



Working Together

Procedure for Transporting an Injured or Sick Person

February 2019

History of Changes

Version	Description of Change	Authored by	Date
1.1	Deleted details for ET Taxis	K Drum	07/02/19

Procedure for Transporting an Injured or Sick Person

- If a member of staff requires a first aider to come to their assistance, they should contact the receptionist who will contact an available first aider. Only the first aider will decide if attendance at hospital is required.
- Transport will only be provided for incidents that have occurred on college premises.
- If the first aider considers it necessary for the individual to go home or see their own GP and considers the person fit to travel, the next of kin/guardian will be contacted to make the necessary arrangements.
- If it is the first aider's opinion that the individual is not fit to travel, the next of kin/guardian will be contacted to make the necessary arrangements or if unavailable an approved taxi service can be used.
- Where the first aider considers it necessary for the individual to attend hospital and the injury is minor the next of kin/guardian will be advised of the situation. It should be sufficient to provide an approved taxi service that will leave the individual in the care of hospital staff. Or the Vice Principal or his/her nominated deputy will decide who is an appropriate person to drive the student there in all the circumstances.
- Where the injury is such that an escort is necessary a first aider should accompany the individual to hospital by an approved taxi service where he/she will be left in the care of hospital staff while the next of kin/guardian is advised of the situation. If the first aider decides it is required, the escort will stay with the injured/sick person until they have received medical attention.

In the case of a serious injury/accident/illness, an ambulance will be summoned.

Approved Taxi Services

Name	Contact Person	Phone Number
A H Taxis	Shirley Johnston	01450-374114
Hunters Cabs	Brian Hunter	01750 21968
Yellow Cab Co	Colin Ross	01896 833003
Five Star	Kaye Niven	01896-756789

Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

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Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
None	None
Actions taken to alleviate any negative Impacts: None	
Recommendations: None at this time	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged?

None

Has a full Equality Impact Assessment been recommended?

Yes

No

Reason for recommendation:

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Status: Approved at H&S Committee
Policy Dated: February 2019
Author: Health and Safety Manager
Review Date: February 2022
Equality Impact Assessed: No