



## **MEDICAL EMERGENCIES POLICY (#445)**

### **I. First Aid**

#### **Supplies & Availability**

The Warrenville Public Library District ("The Library") is equipped with a basic first aid kit containing items such as bandages, gauze, and antibiotic ointments. There are first aid kits located at each service desk, in library outreach kits and in staff areas. Staff will monitor first aid supplies for expiration dates and to ensure a full inventory.

#### **Training**

The Library will provide staff the opportunity to receive CPR and Stop the Blood training from accredited training agencies such as the Warrenville Fire Protection District.

After the initial training, the Executive Director shall determine when additional or recurring training should occur. A list of all CPR-certified staff shall be maintained.

#### **Medical Emergencies**

In the event of a medical emergency:

- Staff will provide any first aid assistance that they are trained to provide or as remotely directed by emergency personnel, e.g., a 9-1-1 operator. Otherwise, staff will not attempt to treat the injured but rather assist in other capacities as necessary.
- Staff will not dispense aspirin or other medication(s), except for opioid antagonists as outlined in Section III.
- CPR-certified staff will perform CPR if needed until emergency personnel arrive.
- Staff will call 911 when necessary or when in doubt about the nature and/or severity of a medical problem. Staff will provide requested information and follow the 911 dispatcher's instructions to the best of their ability.

If needed, or if advised by emergency personnel, staff will evacuate and/or close the library to the public until the medical emergency is resolved.

### **II. AED (Automatic External Defibrillator)**

In the interest of public safety, the Library maintains an automatic external defibrillator (AED) device for rapid deployment and use in response to cardiac medical emergencies. The AED is designed to act as a lifesaving bridge during the time spent waiting for emergency medical providers to arrive and take over.

The AED and case are installed next to the elevator and are clearly labeled. An alarm is activated when the case door is opened to notify those in the building of an emergency.

## **Training**

While AEDs are designed for any person to use without formal training, Library staff shall not use the AED unless they have received training from an approved AED training agency such as the Warrenville Fire Protection District.

After the initial training, the Executive Director shall determine when additional or recurring training should occur. A list of all staff trained to use the AED device shall be maintained.

## **Administration & Maintenance**

The Library is enrolled in an online monitoring program to assist in tracking the maintenance, status and expiration dates of the device's equipment and supplies. Maintenance and replacements are made as necessary.

## **Use of AED Device**

- In case of a cardiac emergency, library staff shall call 911 immediately.
- After calling 911, an employee may administer the use of the AED device to an individual if both of the following apply:
  - The employee has been trained in the proper use of the AED device; and
  - The employee has reason to believe that the individual is experiencing a cardiac emergency.
- In conjunction with the use of the AED, trained library staff shall assist the individual using any other response protocols as needed, such as CPR.

## **Legal**

Per the Illinois Good Samaritan Act (745 ILCS 49/12): *“Use of an automated external defibrillator; exemption from civil liability for emergency care. As provided in Section 30 of the Automated External Defibrillator Act, any automated external defibrillator user who in good faith and without fee or compensation renders emergency medical care involving the use of an automated external defibrillator in accordance with his or her training is not liable for any civil damages as a result of any act or omission, except for willful and wanton misconduct, by that person in rendering that care.”*

## **III. Opioid Antagonists**

In the interest of public safety to prevent opioid-related deaths in DuPage County and potentially save a life, the Library shall provide and maintain a supply of intranasal naloxone on-site with staff and public access for use during emergencies where an individual is suspected of having an opioid overdose.

## **Definitions**

- Opioid antagonist - "Opioid antagonist" means naloxone hydrochloride or any other similarly acting and equally safe drug approved by the United States Food and Drug Administration for the treatment of drug overdose.
- Opioid-related overdose - "Opioid-related Overdose" means a condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, that results from the consumption or use of an opioid or

another substance with which an opioid was combined or that a reasonable person would believe to be an opioid-related overdose that requires medical assistance.

## **Legal**

In accordance with Illinois Public Act 104-0056, the Library will “*maintain a supply of opioid antagonists in an accessible location*” and that, during operating hours, the Library will “*take all reasonable steps necessary to have at least one person present in the library who has completed training in how to recognize and respond to an opioid overdose, including the administration of an opioid antagonist.*”

The Act provides that any authorized personnel who has taken the required training may administer an opioid antagonist to any person they “*believe, in good faith, to be having an opioid overdose (1) on library grounds, (2) in the immediate vicinity of the library or (3) at a library sponsored event.*” The Act also states that the “*library and its authorized personnel are immune from liability for the administration of an opioid antagonist under this Section, except for willful or wanton misconduct.*”

## **Inventory & Storage**

Library staff will track expiration dates and regularly monitor the inventory of the Library’s supply of naloxone. Inventory will be replaced as overdose kits meet their expiration dates, are taken by the public or are administered within the library.

Naloxone overdose kits will be:

- stored consistent with the manufacturers’ guidelines to avoid extreme cold, heat, and direct sunlight;
- clearly marked and available for free through public dispensers for emergencies or individuals that want to take doses for their own emergency supply; and
- included with first aid kits at public service desks, as well as in library outreach kits, ensuring they are ready and accessible for use by trained staff in an emergency.

## **Training**

The Library shall make every effort to ensure all employees are trained in recognizing symptoms of opioid overdose and the proper administration of an opioid antagonist. Training and resources will be obtained from organizations accredited to train staff, such as HopeDuPage or Live4Lali. A list of all staff and volunteers trained to administer opioid antagonists shall be maintained.

## **Administration of Opioid Antagonist**

- In case of a suspected opioid-related overdose, any library employee shall call 911 immediately.
- After calling 911, an employee may administer an opioid antagonist to an individual if both of the following apply:
  - The employee has been trained in the proper administration of that Opioid Antagonist; and
  - The employee has reason to believe that the individual is experiencing an opioid-related overdose.
- Following the administration of an opioid antagonist, trained library staff shall assist the individual using any other response protocols as needed.

**Reporting**

The Library participates in the DuPage Narcan Program (DNP). To assist the County in keeping accurate data, the Library will report any usage of naloxone in the library with DNP's Naloxone Administration Reporting Form.

**Approved:** 3/18/2026