

ARRANGEMENTS FOR ILL STUDENTS PROCEDURE

The following procedure should be read in conjunction with Glenroy Neighbourhood Learning Centre Emergency Management Plan.

1. EMERGENCY AND URGENT MEDICAL TREATMENT

Call 000 and request an ambulance in the following situations:

- The first aider has assessed the injury and deemed it to be an emergency or;
- Where the individual's mobility is impeded.

Calling the ambulance may be done by the first aider, or alternatively this be done by a staff member that has been delegated by the first aider or supervisor.

If the first aider is unsure they should contact 000 and request advice or assistance. Staff must follow all instructions and directions from 000 while waiting for an ambulance to arrive. GNLC staff must not transport student / staff to an emergency department if requiring immediate medical attention.

2. NON-URGENT MEDICAL TREATMENT OR TRANSPORT HOME

GNLC must not transport ill or injured students / staff members in their own vehicles. In non-emergency situations the preferred options for transportation are (in priority order):

- Contacting the nominated Emergency Contact(s), as designated on the Student Enrolment Form. The nominated Emergency Contact should be asked to attend and take the person either home or to their Doctor;
- If GNLC staff are unable to contact any of the nominated Emergency Contacts, staff may arrange a taxi. Costs incurred will be reimbursed upon request.

A GNLC staff member should remain with the ill or injured person until transportation has been organised and the student has left the premises safely.

Status	Current
Effective Date	16/6/20
Review Date	16/2/23
Approval Authority	Committee of Management
Enquiries	9304 3910