

Thomas Telford School



AMBULANCE POLICY

February 2022

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PURPOSE OF THIS POLICY

The School has prepared this policy to address those occasions when the Ambulance Service call handler deems that it is not necessary to dispatch an ambulance for a member of staff or student, or if there are significant delays with the ambulance service arriving on site.

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:
 - School Nurse, where available
 - Non-Timetabled Member of the Senior Management Team
 - Member of the Administration Staff
 - Another member of Teaching or Support who is not timetabled

If a family member is unable to arrive at the School before departing for the Hospital, where practicable the Nurse will accompany the patient or, if she is not able to do so, the Headmaster's Professional Assistant or a member of senior management 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.

In the event of a significant delay with the ambulance service, it may be necessary for School staff to transport the patient to Hospital using the School minibus or their own vehicle. This decision will be made by the School in collaboration with the Ambulance Service call handler. The arrangements as described above remain the same in this instance.

If it is not possible to move the patient, the following should be considered:

- Blankets or coats should be used to cover the patient if necessary
- If outside, a gazebo from the PE department can be sourced where there is inclement or hot weather

- If outside and where possible, electric heaters or fans may be sourced from the administration offices and power sourced from the workshop or the PE department to ensure the patient is kept warm or cool
- Where appropriate, the patient may be given access to water and/or food
- Where appropriate, screening should be put in place to provide adequate privacy for the patient
- Communication with the emergency services should be maintained on a regular basis while waiting for the ambulance to arrive
- The gatehouse should be notified that an ambulance will be arriving on site and to stay in position to direct them to the patient as they arrive
- Under no circumstances should the patient be left by themselves or without the supervision of the School Nurse or a member of staff who is first aid trained