

The Beaver Island District Library staff will respond in an appropriate and considerate manner to provide assistance in the event of a medical emergency or accident where injuries are sustained.

Insurance

The Library will maintain liability insurance in a sufficient amount to address claims arising from accident and/or injury of patrons or staff.

Accidents

Response will be varied depending on the severity of injury.

Minor Injury

First aid will be provided only by trained persons. In the event or occurrence of any injury requiring first aid, 9-1-1 may be called. If a person in the building identifies himself/herself as a medical professional and offers assistance, staff should neither encourage nor discourage treatment of the injured person. First aid kits are kept in each department and are available as needed. Band-Aids, antiseptic, gauze, etc. may be offered to those who have cuts, bruises, scrapes, etc.

Minor Injuries to persons under the age of 18

- Responsible Adult Present – If a responsible adult is present he/she should perform any treatment needed (as applying the bandage to the wound). Staff members should provide assistance as needed.
- Responsible Adult Absent – If no responsible adult is present, the parent/guardian will be called to 1) explain injury or illness, 2) explain what actions have been taken by the staff member, and 3) ask the parent or guardian what further action the Library should take including whether the minor should be held for pick-up or if they will provide consent to release the minor. In some instances it may be appropriate to call 9-1-1 before calling the parent.

Minor Injuries to patrons 18 years of age and older

Patrons 18 years of age or older will be asked if they want to contact a family member and receive first aid. If first aid is refused, the injured adult will be asked to sign a release form stating that he/she voluntarily refused medical treatment (on Incident Form).

Major Injuries and Medical Emergencies

9-1-1 will be called immediately and the responding paramedics will be directed to the location of the injured individual(s). A member of the library staff will stay with the victim until help arrives. Identity of the individual should be obtained if possible. If the victim is wearing a "Medic Alert" tag this will be pointed out to the responding paramedics. Family will be notified as appropriate and when possible.

Incident Reports

An Incident Form Report will always be prepared for any emergency incident or one in which a patron sustains an injury and given to the Library Director for the Library's records. A copy of this form is appended to this policy.

Attachment:
Incident Report Form

Beaver Island District Library
Incident Report Form

To be completed by staff after an incident. If 911 is called, the Person-in-Charge will complete this form, otherwise it would be the staff involved in the incident. If police are involved, contact the director as soon as convenient. Once completed, put in director's box.

Date/time of incident:	
Description of Incident:	
Action taken:	
Staff Member:	
Comments:	
Witnesses:	

_____ Injured person refused treatment

Signature of injured person, or of
responsible adult (if minor is injured)