

MEDICAL EMERGENCY POLICY (SUMMER COURSES)**Issue:** 3**Document Number:** SEL21**Issue Date:** January 2016**Originator:** Rebecca Schoeman**Review Date:** February 2019**Responsibility:**

Nadine Kaminska/Rebecca Schoeman

Policy Statement

Select English 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 victim is unconscious, semi-conscious or unusually confused
- ★ the victim's airway is blocked
- ★ the victim is not breathing
- ★ the victim is having difficulty breathing, shortness of breath or is choking
- ★ the victim has no pulse
- ★ the victim has bleeding that won't stop
- ★ the victim is coughing up or vomiting blood
- ★ the victim has been poisoned
- ★ the victim has a seizure for the first time, a seizure that lasts more than **5** minutes, or an atypical seizure
- ★ the victim has injuries to the head, neck or back
- ★ the victim has sudden, severe pain anywhere in the body
- ★ the victim's condition is limb-threatening (for example, severe eye injuries, amputations or other injuries that may leave the person permanently disabled unless he/she receives immediate care.)
- ★ the victim's condition could worsen or become life-threatening on the way to the hospital if not transported by ambulance
- ★ If moving the victim could cause further injury
- ★ the victim needs the skills or equipment of paramedics or emergency medical technicians
- ★ distance or traffic conditions would cause a delay in getting the victim 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

First Aiders at Station Road are

Nadine Kaminska

Sally Dennis
Helen Widdall

At each off-site residential course there is a First Aid Appointed person plus a First Aid trained Course Director and Social Organiser at a minimum.

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 homestay or House Manager calls 999 if appropriate
- ★ The House Manager or homestay accompanies the student to hospital
- ★ The House Manager or homestay calls the emergency phone (07985 026835) and if someone is required to supervise those left in hall/homestay then arrangements are made.

If an emergency situation occurs at one of our off-site residential courses (Barnardiston Hall, Culford, Magdalene College, the following procedure applies;

- ★ The Course Director calls 999 if appropriate
- ★ An appropriate member of the course team accompanies the student to hospital.
- ★ The Course Director calls the emergency phone (07985 026835) if they require assistance.

The Deputy Director 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

The Deputy Director is Hanna Claydon

Hanna.claydon@selectenglish.co.uk

Tel: 01223 300529

Mob: 44 (0) 7919 420139

If the person received emergency medical treatment following an accident, an accident report should be completed and sent to the Health and Safety Officer Dariusz Witala. Accident books can be found in reception at 13 Station Road and in the Principal's office at 89 Regent Street. On all off-site residential courses they can be found in the Course Director's office. There is also an accident book in the kitchen of Cambridge each hall of residence.

Following an emergency situation, the Deputy Director 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.

If an emergency occurs after 4pm on weekdays, or at any time during the weekend, whoever is with the student (House Manager, Homestay Host, Student, Course Director, Teacher, Social Organiser) should

contact the emergency phone (07985 026835). The emergency phone will be with the Executive Manager, Sam Gross or the Deputy 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.