

# Thomas Telford School



## AMBULANCE POLICY

January 2020  
Review date January 2021

## AMBULANCE POLICY

### **PURPOSE OF THIS POLICY**

Following an exchange of correspondence with West Midlands Ambulance Service in respect of emergency calls, the School has prepared this policy to illustrate procedures when calling for an ambulance and addresses those occasions when the Ambulance Call Assessor deems that it is not necessary to dispatch an ambulance for a member of staff or student.

The purpose of this policy is to ensure that whenever such circumstances occur, the School has the necessary procedures in place to transport a member of staff or student to hospital without delay.

### **PROCEDURE**

During normal School Hours:

- At times of accidents or illness, a First Aid trained staff member/s in attendance must confer with the Headmaster (or next most senior staff member available) to make a decision as to whether or not they should request the attendance of the ambulance service.
- The Headmasters Personal Assistant (or next most appropriate staff member available) will be responsible for contacting the ambulance service.
- Parents (or next of kin for an adult) will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives.
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.
- A staff member will always accompany a student to the hospital if the attending ambulance officers approve or follow by car.
- The Headmaster will ensure that they are aware of the hospital to which the patient is being transported to inform parents or next of kin, or in case they have to arrange the collection of the accompanying staff member.
- **If the Ambulance Assessor deems it is not necessary to dispatch an ambulance** the First Aider must use their professional judgment, confer with senior staff and establish what is in the best interest of the injured person.
- If it is decided a hospital checkup is required two members of staff will accompany the patient to the nearest hospital. The protocol for informing parents/next of kin will be followed.
- Where at all possible a First Aider will also accompany the patient or, if they are not able to do so, the Headmaster's Professional Assistant will attend. The attendee will remain with the patient until a family member arrives at the hospital.

At other times - Session 3/off site fixtures:

- The members of staff responsible for the session will elect two members of staff, (at least one First Aider) to take the patient to hospital and remain with the patient until the family member arrives at the hospital.
- All above protocols will be followed as appropriate.