

Chang Gung University Medical Emergency SOP

CSRC: Campus Security Report Centre

Healthcare Personnel

Report to Campus Security Report Centre at (03)2118855

Dial 119 for immediate emergency attention.

Office hours

Non-office hours

Health Care Section

Campus Security Report Centre or Dormitory Supervisor

Report to Campus Security Report Centre (03) 2118855

Situation Assessment

Class 1:
Serious condition – requiring immediate medical assistance

Class 2:
Minor condition – basic medical care required.

Call an ambulance or a taxi to take the injured to the hospital. Accompany the injured to the hospital and keep Campus Security Report Centre informed.

Campus Security Report Centre helps to contact Class Mentor (Homeroom Teacher)/Department Head/IAC. With consent of the injured, the CSRC may also contact guardian(s) of the student(s).

Seek Assistance from Medical personnel of the Health Care Section, Dormitory Supervisor or Military Instructors.

Military instructors of the Campus Security Report Centre or the class mentor (homeroom teacher) visit the injured at the hospital. Inform the Health Care Section and IAC personnel of the status. With consent of the injured, the CSRC may also contact guardian(s) of the student(s).

Diagnosis and Treatment at Hospital

Request for medical certificate and receipt after being discharged. Go to Health Care Section for reimbursement.

Documents will be archived by Health Care Section for further investigation, and for reimbursement and ensuing processes.