

**NOTICE****(First Aid and Usage of Ambulance Service)**

All the students, staff and faculty members are hereby informed that :

1. First Aid kits are available in each department. Its location with contact information of concerned person is being notified at department level. In case of hostels, respective Hostel Warden will maintain the First-Aid Kit.
2. All the medicines etc. - as suggested / prescribed by the visiting Doctor (available in MIET campus; SOS only) - will remain available.
3. The Doctor remains available in campus (near to Sarojani Boys' Hostel) during 04:30 pm – 05:30 pm on all days (Mon-Sat; Male and Female Doctor on alternate days). In case of need, one can visit.
4. Its usages / consumption / issuance record will be maintained by the department in a hard-bound register.
5. While taking any medicine, the concerned person must verify its name and expiry date mandatorily. .
6. Specific medicines (related to any disease / anti-biotic etc.) will not be issued / be a part of First-Aid Kit.
7. Any user, while taking any medicine etc. from first aid kit, must inform about the allergic medicines etc. He / she must not take any such medicines (allergic / prohibited to them) from the First-Aid Kit.
8. All concerned (students / staff / faculty) must inform about his / her disability / medical problem / medical care / medicines requirement – in writing (through respective HOD) – to the Registrar Office. This will be kept in the concerned personal file (list of such person with requirement will be shared to the HODs by Registrar).
9. In case of severe emergency, AMBULANCE service can be used to drop / admit the patient only to the nearby hospital (i.e. Subharti Hospital only). For this, one should contact to respective HOD / Section Head, and its permission will be granted by Registrar / Dean-Students' Welfare / Director (during non-working hours : by the Chief Warden / DSW), through Reception.

  
(Dr. Brijesh Singh)

**Director**

***Copy for information and necessary compliance to :***

1. Hon'ble Chairman / Vice-chairman
2. Dean-Academics, Dean-Students' Welfare, Chief Proctor
3. All the HODs
4. Chief Warden and Wardens
5. Registrar, ERP, Accounts, Transport, Library, Notice Board