

Guidelines for Handling Suspected Food Poisoning Incidents at National Chung Hsing University

Passed by the University Health Committee of 2023 school year first semester on January 3, 2024

- I. To provide a clear protocol for handling suspected food poisoning incidents among its faculty and students, National Chung Hsing University (hereinafter referred to as "the University") has established the "Guidelines for Handling Suspected Food Poisoning Incidents at National Chung Hsing University" (hereinafter referred to as "these Guidelines") based on the *School Health Act* and the "Guidelines for Food Hygiene Management in Colleges and Universities".
- II. According to the Food and Drug Administration, food poisoning is defined as follows:
 - 1) If two or more individuals experience similar symptoms after consuming the same food, it is considered a food poisoning case.
 - 2) A single case of symptoms caused by botulinum toxin, with the toxin detected in both the individual and the suspected food, or inferred from epidemiological investigation to be caused by the consumed food, is also considered a food poisoning case. This also applies to acute poisoning from chemicals or natural toxins from food, even if only one person is affected.
 - 3) Cases inferred from epidemiological investigation to be caused by food consumption are also considered food poisoning incidents.
- III. Handling of suspected food poisoning incidents involves:
 - 1) Report the suspected case to the Health and Counseling Center or Student Safety Counseling Office within the Office of Student Affairs. These units shall assist in quickly obtaining medical treatment for affected students, placing students without medical treatment, and inform mentors and parents or emergency contacts.
 - 2) Notification of relevant units involves:
 1. The Office of Student Affairs' Health and Counseling Center shall report to the jurisdictional health authority.
 2. The Office of Student Affairs' Student Safety Counseling Office shall report to the Ministry of Education within 2 hours upon being aware of the incident, in accordance with the "Campus Safety and Disaster Incident Reporting Guidelines."
 - 3) The Office of Student Affairs' Health and Counseling Center and the Office of General Affairs' Division of Property Operation Management shall assist the governing health authorities in investigating the causes and collecting samples related to the incident, including food samples, patient vomit, and feces, and cooperate with the health authorities on subsequent handling matters.
 - 4) The Office of General Affairs' Division of Property Operation Management may request campus food vendors involved in a food poisoning incident to cease providing food. If the health authorities determine the campus vendor is responsible, such vendor shall make compensation, implement improvements within the deadline, pay for fines, or terminate contract according to the contract terms.
 - 5) The handling results shall be reported to the President by the Office of Student Affairs. If external communication is needed, it will be handled uniformly by the Office of Secretariat.
 - 6) Follow-up actions:
 1. The Office of Student Affairs' Health and Counseling Center shall monitor the treatment of food poisoning cases.
 2. The Office of Student Affairs' Student Life Division shall assist with group insurance claims and

