

## TRANSPORT OF UNDER 18 STUDENTS EXPERIENCING ILLNESS OR HAVING SUSTAINED INJURY PROTOCOL

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.

The Parent/Legal Guardian must be contacted and informed of the situation.

### 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:

- Contact the Parent/Legal Guardian. The Parent/Guardian should be asked to attend and take the person either home or to their Doctor.

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.

<b>Status</b>	Current
<b>Effective Date</b>	29/6/20
<b>Review Date</b>	29/6/23
<b>Approval Authority</b>	Committee Of Management
<b>Enquiries</b>	9304 3910