****

**Health & Safety Policy**

**Purpose**

EduMed has a responsibility to maintain a safe and healthy environment for students, employees and visitors while they are on campus. This plan outlines the procedures to follow in case of sickness, accidents, or emergency health care needs that arise while on campus. EduMed does not have health services located on the campus; however, hospitals, clinics, and physicians are located nearby. Students, employees and visitors who have significant health problems or limitations may be required to submit a report of medical examination prior to initial registration. The institution seeks to assist students, employees and visitors with special health problems or limitations.

**Basic First Aid**

Basic first aid supplies are available for students, employees and visitors for use in the laboratory. The first aid kit is equipped with supplies such as Band-Aids and minor wound care materials. If you are unable to locate the proper first aid supplies, please let someone in student services know so that assistance can be provided.

**Accident & Health/Safety** **Emergencies**

Steps to follow:

1. Sickness, accidents and emergencies should be reported immediately to the instructor or administration.

2. The director or administration will assess the situation and determine the appropriate course of action.

3. If necessary, the director or his/her designee will call 911 for further assistance.

4. If the student, employee or visitor is conscious and refuses treatment, the director or his/her designee will notify an emergency contact noted in the student’s file.

5 Upon calling 911, information on the accident victim, type and location of injury, location of accident and phone number should be provided.

6 Do not move the student, employee or visitor if there appears to be a head, neck, or back injury due to a fall.

7 If the person needing assistance cannot walk and needs assistance, the area where the person is located should be cleared. Keep the person as calm and comfortable as possible.

8 Stay with the person needing assistance until medical help arrives.

9. Only licensed, certified, or trained personnel should provide emergency medical assistance to the person on school property.

10.After the emergency is over, administration will be responsible for investigating the incident and completing an incident report.

Note: If a person is transported via ambulance or life squad, the person is responsible for the cost.

**Weather Conditions**

In the case of an emergency while school is in session, administration and student services has the authority to assess the situation and act accordingly. For emergencies occurring when school is closed, administration will assess the situation and determine whether classes will be held. If classes are cancelled, administration or student services will notify Channel 4 and Channel 17 for posting. Also, notice will be posted on EduMed Facebook page. Employees will be notified by Administration and/or Student Services.

 **Campus Security Policies**

 Campus Security is provided by Landlord. Security monitors parking lots and is available for problems if needed. Staff should always call 911 for any major emergency; however, security if available by calling 615-642-2937 if need arises.

Students, employees and visitors are encouraged to report crimes to local authorities and administration. In the event of an incident, an administrator should be called immediately to investigate and notify authorities if warranted.

Develop habits that insure security. For example, always keep cash property secured. Know the location of all alarms and fire extinguishers and know how to use them. Make sure that the entrance of the school is well lit before entering and leaving the premises.

Notify visitors who might visit you to check in with the receptionist in the front lobby before entering any part of the facility.

EduMed is not responsible for lost or stolen items.

**Safety Rules**

Safety is everyone’s responsibility. Safety must be given primary importance in every aspect of planning and performing school activities. Please report all injuries, regardless of how minor, to administration. Accidents generally occur because individuals fail to follow the proper safety rules. By following the safety rules listed below, you will minimize your chances of having an accident.

1. Avoid overloading electrical circuits with too many machines.

2. Use flammable items with caution. Always follow the printed procedures on the product.

3. Walk—don’t run.

4. Report sickness, accidents and emergencies of fellow students, employees and visitors to the director or instructor.

5. Ask for assistance when lifting heavy furniture or objects.

6. Smoke in designated areas only.

7. Keep cabinet doors and file and desk drawers closed when not in use.

8. Keep your work area clean or orderly.

9. Stack materials only to safe heights.

10. Use the right tool for the job, and use it correctly.

11. Avoid practical jokes.

12. Do not operate any equipment unless you have been properly trained to do so.

13. Wear eye protection when indicated.

14. Use the proper safety equipment required for the job.

15. Watch out for the safety of fellow students, employees and visitors.

**Evaluation**

The effectiveness of this policy is evaluated based upon information that is provided by students, employees and visitors through formal and informal means. Incident reports are reviewed to determine if preventive measures can minimize or eliminate health and safety issues involving students, employees and visitors. Changes are made if indicated.