

Grafton Public Library Accident Policy

In the event of a patron accident, the first concern of staff members responding to the accident should be that the patron receives prompt and appropriate attention for any injury. Library Staff members are not trained to assess injury or provide first aid. Staff members should not attempt to determine the extent of injury or need for medical attention, but rather defer to the judgement of EMTs or other medical professionals. It is appropriate, therefore, when a staff member is responding to an accident to inquire about the well-being of the patron. Library staff should not rely entirely on the patron's self assessment but, if in the staff member's judgement an injury may have occurred, seek medical attention for the victim as soon as possible.

First Aid for Injured Patrons

In an instance in which a staff member feels the possibility of patron injury may exist, an offer to call the EMTs is to be made. If the patron declines reiterate the offer and ask if he/she is sure no assistance is needed. If possible do so with another staff member present. If in the staff member's judgment the victim has suffered an injury, the staff member should tell the victim they will call the EMTs, and do so, regardless of the victim's protests to the contrary. (Failure to assess an injury promptly may result in increased liability for the town.)

Transportation

If a victim's ability to walk or drive home has been affected, an offer to make a call for alternative transportation should be made. Under no circumstance should a library staff member volunteer to provide transportation for the victim.

Documentation

Any accident or incident resulting in possible injury, however slight, should be promptly documented. When a patron is injured, once aid, if called for, has been summoned, attempt to find out:

- His/her name, address and phone number.
- Ask them what happened to cause the accident.
- Find out what subsequent action, if any, the victim may plan to take.

Adopted: 2/4/2010
Reviewed