

Appendix E

Texas Wesleyan University Medical Assistance Policy

Objective:

The objective of this policy is to provide medical assistance information and a University policy in the event of injury or illness to faculty, staff, student or guest.

Scope:

This policy applies to all faculty, staff, students and visitors.

Procedure:

Any person or department receiving notification of an injury or illness on campus should follow this procedure:

- If emergency response is requested by faculty or staff on the scene or by the injured/ill person, summon emergency services immediately (9-911), notify the University nurse (4948) and security (4911).
- If emergency response is not requested, the injured/ill person is conscious and does not appear to need emergency assistance, notify the University nurse (4948) and security (4911). The person attending the injured/ill person must use good judgment. When in doubt, summon emergency services. If the University nurse is available, the nurse's decision will prevail unless the injured/ill person disagrees.
- If the situation involves an injury, the associate vice president for administrative services and human resources (4286) must also be notified.
- If the situation involves an injury or work-related illness to an employee of the University and non-emergency medical assistance is required, Concentra Medical Centers provides service for the University. Please see location and hours under general information. An authorization for treatment form needs to accompany the employee and workers' compensation reporting procedures must be followed.
- Persons making notification need to provide the exact location, an assessment of the problem and what type of assistance is needed.
- If any criminal activity contributed to an injury, the police should also be summoned by calling 9-911.

General Information:

- **Emergency telephone contacts:**
9-911, if calling from the campus telephone system. Otherwise, 911.
Nurse: 531-4948
Security: 531-4911
- Associate Vice President for Administrative Services and Human Resources: 531-4286

- Health Center Hours: Monday through Friday: 8 a.m. to 5 p.m.
817 Avenue A, Building 1 Room 110.
- Concentra Health Centers: 2500 West Freeway (I-30), Fort Worth, (817) 882-8700.
Hours: Monday through Friday, 8 a.m. to 8p.m. Saturday, 8 a.m. to 5 p.m. A physician is on call 24 hours a day, 7 days a week. The on-call physician can be reached by calling any of the above numbers.
- Baylor Scott & White: 1400 8th Ave., Fort Worth
(817) 926-2544
- Texas Health Resources Harris Methodist Hospital: 1301 Pennsylvania Ave., Fort Worth (817) 250-2000
- John Peter Smith Hospital: 1500 S. Main Street, Fort Worth
(817) 702-3431
- ☒ Poison Control: 1-800-222-1222
- Rape Crisis: (817) 927-2737, Notify dean of students, 4872 and student counseling, 4859.