

NATIONAL TAIWAN UNIVERSITY

Directives for the Handling of Emergent Injuries or Illnesses

August 03, 2021 Passed by the 3,099th Administrative Meeting
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- Article 1 National Taiwan University (NTU or “the University”) formulates the Directives for the Handling of Emergent Injuries or Illnesses (“the Directives”) in accordance with Article 15, Paragraph 1 of the *School Health Act* and Article 4 of the *Regulations for the Handling of Emergent Injuries or Illnesses at Schools of All Levels* under the Jurisdiction of the Ministry of Education to ensure timely first aid care and preserve lives in the event of emergent injuries or illnesses afflicting faculty, staff, or students.
- Article 2 The contact information for the emergency medical services system of the administrative district where the University is located is as follows:
1. Jinhua Station, Taipei City Fire Department: No. 13, Ln. 79, Aiguo E. Rd., Da’an Dist. Tel.: 119
 2. Guting Station, Taipei City Fire Department: No. 156, Sec. 4, Keelung Rd., Da’an Dist. Tel.: 119
 3. National Taiwan University Hospital (NTUH): No. 7, Zhongshan S. Rd., Taipei City. Tel.: 02-2312-3456
 4. Tingjhou Branch, Tri-Service General Hospital: No. 40, Sec. 3, Tingjhou Rd., Taipei City. Tel.: 02-2365-9055
- Article 3 The division of labor among and duties of NTU units in handling emergent injuries or illnesses shall be as follows:
1. Office of Student Affairs:
 - 1) Health Center
 - a) Handle all kinds of emergent injuries or illnesses at the University upon receipt of notification during office hours.
 - b) If any NTU student is afflicted by an emergent injury or illness during office hours and the Health Center is notified of this, the latter shall be responsible for notifying the Student Safety Center as the afflicted student is being sent to ER.

- c) If any NTU student is afflicted by an emergent injury or illness due to psychological factors during office hours and the Health Center is notified of this, the latter shall be responsible for notifying the Student Counseling Center for follow-up care.
 - d) Procure and maintain equipment needed for the Health Center to handle emergent injuries or illnesses.
 - 2) Student Safety Center
 - a) Undertake all communication and handling procedures in accordance with the NTU Procedures for Handling Student Safety Incidents (see Attachment 1) upon receipt of notification of a student having been afflicted by an emergent injury or illness at any time.
 - b) If a non-resident student of the University is sent to ER and the doctor considers it necessary for NTU personnel to offer on-site assistance, it shall dispatch personnel to visit the afflicted student at the hospital.
 - 3) Student Housing Service Division
 - a) Undertake all communication and handling procedures upon receipt of notification of a resident student having been afflicted by an emergent injury or illness at any time.
 - b) If a resident student of the University is sent to ER and the doctor considers it necessary for NTU personnel to offer on-site assistance, it shall dispatch personnel to visit the afflicted student at the hospital.
 - 4) Student Counseling Center: Upon receipt of notification of any student having been afflicted by an emergent injury or illness due to psychological factors, it shall take the initiative to understand the mental condition of the afflicted student and arrange follow-up care and counseling.
2. Office of International Affairs
- 1) If an international student of the University is sent to ER or the Health Center due to an emergent injury or illness and there is a linguistic barrier, it shall dispatch personnel to assist in translation upon receipt of notification.

- 2) Assist in follow-up handling procedures when an international student of the University is afflicted by an emergent injury or illness.
3. Office of the Secretariat: If warranted, the Secretary-General shall dispatch staff to explain to and communicate with the public in the event of an emergent injury or illness.
4. Individual colleges, departments, graduate institutes, offices: All units of the University and all faculty, staff, and students shall have the obligation to promptly report and assist in the handling of emergent injuries or illnesses.

