

臺北基督學院緊急傷病處理辦法(草案)

民國 104 年 4 月 17 日本校 103 學年度第 1 次學務會議通過

第 一 條 為確保本校教職員工生於意外事故及緊急傷病發生時，能迅速掌握救護的時效和妥善送醫流程，進而維護傷病者的生命安全，依教育部 92 年 7 月 16 日台參字 0920104837A 號令特訂定本要點。

第 二 條 本要點適用於全校教職員工生。

第 三 條 本要點將緊急傷病依檢傷分類分為 A、B、C 三級，如附件一。

一、A 級事件：意外傷害或因疾病導致嚴重危及生命安全須立即就醫者。

(一) 通報流程：學生在校區發生緊急傷病事故時，由在場教職員工生通報 119 支援並由健康中心護理人員赴現場先作緊急處理。

(二) 護送人員之派遣：由護理人員或校安中心輪值人員擔任。

(三) 使用之交通工具：救護車（詳細說明傷患所在地點及病況描述，並通知警衛室，指引救護車抵達地點，若連絡 10 分鐘後仍未到達，應再以電話催促）。

(四) 通知相關人員：校安中心、學務長、主修主任及導師、家長。

二、B 級事件：意外傷害或急性疾病，須儘早就醫接受治療者，但無法自行前往就醫者。

(一) 處理方式：在校區內發生緊急傷病事故時，由現場教職員工生通知健康中心護理人員前往處理。

(二) 護送人員之派遣：生活輔導員、導師、其他代理人（系務助理）。

(三) 使用之交通工具：計程車（由警衛室代為協助叫計程車，需紀錄車牌與駕駛人姓名後送醫，費用由病患自行負擔）、教職員工之車輛。

(四) 通知相關人員：學務長、導師、家長。

三、C 級事件：意外傷害或因疾病導致的身體不適，在健康中心即可妥善處理者或稍作休息即可會恢復，毋須送醫院治療者。

(一) 處理方式：由教職員工生陪同病患至健康中心，由護理人員協助處理。

第 四 條 本校緊急傷病處理作業流程，如附件二。

第 五 條 本校教職員工職責如下：

一、健康中心（護理人員）：緊急醫療處理，聯絡救護車與醫院或診所，以及相關工作人員。

- 二、校安中心：值日人員於夜間協助意外事件緊急處理。
- 三、主修主任及導師：視需要陪同個案到院接受治療，並通知家長。
- 四、諮商輔導中心：必要時給予個案進行心理輔導與諮商。
- 五、總務處：提供特約計程車行。

第 六 條 本校附近醫院如下：

- 一、淡水馬偕醫院、關渡醫院。
- 二、上述醫院診所之地址與電話號碼，須提供各行政部門、系務助理、生活輔導人員，以應不時之需。
- 三、夜間 10 點後，一律直接送淡水馬偕醫院。

第 七 條 安全教育與訓練：

- 一、學校得洽地區醫療急救教育機構，合辦或協助教職員工及學生每學年接受基本救命術訓練課程至少四小時及緊急救護情境演習。
- 二、成立本校急難救助社，培育校園急救種子。

第 八 條 行政配合事項：

- 一、在執行就醫護送、檢查及治療過程中，若衍生行政或法律問題，概由學校處理。
- 二、護送人員之交通費，依據本校輔導人員處理校安事件車資補助辦法，簽報申請。
- 三、送醫後將病患之治療結果做成記錄，加以統計分析，並定期檢討以利日後追蹤輔導。

