



Stellenbosch
UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

Medicine and Health Sciences
EyeNzululwazi ngezoNyango neMpilo
Geneeskunde en Gesondheidswetenskappe



STUDENT EMERGENCIES GUIDELINE



SAFETY

Tygerberg Campus Security: 021 938 9507



VEHICLE INCIDENT

Tygerberg Campus Security: 021 938 9507



MEDICAL, SURGICAL, PSYCHOLOGICAL EMERGENCY

Maties ER24: 010 205 3032



SEXUAL ASSAULT CARE

Maties ER24: 010 205 3032









OCCUPATIONAL HIV EXPOSURE

Infectious body fluid exposure: Needle prick / HIV exposure event:

Tygerberg Hospital Division for Infectious Diseases:

021 938 4487 (bleeper section, Tygerberg Hospital) and ask for the Infectious Disease doctor on call

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EMERGENCY SAFETY GUIDELINES

Emergency numbers are listed below. It is the responsibility of students to store these numbers on their personal cell phones as required.

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SAFETY

Tygerberg Campus

Campus Security: General

021 938 9507

Campus Security: Emergencies

021 938 9500

Security WhatsApp and cell phone number

083 938 1841

Worcester Campus

Security & Emergencies

073 857 6981 – this number remains available during power outage

Security - Durban Street Gate

023 346 7810

06:00 – 18:00, 7 days a week

Security - Pell Street Gate

023 346 7845

18:00 – 06:00, 7 days a week

Worcester Campus Reception

023 346 7820

08:00 – 16:30, Mondays to Fridays

Stellenbosch Campus

Security & Emergencies

0800 02 5827

- It is important that students look after themselves and keep themselves as safe as possible. Students have the right to, at any time, raise concerns regarding reasonable safety and the precautionary measures in place at any placement.
- In the event that a student's safety is compromised, the student/s should leave the area where they are placed, as soon as possible, using the safest route and inform the relevant lecturer or staff member immediately.
- If students become aware of temporary danger to person/s or property in a clinical training area (e.g. because of protests, gang violence, etc.), it is the responsibility of students to inform and consult with SU staff/lecturers/module co-ordinators to make arrangements for safety, security and the completion of the relevant part of the clinical training.



Tygerberg Campus

Campus Security: General

021 938 9507

Security WhatsApp and cell phone number

083 938 1841

- In the case of theft or an accident, immediately phone Campus Security on 021 938 9507. Additionally you can phone the Vehicle Fleet on 021 938 9349/50/51 (08:00 - 16:30).
- SU fleet vehicles are leased to staff and students for official use e.g. clinical rotations, academic activities, research, sports and cultural purposes. No private trips should be undertaken.
- Drivers must be in possession of a valid driver's license (which must have been obtained at least one year previously) which must be shown upon collection of keys. Those in possession of a driver's license for less than one year will be subject to competency testing.
- Drivers receive a trip card which must be completed in full in the case of each vehicle rented. Together with this, they receive a key which must be handed in at the booking office upon returning the vehicle. If after-hours, place the keys in the slot in the wall of the building on the left-hand side just outside the exit gate.
- **Any damage to a vehicle must be reported to the booking office before departure** and recorded on the trip card under complaints/defects. After-hours, the damage must be recorded on the trip card and reported to the booking office upon return. **Locking the vehicle as well as the gear lock, where fitted, is compulsory.**
- **Should students be involved in an accident with a SU car and negligence on the part of the student can be proven, the student will be held liable for payment of the insurance excess of R 3 000.**
- Kindly peruse all SU vehicle car policies which are in the glove compartment on the passenger side. The logbook must be completed and a vehicle check must be undertaken at the start of the trip. The student will also be held liable for any damages to the car or property if found negligent.
- Car doors must always be kept locked and items of value, e.g. handbags, laptops, purses and cellular phones and even study material, must always be kept out of sight. Wherever possible, lock up facilities should be provided by the clinic or other institution. If these are not provided, ensure that all valuables/important items are out of sight, preferably locked in the boot of the car. **Students should be vigilant about the risk of smash-and-grab theft through car windows and car hijacking.**
- **Cars must be parked on the grounds of the clinic or other institution, or as near as possible to the particular place of work or contextual visit and in well-lit areas when working after hours.**
- **Under no circumstances may students transport patients in private or official vehicles.**