Article 4 The NTU emergency reporting procedures, medical services funding, escort transport vehicles, order of escort personnel, procuratorship, and other administrative coordination matters with regard to emergent injuries or illnesses are as follows:

1. Emergency reporting procedures: Upon incidence of any emergent injury or illness, all units of the University and all faculty, staff, and students may call the Health Center at its emergency hotline 3366-9595 (only during office hours 8:00 am-5:00 pm) and call 119 (24 hours a day); the two numbers may be called simultaneously. Next, call Campus Security at 3366-9110 (for giving directions to the incoming 119 ambulance).
2. Incidence of any student having been afflicted by an emergent injury or illness during office hours shall be handled in accordance with the NTU Health Center Chart for Rendering Medical Care to Students Afflicted by Emergent Injuries or Illnesses During Office Hours (see Attachment 2).
3. Escort transport vehicles: Priority shall be given to ambulances, followed by taxis or other vehicles.
4. Order of escort personnel: Priority shall be given to medical personnel during office hours, followed by campus security personnel of the University, Student Housing Service Division counselors, or faculty, staff, or students related to the case at point (the three are of the same order). During off-hours, escort personnel shall be campus security personnel of the University, Student Housing Service Division counselors on duty, or faculty, staff, or students related to the case at point (the three are of the same order).

5. Procuratorship: Personnel escorting the afflicted for medical attention shall all be regarded as on official leave; the head of their unit shall appoint a procurator to handle their duty over the course of escort.

Article 5 An explanation of the guidelines for triage levels and rescue procedures, medical escort transport destinations, calling 119, and notifying the police authorities; prompt contact with parents of students for the notification of handling procedures; and other matters related to medical services is as follows:

1. Triage levels and rescue procedures:
 - 1) Level 1, vital signs extremely unstable and life being threatened: On-site medical personnel shall immediately send the afflicted to ER.
 - 2) Level 2, vital signs unstable and probability of the medical condition worsening within 30 minutes to 2 hours: On-site medical personnel shall decide on sending the afflicted to the Health Center or ER.
 - 3) Level 3, vital signs stable but medical attention required within 3 to 6 hours: On-site medical personnel shall decide on sending the afflicted to the Health Center or ER.
 - 4) Level 4, vital signs stable but transfer to ER required for a speedy test, treatment, or quarantine: On-site medical personnel shall send the afflicted to ER.
 - 5) Triage levels, rescue procedures, and medical escort transport destinations shall be left to on-site medical personnel to decide.
2. Medical escort transport destinations:
 - 1) Health Center, Office of Student Affairs, NTU;
 - 2) National Taiwan University Hospital (NTUH);
 - 3) Tingjhou Branch, Tri-Service General Hospital;
 - 4) any other doctor-designated location dictated by the given medical condition.
3. Guidelines for calling 119 and notifying the police authorities: “Location of incident,” “condition of incident,” “condition of patient,” “number of

people awaiting help,” and “telephone number” shall be specified.

4. Handling procedures for prompt contact:
 - 1) If any student is afflicted by an emergent injury or illness and sent to ER, the Student Safety Center or the Student Housing Service Division shall notify their parents (or emergency contacts) upon receipt of notification.
 - 2) If any faculty or staff member remains conscious after having been afflicted by an emergent injury or illness and sent to ER, an inquiry shall be made as to whether they wish to notify family members (or emergency contacts); if they have lost consciousness, the Student Safety Center or faculty, staff, or students related to the case at point shall assist in notifying their family members (or emergency contacts).
5. After the Health Center has sent a student afflicted by an emergent injury or illness to ER and its medical personnel need to return to their duty at the University before family members, campus security personnel, or Student Housing Service Division counselors arrive at ER, they shall present the NTU Health Center Instruction Sheet for Rendering Medical Care to Students Afflicted by Emergent Injuries or Illnesses During Office Hours (see Attachment 3) to the afflicted student or their procurator and have it signed by the tending nurse who gives the medical instructions.
6. After the Health Center has sent a faculty or staff member afflicted by an emergent injury or illness to ER and its medical personnel need to return to their duty at the University before family members or other related personnel arrive at ER, they shall orally explain to the afflicted how to contact the Health Center and the Student Safety Center.

Article 6 Matters with respect to assistance in physical and mental rehabilitation: the Health Center shall be charged with follow-up physical rehabilitation of the afflicted students; the Student Counseling Center shall be responsible for follow-up mental rehabilitation of the afflicted students.

Article 7 The University shall set aside a budget annually to pay for first aid training as well as equipment and manpower needed for handling emergent injuries or illnesses; NTU units may also budget funds as they see fit for handling emergent injuries or illnesses. The medical expenses thus incurred shall be

covered by patients themselves.

Article 8 Matters not addressed herein shall be handled in accordance with the Emergency Medical Services Act and its enforcement rules as well as other applicable regulations of the University.

Article 9 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.