Approval process 审批过程

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Relevant departments (select relevant departments with a "√")

相关部门 (用√勾选相关部门)

Construction Dept. 校园建设部	√	Operation Dept. 校园运营部	√	H.R. Dept. 人力资源部	√
RIGS 研究创新和研究生部	√	U.G. Dept. 本科教学部	√	I.T.Dept. 电脑信息部	√

Relevant documents 相关文件

No无

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1. Purpose 目的

This procedure is specially formulated to ensure that personnel can obtain effective first-aid medicines and equipment as soon as possible in the event of a personal injury incident at Campus or inside the lab.

确保在校内或实验室内发生突发人身伤害事件时，人员能够第一时间获取有效的急救药品及器具，并规范用药取药制度，特制定本程序。

2. Scope 范围

The provisions of this document apply to the management of all first aid kits at GTIIT.

本文件规定适用于广东以色列理工学院所有急救药箱的管理。

3. Responsibilities 职责

3.1. Clinic 校内医务室

- Responsible for the selection and evaluation of medicines in the first aid box;
  负责急救箱内药品选择及评估；
- Responsible for the procurement of emergency medicines;
  负责急救药品采购；
- Received an accidental use of the medicine box, medical assistance need to be provided and report the rescue situation.

  接到有人员因意外使用药箱内物品，需进行医疗协助并汇报救助情况。

3.2. EHS

- Responsible for evaluating first aid kit allocations;
  负责评估急救药箱分配；
- Responsible for regularly scheduling first aid training (including new and updated training);

  负责定期安排急救培训（包括新培训及更新培训）；
- Develop and regularly update the medicine box management procedures and monitor their effective implementation;

制定并定期更新药箱管理程序，并监督其有效执行；

· After receiving the accidental use of the contents of the medicine box, EHS needs to investigate and report the relevant details, and an accident report will be formed if necessary.

接到有人员因意外使用药箱内物品需进行调查反馈相关详细情况，如有必要形成事故报告。

3.3. Person in charge of first aid box 急救箱负责人

· Lab PI or manager is the person take care the medicine cabinet in that laboratory. Responsible for regular inspection of medicines, including: quantity of medicines, whether they have expired, and whether the medicines are registered;

实验室负责人为该实验室药箱负责人，负责药品定期检查，检查内容包括：药品数量、是否过期、用药是否有登记；

Administration buildings and dormitories are followed up by the corresponding area manager. For example, the medicine box in the pantry of the administrative building is checked and replenished by the property management staff.

行政楼及宿舍由相应的区域负责人负责跟进，例如：行政楼茶水间药箱由物业管理人员进行检查和补充。

· Responsible for Medicine application replenishment from clinic;

负责到校医务室进行药品申请补充，药品由学校医务室统一购买，实验室补充药品相关费用计入实验室运行费用；

· Handle and report accidents in a timely manner to minor injuries to personnel in the area.

对负责区域内的人员轻微损伤进行及时处理和事故汇报。

4. Terminology 术语

First aid: Refers to the initial rescue and care for a sick or injured person before the arrival of a doctor or paramedic when an emergency or accident occurs.

急救：指在急病或意外发生时，在医生与护理人员到达前为生病或受伤的人，进行初步的救援及护理。

Volunteer first responder: A person who is trained and qualified in first aid. Voluntarily provide medical treatment to injured persons in the event of injuries.

义务急救员: 指经过急救培训并合格的人员。在有人员受伤的情况下自愿为受伤人员提供医疗处理。

5. General requirements 一般要求

5.1. First aid kit allocation and management requirements 急救箱分配及管理要求:

First aid kits are allocated according to the distribution of personnel and the principle of easy access;

急救箱是根据人员分布情况以及方便取用的原则分配;

First-aid kits should be stored in an obvious location easily accessible to employees, and should be co-located with corresponding identification;

急救药箱应存放于员工易于获取的明显位置,并应配合以相应标识;

In principle, each teaching laboratory needs to be equipped with an emergency medicine box;

原则上每个教学实验室需配备一个应急药箱;

An emergency medicine box is provided on each floor of the tea room in the scientific research and experimental building. If first acid kit was needed in research lab,, it will be configured by the labitself, lab should prepared the medicine according to the experiment content, such as Antidote for some toxic materails, but the Medicines need to be determined by the school medical office, and new Medicines will be collected and supplemented through the school medical office

科研实验楼每层茶水间配置一个应急药箱,科研实验楼如需配置,则由实验室自行配置,需根据实验室实验内容配备药品,如:在涉及有毒物质时配备对应解毒剂,但药品需经过校医务室确定,并通过校医务室领取和补充新的药品;

Each first aid box has a designated person in charge, the teaching laboratory is the laboratory leader, the medicine box on the research building floor is the medical office, and the medicine box in the research laboratory is the laboratory leader;

每个急救箱均有指定的负责人员，教学实验室为实验室负责人，科研楼楼层药箱为医务室，科研实验室内药箱为实验室负责人；

Each first aid kit has a corresponding number and person in charge.

每个急救箱都有相应的编号及负责人。

5.2. Requirements for use 使用要求：

The medicines in the first-aid kit are only used by school employees, contractors and visitors in emergency situations in campus; the medicines must not be taken out of the school for special reasons;

急救箱内药品仅限于学校内部员工、承包商及访客在学校内发生紧急情况时使用；非特殊原因不得将药品带出学校；

Anyone who needs to open the first aid kit to use Medicines must register on the Medicine use registration form. The Medicine use registration form is detailed in Annex 3;

任何人在打开急救箱使用药品后都需要在药品使用登记表上面登记药品使用登记表详见附件3；

The person in charge of the medicine box should check the integrity of the contents of the medicine box every two weeks;

药箱负责人每两周应检查药箱内物品是否完整；

If it is used but not registered, the person in charge of the kit should investigate and replenish it if it is missing;

如有使用但无登记的情况下，药箱负责人应进行调查，并重新进行补充（如有缺少）；

The person in charge of the medicine box on the first working day of each month shall confirm the Medicine use registration form with the person in charge of the corresponding area and go to the clinic to complete the medicine;

每个月第一个工作日药箱负责人员应将药品使用登记表给相应区域责任人确认，并到校医务室补齐药品；

The campus's EHS organizes the clinic and relevant persons in charge to conduct a special inspection of the emergency kits in each region every six months, and

announces the results of the inspection on the safety committee, and sends them to the persons in charge and the administrators to follow up the abnormal situation.

校EHS每半年组织医务室和相关负责人对各区域应急药箱进行一次专项检查，并将检查结果在安委会上公告，且发送给各药箱负责人及管理员跟进异常情况。

6. Annex 附件

1. Medicine List 药品清单

2. First aid kit allocation 急救箱分配情况

3. Medicine use record form 药品使用记录表