



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

MEDICAL EMERGENCY POLICY

Issue No.: 01	Document Number: STAN0032014
Issue Date: 27/02/2014	Originator: Rebecca Bowles
Version: 03	Responsibility: Hanna Claydon
Reason for version change: Update & review	Dated: 14.07.16
Authorised by: Wayne Marshall Date: 14.7.16	Signature: <i>Hanna Claydon</i>

Policy Statement

St Andrew's College endeavours to ensure the safety of all of its staff and students in the event of a medical emergency. This policy applies to all students, staff, visitors and any other person on college property.

In the event of a medical emergency please dial 999 for emergency services. Examples of when to call emergency services are listed below;

- the student is unconscious, semi-conscious or unusually confused.
- the student's airway is blocked.
- the student is not breathing.
- the student is having difficulty breathing, shortness of breath or is choking.
- the student has no pulse.
- the student has bleeding that won't stop.
- the student is coughing up or vomiting blood.
- the student has been poisoned.
- the student has a seizure for the first time, a seizure that lasts more than 5 minutes, or an atypical seizure.

- the student has injuries to the head, neck or back.
- the student has sudden, severe pain anywhere in the body.
- the student's condition is limb-threatening (for example, severe eye injuries, amputations or other injuries that may leave the child permanently disabled unless he/she receives immediate care.)
- the student's condition could worsen or become life-threatening on the way to the hospital if not transported by ambulance.
- If moving the student could cause further injury.
- the student needs the skills or equipment of paramedics or emergency medical technicians.
- distance or traffic conditions would cause a delay in getting the child to the hospital.

If any of the above conditions exist, or if you are not sure, it is best to call 999.

Once an ambulance has been called, a qualified First Aider can administer First Aid.

First Aiders at Regent Street are

Wayne Marshall
 Andy Riches
 Richard Bradley
 Helen Smith
 Ros Burgess

First Aiders at Station Road are

Nadine Kaminska
 Kate O'Toole
 Helen Widdall
 Sally Dennis
 Richard Bradley
 Andy Riches

The patient should be accompanied in the ambulance by a member of staff.

If an emergency situation occurs and a student is in their hall of residence or host family, the following procedure applies;

- The host parent or house manager calls 999 if appropriate and calls the emergency phone (07985 026835).

- The house manager or host parent accompanies the student to hospital (if there is someone such as partner who can remain in the hall or house to supervise those remaining in the building).
- If the house manager/ host parent does not have a partner who is able to remain with the other students, the house manager/ host parent should stay in the hall of residence/ house and the member of staff taking the emergency phone call will assess the situation and make their way to the hospital if necessary.

David McEwan-Cox and the College Principal should be informed of the incident including the following information:

- the nature, date and time of the incident
- where it happened
- names of persons involved
- information about their condition
- what has been done so far and action yet to be taken

David McEwan-Cox (responsible for welfare)
 david@standrewscambridge.co.uk
 Tel: 01223 358073

The College Principal is Wayne Marshall
wayne.marshall@standrewscambridge.co.uk
 Tel: 01223 323718
 Mob: 0044 (0) 7986 167401

If the person received emergency medical treatment following an accident, a report should be completed and sent to the Health and Safety Officer Andy Riches (andy.riches@standrewscambridge.co.uk). Accident books can be found in reception at 13 Station Road and in the Principal's office at 89 Regent Street.

David McEwan-Cox will contact the next of kin to inform them. If the case of students whose parents do not speak English; a member of staff who can speak their language will make the call on her behalf.

David McEwan-Cox will visit students in hospital or in their accommodation to follow up.

If an emergency occurs after 3pm on weekdays, or at any time during the weekend, whoever is with the student (House Manager, Host Parent, Student) should contact the emergency phone (07985 026835). The emergency phone will be with the College Principal, Wayne Marshall or the Director, Hanna Claydon. They will advise how to proceed and if further assistance is required.

ASSISTING IN A MEDICAL EMERGENCY

You can always do something to help in any emergency.

- Take appropriate safety precautions for yourself and the safety of others.
- Be alert to possible dangers at the scene. Move a victim only if their life is endangered.
- Communicate effectively, giving specifics on what, where, when, and the number of persons involved. Ask a conscious victim for permission before giving care; provide necessary information to emergency services on arrival.
- Organise wherever possible to comfort the victim as well as bystanders.
- Keep the area free of unnecessary traffic and help protect the victim from possible dangers.

Review: 2014, 2015 and 2016

Next review: August 2017