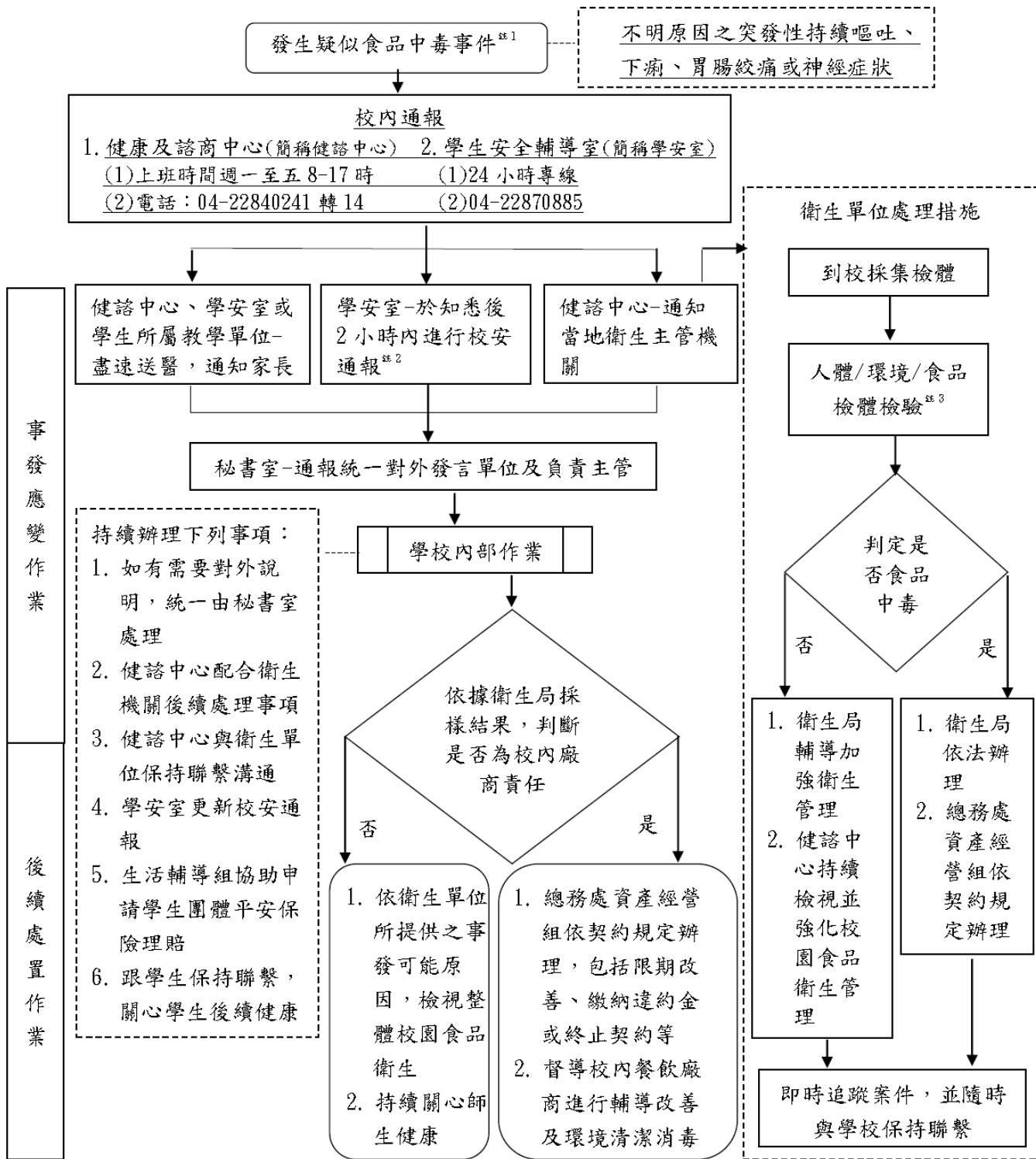
leave matters for students. In addition to the above procedures, suspected food poisoning incidents shall also be handled according to the "Suspected Food Poisoning Incident Handling Process" (as per attachment).

IV. Matters not covered by these Guidelines shall be handled in accordance with relevant laws.

V. These Guidelines shall be implemented after approval by the University Health Committee and endorsement by the President. Any amendments thereto shall be subject to the same process.

National Chung Hsing University Suspected Food Poisoning Incident Handling Process

Passed by the University Health Committee of 2023 school year first semester on January 3, 2024



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| 發生疑似食品中毒事件 ^{註1} | A suspected food poisoning incident occurred: Note 1 |
| 不明原因之突發性持續嘔吐、下痢、胃腸絞痛或神經症狀 | Symptoms include unexplained sudden but persistent vomiting, diarrhea, abdominal cramps, or neurological symptoms. |
| 校內通報 | Internal Reporting: |
| 1.健康及諮商中心(簡稱健諮中心) | 1. Health and Counseling Center |
| (1)上班時間週一至五 8-17 時 | (1) Weekdays from 8 AM to 5 PM. |

