

BAY COUNTY LIBRARY SYSTEM
MEDICAL EMERGENCY POLICY

Each building and the bookmobile contains a first aid kit with general supplies such as bandages, gauze pads and alcohol wipes. Each Public Service Desk is also stocked with Narcan nasal spray. Library staff will provide the public with access to the first aid kit if requested and call 911 when appropriate. Staff is encouraged to use their best judgment and feel empowered to do what is prudent and reasonable in the event of a medical emergency, including the use of an automatic external defibrillator (AED) or Narcan. Whenever in doubt, staff is encouraged to err on the side of caution.

As required by law, Safety Data Sheets (SDS) are kept up-to-date and compiled in a manual that is kept in a designated spot in each building, including the bookmobile garage. Every staff member should know where they are kept. It is the responsibility of the Maintenance Supervisor to ensure the content of the SDS manual is kept current.

In the event of an accident the person-in-charge will **immediately** fill out a Patron/Public Report of Accident/Injury Form and email a scanned copy it to the Administrative Office to the attention of the Financial Analyst/HR Assistant, Assistant Director, and Director. The original will be sent to the Administrative Office through delivery.