

## **TREATMENTS OF MINOR INJURIES/ WOUNDS**

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Schedule of Availability of Service: 8:00 am – 5:00 pm; Monday to Friday

Clients/Customers: Students ,Faculties and Staffs

Requirements: None

Processing Time: Simple Case – 50 minutes,  
Complicated Case – more than 50 minutes

<b>STEP</b>	<b>CUSTOMER/APPLICANT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF THE ACTIVITY</b>	<b>FEE</b>	<b>PERSON RESPONSIBLE</b>	<b>FORMS</b>
<b>1</b>	Writes name, course and year in the logbook	<p>Locates client’s medical records from the file cabinet</p> <p>Reviews previous entry on the medical record</p> <p>Fills out the consultation form</p> <ul style="list-style-type: none"> <li>a. Takes vital signs (temperature, blood pressure, heart rate, respiratory rate, weight, height)</li> <li>b. Asks and records chief complaint</li> </ul>	10 minutes	None	Nurse	<p>Client’s Logbook</p> <p>Medical Record</p> <p>Consultation form</p>
<b>2</b>	Proceeds to the treatment area	<p>Asks the client relevant questions pertaining to the injury/wound</p> <p>Informs the client regarding assessment and management</p> <p>Performs necessary procedure/s</p> <ul style="list-style-type: none"> <li>a. Wound cleaning</li> </ul>	20-30 minutes	None	Physician	<p>Consultation form</p> <p>Request form</p>

		<ul style="list-style-type: none"> <li>b. Suturing</li> <li>c. Wound dressing</li> <li>d. Bandaging</li> <li>e. Splinting</li> </ul> <p>Gives advice as to the management</p> <p>Provides prescription and laboratory requests as needed</p> <p>Provides referral if the need arises</p>				<p>Prescription form</p> <p>Referral form</p>
<b>3</b>	Proceeds to the dispensing area for medications and other instructions*	<p>Gives prescribed medication if available</p> <p>Gives advice as to intake of medications and other necessary precautions</p>	15 minutes	None	Nurse	Prescription form
<b>4</b>	Signs in the logbook for the medicines received	Secures completeness of the data in the logbooks	5 minutes	None	Nurse	<p>Medicine Dispensary Logbook</p> <p>Treatment logbook</p>
<b>END OF TRANSACTION</b>						

*\*NOTE: These steps may be omitted if the client is in normal, healthy state. This is for those with uncommon conditions only.*