Illness, injury and accident

Whenever a person is injured or becomes ill, promptly ensure the individual receives the appropriate medical attention:

- If the injury/illness is serious or life-threatening, call 9-1-1 and then immediately notify Public Safety at ext. 5599 or 620-441-5599. If you are at off-campus location, dial 9-1-1.
- Do not move the person unless it is necessary for to secure them from further safety issues.
- Protect the person from unnecessary manipulation and disturbance.
- To the extent that you are trained, begin CPR and other first aid measures as appropriate. Retrieve the nearest Automatic External Defibrillator (AED). See AED locations here.
- Stay with the person until advanced medical assistance arrives.
- If the injury/illness is not serious or life threatening, ask the person what assistance is needed.

Also contact Public Safety at ext.5599 from a campus phone or 620-441-5599 from any phone to assist to the extent requested by the affected individual.

What to Do IF You're Injured at Work:

- Ask: IS the injury serious or life-threatening?
- Report the incident your supervisor.
- Seek medical treatment if necessary.
- Follow-up as directed by a medical professional.

Remember to report any on-the-job injury ASAP to be considered for worker's comp benefits.

Employees who suffer and on-the-job injury/illness should remember the following:

- Regardless of the severity, promptly report all on-the-job injuries to HR and/or Public Safety.
- If an injury involves a threat to life or limb, contact Public Safety to coordinate emergency medical treatment.
- Although some on-the-job injuries may not require medical attention, always report all on-the-job injuries in the event you need medical treatment at a later date.