



# *City of Winter Park Fire-Rescue*

## *Standard Operating Guideline*

# 310.04

**Title: Treatment of City Employees / Injuries**

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**Purpose:** To establish a procedure for the treatment of injured City Employees by Fire Department personnel.

**Scope:** This action will cover all City employees who are injured while performing City related functions and are in need of immediate treatment by City Fire Department EMTs and Paramedics.

**General:**

When any City employee reports to the Fire Department, or the Fire Department is summoned to a job site, for the treatment of an illness or injury that is deemed to be "job related", Department Paramedics will assess and treat the employee injury and recommend any further care. The Paramedic should recommend to the employee whether further treatment by a physician or other medical facility is needed.

If the employee needs to be seen by a physician only and not treated at a hospital, the Paramedic will direct the employee to the current medical facility with whom the City of Winter Park has an agreement or contract to handle such medical treatment.

If the employee needs to be treated at a hospital, all efforts should be made to transport the employee to a "Florida Hospital" facility. This does not preclude the paramedic from transporting the patient to any facility they deem necessary.

After completion of the incident, an information call should be made to the "Assistant City Manager's Office" (3236). Basic information should be given regarding the employee's injuries and whether they were directed the current contracted medical facility or transported to a hospital. It will be the responsibility of the City Manager's Office and the employee's supervisor to notify the Department Head of the employee's injury.

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Chief of Department