

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 5 月 4 日中心醫護組會議訂定
Established at the Center's Medical and Nursing Affairs Meeting on May 4, 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及學生。申請表可自行至本中心網站下載填寫，或於上班時間親至本中心現場辦理。學生辦理借用時，須出示學生證，並由本中心影印後黏貼於借用申請單上；借用物品歸還後，本中心將依本校個人資料保護相關規定妥善處理該資料。

Borrowers are limited to faculty, staff, and currently enrolled students of the University. The application form may be downloaded from the Center's website and completed in advance, or filled out in person during office hours. Students are required to present their student ID when applying; a photocopy will be made by the Center and attached to the application form. Upon return of the borrowed items, all personal data will be handled in accordance with the University's personal data protection regulations.

- 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.

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及學生。申請表可自行至本中心網站下載填寫，或於上班時間親至本中心現場辦理。學生辦理借用時，須出示學生證，並由本中心影印後黏貼於借用申請單上；借用物品歸還後，本中心將依本校個人資料保護相關規定妥善處理該資料。</p> <p>Borrowers are limited to faculty, staff, and currently enrolled students of the University. The application form may be downloaded from the Center's website and completed in advance, or filled out in person during office hours. Students are required to present their student ID when applying; a photocopy will be made by the Center and attached to the application form. Upon return of the borrowed items, all personal data will be handled in accordance with the University's personal data protection regulations.</p> <p>2. 當特殊情況需緊急借用時，由值班護理師視情況斟酌借出。</p> <p>In urgent circumstances, equipment may be loaned at the discretion of the duty nurse, subject to the specific situation</p> <p>3. 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。</p> <p>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's Name		借用人聯絡電話 Borrower's Contact Phone Number	
借用人員工證號/學號 Borrower's Employee ID Number / Student ID Number		借用人系級/單位 Borrower's Department / Unit	
借用內容 Borrowed Items	<input type="checkbox"/> 拐杖 Crutches ___支 <input type="checkbox"/> 四腳拐杖 Quad Cane <input type="checkbox"/> 輪椅 Wheelchair	借用期限： 一個月 Loan Period: One month.	本校學生證(影本)黏貼處 Student ID Card (Photocopy) Attachment Area (For University Students Only)
	<input type="checkbox"/> 簡易急救箱 Basic First Aid Kit ___個	借用期限： 活動結束後一日 Loan Period: One day after the event ends.	
借用日期 Date of Borrowing	_____年 Year _____月 Month _____日 Day		
歸還日期 Return Date	_____年 Year _____月 Month _____日 Day		
發生事由 Cause of Incident	1. <input type="checkbox"/> 走路跌倒 Fall while walking 2. <input type="checkbox"/> 運動傷害 Sports injury 3. <input type="checkbox"/> 出車禍 Traffic accident	4. <input type="checkbox"/> 開刀後須使用 Post-surgery use 5. <input type="checkbox"/> 其他 Other :	
借用規則 Borrowing Rules	1. 借用人限本校教職員工及學生。申請表可自行至本中心網站下載填寫，或於上班時間親至本中心現場辦理。學生辦理借用時，須出示學生證，並由本中心影印後黏貼於借用申請單上；借用物品歸還後，本中心將依本校個人資料保護相關規定妥善處理該資料。 Borrowers are limited to faculty, staff, and currently enrolled students of the University. The application form may be downloaded from the Center's website and completed in advance, or filled out in person during office hours. Students are required to present their student ID when applying; a photocopy will be made by the Center and attached to the application form. Upon return of the borrowed items, all personal data will be handled in accordance with the University's personal data protection regulations. 2. 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 special circumstances requiring urgent borrowing, the on-duty nurse may approve the loan at their discretion. 3. 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 using the center's medical equipment are responsible for proper care and maintenance. In the event of damage, the item must be repaired. If it cannot be repaired or is lost, the borrower must replace it with a new item or provide compensation at market value within the timeframe 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