

國立中興大學學生事務處健康及諮商中心醫療設備器材借用要點

Regulations for Medical Equipment and Devices Loan from the Health and Counseling Center, Office of Student Affairs, National Chung Hsing University.

民國 115 年 3 月 25 日中心醫護組會議訂定
Established at the Center's Medical and Nursing Affairs Meeting on March 25, 2026

- 一、 國立中興大學學生事務處健康及諮商中心（下稱本中心）為建立本中心拐杖、四腳拐杖、輪椅、簡易急救箱之借用及管理制度，訂定本要點。

The Health and Counseling Center, Office of Student Affairs, National Chung Hsing University (hereinafter referred to as "the Center") establishes these regulations to implement a borrowing and management system for crutches, Quad Cane, wheelchairs, and basic first-aid kits.

- 二、 借用人限本校教職員工生，並應於本校規定之上班時間借用及歸還本中心保健用品；逾期未歸還者，得中止借用人借用權利。

Borrowers are limited to faculty members, staff, and students of the University. Borrowing and returning must be completed during official working hours. Late returns may result in suspension of borrowing privileges.

- 三、 本中心醫療設備器材之借用品項、借用期限及借用規則，如附件。

The items available for loan, loan periods, and borrowing regulations for the medical equipment and devices of this Center are as shown in the attachment.

- 四、 借用人使用本中心醫療設備器材，請善盡保管維護之責，如有毀損，應予修復；如不能修復或遺失者，借用人應於本中心通知期限內提供新品或依市價賠償。

Borrowers must properly maintain the equipment. If damaged, it must be repaired. If it cannot be repaired or is lost, the borrower must replace it with a new item or compensate according to market price within the deadline specified by the Center.

- 五、 本要點經本中心醫護組會議通過後施行。

These regulations shall take effect after approval by the Center's Medical and Nursing Affairs Meeting.

附件 Attachment

健康及諮商中心 醫療設備器材借用品項、期限及規則

Health and Counseling Center – Borrowable Medical Equipment and Devices, Periods, and Rules

借用品項 Borrowed Item	借用期限 Borrowing Period	借用規則 Borrowing Rules	
拐杖 Crutches	以一個月為原則。 In principle, one month.	每人限借二支。 Maximum two per person.	<p>1. 借用人限本校教職員工生，可至本中心網站下載申請表，填妥後至本中心辦理借用流程。 Borrowers must be faculty members, staff, or students of the University. Applicants may download the application from the Center's website and submit it to the Center to complete the borrowing procedure.</p> <p>2. 借用人應於本校規定之上班時間借用及歸還；逾期未歸還者，得中止借用人借用權利。 Borrowing and returning must be completed during official working hours. Late returns may result in suspension of borrowing privileges.</p> <p>3. 當特殊情況需緊急借用時，由值班護理師視情況斟酌借出。 In urgent circumstances, equipment may be loaned at the discretion of the duty nurse, subject to the specific situation</p> <p>4. 借用人使用本中心醫療設備器材，請善盡保管維護之責，如有毀損，應予修復；如不能修復或遺失者，借用人應於本中心通知期限內提供新品或依市價賠償。 Borrowers must properly maintain the equipment. If damaged, it must be repaired. If it cannot be repaired or is lost, the borrower must replace it with a new item or compensate according to market price within the deadline specified by the Center.</p>
四腳拐杖 Quad Cane	以一個月為原則。 In principle, one month.	每人限借一支。 Maximum one per person.	
輪椅 Wheelchair	以一個月為原則。 In principle, one month.	每人限借一輛。 Maximum one per person.	
簡易急救箱 Basic First-Aid Kit	活動結束後一日。 One day after the event ends.	<p>1. 單次活動借用，以二個為上限。 Maximum two kits per event.</p> <p>2. 簡易急救箱之內容物如附件。 The contents of the basic first aid kit are shown in the attachmen.</p>	

國立中興大學學生事務處 健康及諮商中心 醫療設備器材借用申請表
 NCHU Office of Student Affairs – Health and Counseling Center
 Medical Equipment and Devices Borrowing Application Form

借用人姓名 Borrower Name		借用人聯絡電話 Borrower Contact Phone	
借用人學號 Student ID Number		借用人系級/單位 Department / Unit	
借用內容 Borrowed Items	<input type="checkbox"/> 拐杖 Crutches ___支 <input type="checkbox"/> 四腳拐杖 Quad Cane ___支 <input type="checkbox"/> 輪椅 Wheelchair ___台 <input type="checkbox"/> 簡易急救箱 Basic First-Aid Kit ___個	<input type="checkbox"/> (社團)指導老師(簽章) Club Advisor signature <input type="checkbox"/> 系所助教(簽章) Teaching Assistant signature	
預計歸還日期 Expected Return Date	___年___月___日 Year ___Month ___Day ___	實際歸還日期 Actual Return Date	___年___月___日 Year ___Month ___Day ___
備註 Remarks	1. 活動日期: ___年___月___日 Event Date: Year ___Month ___Day ___ 2. 活動事由 Event Description:		
借用規則 Borrowing Rules	1. 借用人限本校教職員工生，可至本中心網站下載申請表，填妥後至本中心辦理借用流程。 Borrowers must be faculty members, staff, or students of the University. Applicants may download the application from the Center's website and submit it to the Center to complete the borrowing procedure. 2. 借用人應於本校規定之上班時間借用及歸還；逾期未歸還者，得中止借用人借用權利。 Borrowing and returning must be completed during official working hours. Late returns may result in suspension of borrowing privileges. 3. 當特殊情況需緊急借用時，由值班護理師視情況斟酌借出。 In urgent circumstances, equipment may be loaned at the discretion of the duty nurse, subject to the specific situation. 4. 借用人使用本中心醫療設備器材，請善盡保管維護之責，如有毀損，應予修復；如不能修復或遺失者，借用人應於本中心通知期限內提供新品或依市價賠償。 Borrowers must properly maintain the equipment. If damaged, it must be repaired. If it cannot be repaired or is lost, the borrower must replace it with a new item or compensate according to market price within the deadline specified by the Center.		

簡易急救箱內容

項目 Item	量 Quantity	項目 Item	量 Quantity
1. 生理食鹽水 Normal Saline	1	5. 運動軟膏 Sports Gel	1
2. 優碘 Iodine solution	1	6. 剪刀 Scissors	1
3. 透氣紙膠 Micropore Tape	1	7. OK 繃 Bandage	2
4. 紗布(2、3、4) Gauze (sizes 2,3,4)	各1 one pack each	8. 棉棒 Cotton swabs	2