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# Policy 2015-03

## Medical Emergency Management

### at GTBVC

# 1. Medical Emergency Management at GTBVC

**Medical emergencies are life-threatening situations but can also include the following:**

- Broken bones
- Excessive bleeding
- Eye injury
- Serious allergic reactions
- Cardiac Arrest
- Heat stroke/heat exhaustion/heat cramps
- Unconsciousness
- Compound fractures
- Lacerations
- Head injuries
- Chest pain
- Seizure

## **Policies:**

### **A. If a staff member or someone at the Garneau Club experiences a medical emergency:**

1. Call 911. Be prepared to give detailed information on the address of the club (10943 - 84 Ave), the specific location, and status of the injured person.
2. Unless trained, do not attempt to provide any first aid until assistance arrives. Request assistance from others in the area if they are trained to provide aid.
3. Apply direct pressure to the site of bleeding.
4. If trained, and the person has no pulse and isn't breathing – start CPR. Direct another person to retrieve the AED (Automated External Defibrillator) from inside the City Arts Centre building (front desk)
5. Unless safety dictates, do not attempt to move the person.
6. Remain at the scene to provide detailed information to the first responders.

### **B. To minimize stress and confusion during a medical emergency, staff must:**

1. Know the location of the first aid kit,
2. Know the location of the AED device in the City Arts Centre, and
3. Know the address of the club.

### **C. Be assertive and direct others to tasks including:**

1. Retrieval of first aid kit/AED as needed
2. Crowd control and clearing the area
3. Await arrival of first responders and direct them to the scene