MEDICAL AND PSYCHOLOGICAL EMERGENCY

Maties ER24

010 205 3032

- ER24 service includes a medical assessment for medical emergencies as well as the services of a trauma counsellor, free of charge.
- Counselling can be face-to-face or telephonic, depending on the need and location of the student. The medical and/or psychological assessment of a student at the scene is free of charge.
- A fee will be charged if an ambulance has to transport the student to hospital. If the student is not able to pay for that service, financial assistance from the University can be negotiated with the Director of the Centre for Student Counselling and Development. ER 24 charges students who have no medical aid the same rate as the Metro State Ambulance Service charges.
- If students are in an emotional crisis, it is best to specifically ask for a counsellor. The dedicated counsellor will call the student back; hence, only limited airtime is necessary. The counsellor will write a report that same evening that will go to the Director of the Centre for Student Counselling and Development, who will ask a psychologist to follow up with the student the next day if necessary. This is dealt with the utmost sensitivity and the information is treated as confidential.
- If the psychological crisis is during office hours (Mon-Fri 8H00-16H00 the ER 24 line will divert to CSCD Reception. Students can also send an email to supportus@sun.ac.za indicating they are in crisis or call 021 927 7020 during office hours.



SEXUAL ASSAULT CARE

Maties ER24

010 205 3032

Other contact numbers include:

- Thuthuzela Care Centre (sexual assault care) at Karl Bremer Hospital: (021) 918 1321 or (021) 918 1983. There is also a Thuthuzela Care Centre at Worcester Provincial Hospital: (023) 348 1294, situated on the Ground Floor at Entrance 2. They are open 24 hours a day.
- It is best to call ER 24 and ask to speak to a counsellor, who will then assist the student with all the necessary steps to follow to obtain the necessary treatment and counselling free of charge. Campus Security will also assist the student as far as possible.

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REPORTING OF AN INCIDENT

SAPS

10111

Please report any incident that occurs during your training to ensure that the FMHS may monitor the safety of student placements on the distributed training platform.

Complete the form below within 24 - 72 hours of an incident occurring.

Forms to be used by students to report an incident can be found on the FMHS website under SUNLOC. Go to the Safety tab, then Safety Guidelines, then Reporting of an incident.

For Incident Report Form click here

If a criminal offence has occurred, immediately also report it to the local police station.

An incident is any occurrence where a student/ staff member considers that her/his safety has been compromised, e.g.

- personal injury/harm
- an attempt to injure/harm
- possessions were stolen / damaged / tampered with, or
- an attempt was made to do so

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OCCUPATIONAL HIV EXPOSURE

Injury/Exposure should be reported directly to Campus Health Services (CHS) during office hours 021 938 9590.

CHS is open for medical consultations with a nurse practitioner daily Mon-Fri, 8am-4pm, by appointment. Doctors are available 3 times per week.

After hours, students should report to C1D/Trauma/F1 and report to CHS the following morning.

After hours medical advice can also be obtained from Campus Health doctors on 0764310305"

- Universal precautions are to be applied at all times. Infectious body fluid exposure: Needle prick / HIV exposure event: Please see the Faculty of Medicine and Health Sciences emergency support options that are specifically available to all FMHS students.
- Injury/Exposure should be reported directly to Campus Health Services (CHS) during office hours - 021 938 9590. After hours students should report to C1D/Trauma/F1 and report to CHS the following morning.

STUDENT HIV EXPOSURE INCIDENT

1 Wash skin with water and soap, or rinse mucous membranes with water

2 **Office hours:** report injury directly to CHS and Complete the incident form.
After hours: report injury to C1D/ Trauma/ F1. Report to CHS the following morning and complete the incident form. CHS after hours nr is 076 431 0305.
At peripheral sites: report to Dr/ Sr in charge.

3 **Post-exposure prophylaxis*:**
Take available triple therapy immediately (do not delay for blood draw or results)

Draw blood from source:

- HIV (ELISA)
- Hepatitis B (sAg)
- Hepatitis C (IgG)

Draw blood from exposed person (student)

- HIV (ELISA)
- Hepatitis B (sAg)
- Hepatitis C (IgG)
- Creatinine (if Tenofivir is part of PEP)

SOURCE IS HIV NEGATIVE

SOURCE IS HIV POSITIVE

STOP ARV'S

CONTINUE WITH ARV'S FOR 28 DAYS

4 **Enter post-exposure support system if:**

- Questions on exposure risk & PEP
- Adverse reaction to PEP
- Source: On second and third line ARV's
- Exposed: HBsAb titre < 10
- Phone CHS on 021 938 9590 and ask to speak to Clinical Nurse on duty

If exposed student is HIV positive:

Stop ARV's and contact your health care practitioner / campus health services

*Post-exposure prophylaxis:

- Triple therapy: Tenofovir/Emtricitabine plus Aluvia or
- Tenofovir/Lamivudine/Dolutegravir are available at all distributed platform training sites (check with SUNLOC)
- Campus Health Service (Sr.)
- NO contra-indications for taking first dose - ONLY contra-indication for full course is renal failure