol is in force following approval by the Administrative Council and the president's ratification. Any amendments must be processed accordingly.



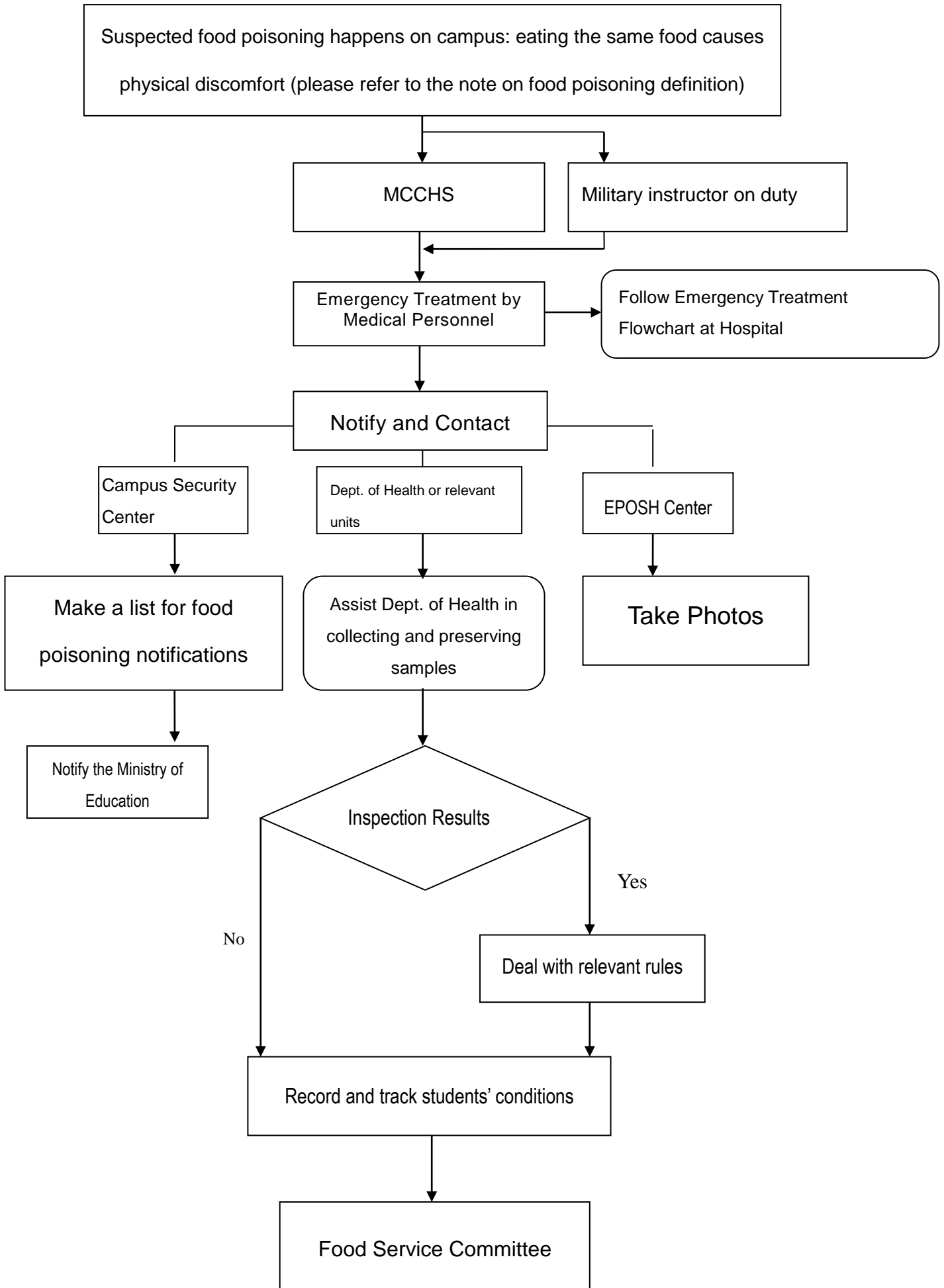
A1 : Clinic Treatment Flow Chart



A2 : Injury Treatment Flow Chart



A3 : Emergency Treatment at Hospital



A4 : Food Poisoning Treatment Flowchart

Notes:

Food poisoning definition (Food and Drug Administration, Department of Health August 22, 2017)

- (1) Two or more people ingesting the same food and having similar symptoms is defined as a food poisoning case.
- (2) Symptoms of poisoning caused by botulinum toxin and detection of botulinum toxin from human samples, or detection of the same type of pathogen or toxin in suspicious food samples, or acute food poisoning (such as chemical substances or natural toxin poisoning) caused by eating food, even if for only one person, is considered a food poisoning case.
- (3) Inferred by epidemiological investigations as food intake, it is also considered a food poisoning case.