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| (2)電話：04-22840241 轉 14 | (2) Phone: 04-22840241 ext. 14 |
| 2.學生安全輔導室(簡稱學安室) | 2. Student Safety Division |
| (1)24 小時專線 | (1)24-hour hotline: |
| (2)04-22870885 | (2)04-22870885 |
| 事發應變作業 | Emergency Response: |
| 後續處置作業 | Subsequent handling operations: |
| 健諮中心、學安室或學生所屬教學單位-盡速送醫，通知家長 | Seek immediate medical attention and notify parents by the Health and Counseling Center, Student Safety Division, or the student's academic unit. |
| 學安室-於知悉後 2 小時內進行校安通報 ^{註 2} | Student Safety Division - report campus safety within 2 hours upon being aware. ^{Note 2} |
| 健諮中心-通知當地衛生主管機關 | Health and Counseling Center - Notify local health authorities. |
| 秘書室-通報統一對外發言單位及負責主管 | The Office of Secretariat - Notify the unified spokesperson and the responsible managers. |
| 持續辦理下列事項： | Continued Actions: |
| 1.如有需要對外說明，統一由秘書室處理 | 1. If external clarification is needed, it shall be uniformly handled by the Office of Secretariat. |
| 2.健諮中心配合衛生機關後續處理事項 | 2. The Health and Counseling Center shall coordinate with health authorities on follow-up actions. |
| 3.健諮中心與衛生單位保持聯繫溝通 | 3. The Health and Counseling Center shall maintain communication with health units. |
| 4.學安室更新校安通報 | 4. The Student Safety Division shall update campus safety reports. |
| 5.生活輔導組協助申請學生團體平安保險理賠 | 5. The Student Life Division shall assist with applying for student group safety insurance claims. |
| 6.跟學生保持聯繫，關心學生後續健康 | 6. Keep in contact with students, caring for their subsequent health. |
| 學校內部作業 | Internal School Operations: |
| 依據衛生局採樣結果，判斷是否為校內廠商責任 | Based on the Health Bureau's sampling results, determine if the on-campus vendor is responsible. |
| 否 | No |
| 1.依衛生單位所提供之事發可能原因，檢視整體校園食品衛生 | 1. Review overall campus food hygiene based on the possible causes provided by health units. |
| 2.持續關心師生健康 | 2. Continue to care for the health of teachers and students. |
| 是 | Yes |
| 1.總務處資產經營組依契約規定辦理，包括限期改善、繳納違約金或終止契約等 | 1. The Division of Property Operation Management (Office of General Affairs) shall |

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| | handle according to the contract, including making improvements within a limited time period., payment of penalties, or contract termination. |
| 2.督導校內餐飲廠商進行輔導改善及環境清潔消毒 | 2. Supervise on-campus catering vendors for counseling improvements and environmental cleaning and disinfection. |
| 衛生單位處理措施 | Health Unit Handling Measures: |
| 到校採集檢體 | Collect samples on campus. |
| 人體/環境/食品檢體檢驗 ^{註3} | Human/environmental/food specimen examination ^{Note3} |
| 判定是否食品中毒 | Determine if it is a food poisoning case. |
| 否 | No |
| 1.衛生局輔導加強衛生管理 | 1. The Health Bureau advises on strengthening hygiene management. |
| 2.健諮中心持續檢視並強化校園食品衛生管理 | 2. The Health and Counseling Center continues to review and strengthen campus food hygiene management. |
| 是 | Yes |
| 1.衛生局依法辦理 | 1. The Health Bureau processes according to the law. |
| 2.總務處資產經營組依契約規定辦理 | 2. The Division of Property Operation Management (Office of General Affairs) handles according to the contract. |
| 即時追蹤案件，並隨時與學校保持聯繫 | Track cases in real-time and maintain constant contact with the school. |

Based on Paragraph 2, Article 15 of the *School Health Act* and Article 21 of the "Regulations on Hygiene Management for School Cafeterias and Kitchen Staff Consumer Cooperatives," the following procedures are implemented:

Note: 1. Definition of Food Poisoning (Food and Drug Administration):

- (1) If two or more individuals experience similar symptoms after consuming the same food, it is considered a food poisoning case.
- (2) A single case of symptoms caused by botulinum toxin, with the toxin detected in both the individual and the suspected food, or inferred from epidemiological investigation to be caused by the consumed food, is also considered a food poisoning case. This also applies to acute poisoning from chemicals or natural toxins from food, even if only one person is affected.
- (3) Cases inferred from epidemiological investigation to be caused by food consumption are also considered food poisoning incidents.

2. On November 19, 2019, the Ministry of Education amended the "Guidelines for Reporting School Safety and Disaster Events," among which "food poisoning" is classified as an urgent event. Schools are required to report food poisoning incidents to the School Safety Reporting Network no later than 2 hours after being

aware of the incident.

3. The universities are required to preserve leftovers, vomit, excrement, and remaining food from the restaurant operators in the refrigerator's cold room for health authorities' inspection.