

NATIONAL TAIWAN UNIVERSITY
Office of Student Affairs, Health Center
Directives for Medical Equipment Borrowing

June 12, 2007 Passed by the 2,484th Administrative Meeting
December 27, 2016 Passed by the 2,932nd Administrative Meeting
July 05, 2022 Passed by the 3,123rd Administrative Meeting

Article 1 National Taiwan University Office of Student Affairs, Health Center (“the Health Center”) formulates the NTU *Directives for Medical Equipment Borrowing* (“the Directives”) to establish the borrowing and managing system for medical equipment such as first-aid kits, crutches, and wheelchairs of the Health Center.

Article 2 The borrowing and returning of medical equipment shall be done within the office hour of the Health Center.

Article 3 The items for borrowing, the required identifications, and the period for borrowing are listed in Table 1.

Article 4 When borrowing medical equipment from the Health Center, the borrower shall have either one of the eligible IDs listed in Table 1 retained at the Health Center, which will be returned by the Health Center after the borrowed items are returned.

The Health Center may forbid borrowers to borrow medical equipment for six months if they fail to return the borrowed items within the required time.

When using medical equipment borrowed from the Health Center, borrowers shall carefully keep, maintain, and, if damaged, repair the borrowed items; if such damages are not possible to repair or the item is destroyed, the borrower shall provide a new one or compensate at the market price within the time informed by the Health Center.

Article 5 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.

Table 1
The items for borrowing, the required identifications, and the period for borrowing

Items for borrowing	Required Identifications	Period for borrowing	Note
First-aid kit	<ol style="list-style-type: none"> 1. Student ID 2. Staff ID 3. ID 4. NHI Card 5. Driver's license 6. Alien Resident Certificate 7. Passport 	Until one day after the activity ends.	<ol style="list-style-type: none"> 1. The items included in a first-aid kit are listed in Table 2. 2. The borrowing of a first-aid kit is only for activities held by clubs, units, and associations of the University. 3. A maximum of two first-aid kits are allowed to be borrowed for one activity. 4. Borrowers shall download the application form from the Health Center's website, fill out the form, and then proceed with the borrowing at the Health Center Therapy Room.
Crutch	<ol style="list-style-type: none"> 1. Student ID 2. Staff ID 3. ID 4. NHI Card 5. Driver's license 6. Alien Resident Certificate 7. Passport 	One month in principle.	<ol style="list-style-type: none"> 1. Staff, faculty, and students of the University have the priority to borrow a crutch for medical needs. 2. A maximum of two crutches are allowed to be borrowed by each person. 3. Borrowers shall apply for an extension if borrowed for more than one month; A

			<p>medical certificate is required if the borrowing lasts for more than three months.</p>
Wheelchair	<ol style="list-style-type: none"> 1. Student ID 2. Staff ID 3. ID 4. NHI Card 5. Driver's license 6. Alien Resident Certificate 7. Passport 	<p>One month in principle.</p>	<ol style="list-style-type: none"> 1. Staff, faculty, and students of the University have the priority to borrow a wheelchair for medical needs. 2. A maximum of one wheelchair is allowed to be borrowed by each person. 3. Borrowers shall apply for an extension if they wish to borrow for more than a month.; A medical certificate is required if the borrowing lasts for more than three months.

Table 2**The Health Center First-Aid Kit**

Item	Number	Item	Number
1. Physiological saline	1	11. Ice pack	1
2. Povidone-iodine solution	1	12. Antibiotic ointment	1
3. Breathable adhesive tape	1	13. Tourniquet	1
4. Sling	2	14. CPR mask	1
5. Elastic bandage (L, M, S)	1 each	15. Surgical face mask	1
6. Gauze (2, 3, 4)	1 each	16. Examination gloves	2
7. Cotton swab	2	17. Scissors	1
8. Oral cotton swab	2	18. Wound dressing	1
9. Adhesive bandage	10	19. First-aid training manual	1
10. Thermometer	1		

Note:

1. Borrowing is limited to the faculty, staff, and students of the University.
2. If the borrower has used any item in the first-aid kit, please inform the Health Center when returning the kit in case the lack of items delays first aid for the next borrower.