**TALLAHASSEE COMMUNITY COLLEGE**

**COLLEGE ADMINISTRATIVE PROCEDURES**

<table>
<thead>
<tr>
<th>TITLE: Injury/Illness</th>
<th>NUMBER: 12-26AP</th>
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| AUTHORITY: Florida Statute: 1001.64, 1001.65 Florida Administrative Code: 6A-14-0247 | SEE ALSO: 12-26 |

**REVISION DATE(S):**

If a medical emergency occurs, 911 should be called for medical assistance and the Campus Police Department should be notified. The caller should stay available to direct emergency personnel to the injured person.

No one should attempt to assist an injured person unless trained in first aid procedures. Properly trained personnel should provide the following care.

1. Keep the victim still and calm.
2. Do not move the injured person.
3. Ask the person what is wrong.
4. Check pulse and breathing. Administer CPR (only if trained) if necessary.
5. Control serious bleeding by direct pressure on the wound. Use personal protective equipment.
6. Stand by to assist and/or answer questions when help arrives.