

Louisiana State University

Office of Facility Services

**Operating Instruction 4106**

Revision: 3  
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Page 1 of 2

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**SUBJECT: FIRST AID PROCEDURES**

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**I. Procedures**

- A. First aid is immediate care given to a person who has been injured or who has suddenly become ill
- B. First aid may only be administered by someone who has completed a certified First Aid or Emergency Response course. The person's certification must be current, according to the grantor's administrative rules, and/or they must have taken a refresher course if required by the agency granting certification.
- C. Facility Services personnel who are certified in Fire Aid and/or CPR (Cardiopulmonary Resuscitation) shall render the appropriate treatment to any injured or ill employee.
- D. If the employee is able to walk, supervisors should accompany the ill or injured employee to the Facility Services HRM office. The supervisor will be given a packet containing necessary information.
- E. If the accident or illness is life-threatening, the employee will be taken to the LSU Student Health Center or the nearest hospital. The supervisor will immediately notify Facility Services HRM of the incident.

**II. Employee Guidelines**

- A. All employees are to immediately report all injuries, illnesses and near miss accidents, with as much detail as possible, to their supervisor.

- B. Unless you are a First Aid certified attendant, **do not treat an injury yourself.** Advice and treatment must originate from a certified First Aid attendant.
- C. The Facility Services HRM office will forward the Occupational Accident or Illness Report form and report all injuries involving lost work time and medical claims to the office of the Director of LSU Environmental Health & Safety.

D. **EMERGENCY TELEPHONE NUMBERS**

LSU Police	578-3231
Student Health Center	578-6271
Police/Fire/Emergency Medical Services	911

E. **HOSPITAL EMERGENCY ROOMS**

Baton Rouge General (Florida)	387-7600
Baton Rouge General (Bluebonnet)	763-4000
Earl K. Long	356-3361
Ochsner Medical Center	752-2470
Our Lady of the Lake	765-8826