第 九 條 本辦法經行政會議通過，陳請校長核定後公布實施，修正時亦同。

檢傷分類救護處理程序

嚴重度	重 度 ： A 級	中 度 ： B 級	輕 度 ： C 級
迫切性	危及生命：須立即處理	緊急：須在 30-60 分鐘內處理完畢	非緊急：簡易傷病處置與照護即可
臨床表徵	心搏停止、休克、昏迷、意識不清、急性心肌梗塞、溺水、高血糖、頸〈脊椎〉骨折、疑似心臟病引起之胸痛、呼吸窘迫、呼吸道阻塞、連續性氣喘狀態、無法控制的出血、心搏過速或心室顫動、癲癇重積狀態、重度燒傷、對疼痛無反應、嚴重創傷如車禍、高處摔下，長骨骨折、骨盆骨折、肢體受傷合併神經血管受損、大的開放性傷口、槍傷、刀刺傷等、發燒 39℃ 以上。	重傷害或傷殘、骨折、撕裂傷、呼吸困難、中毒、腸阻塞、腸胃道出血、闌尾炎、動物咬傷、眼部灼傷或穿刺傷、強暴。	擦藥、包紮、休息即可繼續上課者。擦傷、撞傷、腫脹、切割傷、跌傷、抓傷、灼燙傷、穿刺傷、咬傷、凍傷、瘀血、流鼻血等。
		輕中度：可自行前往就醫	
		脫臼、扭傷、切割傷需縫合、輕度腹痛、單純性骨折無神經血管受損者。	

Christ's College Taipei Emergency Injury Handling Implementation Details

Passed in the first student affairs meeting April 17th 2015

Article one:

In order to make sure the standard operation procedure of emergency injury handling of the school while the student and staff fails in an accident or getting injured so that the school could handle it as soon as possible and saving lives. CCT has set the emergency injury handling implementation detail in consideration of the practical conditions on campus which is according to letter no.0920104837A from the ministry of education.

Article two:

All of the students and faculty are included.

Article three:

The accident level will be divided by A, B C three types as shown in attachment one.

- I. A level: The accident or sickness seriously endangers life, and the person should be sent to the hospital immediately.
 - 1. Reporting process: If there is any student who fell in the serious accident on campus, the staff who is around should call 119 and contact the health department to have the emergency treatment immediately.
 - 2. The person following with to the hospital: The person from health department or center of campus secure.
 - 3. Transportation: An ambulance.(the person who called are requested to inform the detail of the location and the situation of the injured people and inform the guard house to direct the ambulance. If the ambulance does not arrive by 10 minutes, the person should call one more time.)
 - 4. Reporting to: Center of campus security, dean of student affairs, chair of major, class advisor and student's parents.
- II. B level: The person who fails in an accident or sickness which should be sent to the hospital as soon as possible, but the person is unable to move.

1. Reporting process: If there is any student who fell in the accident on campus, the staff who is around should contact the health department to have the emergency treatment immediately.
2. The person following with to the hospital: The campus life counselor, class advisor or Major assistant.
3. Transportation: A taxi (the guard house should help to call the taxi and record the car number and the name of driver. The taxi fee should be paid by the injured person.) or the faculty's car.
4. Reporting to: Dean of student affairs, class advisor and student's parents.

III. C level: The person who feels not very well due to injury or sickness which is still ok with resting in the health center.

1. Reporting process: The person will be company by staff to the health center.

Article four:

Christ's College Taipei Emergency Injury Handling Process as shown in attachment two

Article five:

The duty of faculty is stated as the following:

1. Health center(nurse): emergency treatment, Contacting medical center.
2. Center of campus security: On duty person helping with the emergency case at night.
3. Chair of major and class advisor: Accompany the student to the hospital if needed and contact with the parents.
4. Counseling center: Arranging the counseling if there is needed case.
5. General affairs office: Providing the appointed taxi company and contact number.

Article six:

The medical resources around the school:

1. Mackay Memorial Hospital and Guandu Hospital.
2. The department below should have the address and the phone number of the hospital above: all the administration departments, major assistants, the campus life counselor.

3. Any accident case happened after 10pm should be sent directly to the Mackay Memorial Hospital.

Article seven:

Safety training and education:

1. The school should cooperate with local area medical education center to hold the basic life support training for faculty and students a least 4 hours every academic year.
2. To establish the first-aid support club.

Article eight:

Administration details:

1. The school is in charge of the whole process include any legal issue during the process of treatment.
2. The transportation fee of the accompany person will be paid by school.
3. The report of the emergency case should be made and provided as a referring.

Article nine:

These detailed regulations shall be passed through administrative meeting, implemented after reported to and approved by the president.