

# Thomas Telford School



## AMBULANCE POLICY

May 2016  
Review date May 2017

## 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 address 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:

- The Nurse will advise the Headmaster's Office that an ambulance will not be dispatched.
- Using the School's timetable and contact database, the Headmaster's Office will arrange for the first available from the following list to take the patient to hospital:
  - Student Liaison Officer (Mobile 07792 813510)
  - Non Timetabled Member of the Senior Management Team
  - Member of the Administration Staff
  - Another member of Teaching or Support who is not timetabled

Where practicable the Nurse will also accompany the patient or, if she is 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, for example, Session 3

The member of staff responsible or their designate will take the patient to hospital and remain with the patient until the family member arrives at the hospital.

Two members of staff always accompany students to sporting fixtures enabling one staff member to attend hospital with a student until a family member arrives.