



# **Procedure for Transporting an Injured or Sick Person**

**May 2025**

## History of Changes

Version	Description of Change	Authored by	Date
1.1	History of change added	K Fitzgerald	11 <sup>th</sup> July 2023
1.2	Staff member updated to: Anyone in the College (Staff/student/visitor/contractor)	K Fitzgerald	11 <sup>th</sup> July 2023
1.3	Reception extension number, and emergency number added	K Fitzgerald	11 <sup>th</sup> July 2023
1.4	Taxi Companies – reviewed and all contact details updated as relevant.	K Fitzgerald	12 <sup>th</sup> July 2023
1.5	Removed: “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” Replaced with: First Aider will decide the appropriate action required.	K Fitzgerald	12 <sup>th</sup> July 2023
1.6	A list of approved taxi contact details issued to reception staff for all sites, as not currently in place	K Fitzgerald	12 <sup>th</sup> July 2023
1.7	Updated onto JCCP template	K Fitzgerald	13 <sup>th</sup> July 2023
2	Reviewed to address mental health incidents	K Fitzgerald	25 <sup>th</sup> March 2025
2.1	Flow chart added for Medical Incidents	K Fitzgerald	25 <sup>th</sup> March 2025
2.2	Mental Health incidents to be assessed on a case-by-case basis - added	K Fitzgerald	25 <sup>th</sup> March 2025

## HEALTH & SAFETY POLICY INDEX

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## **Procedure for Transporting an Injured or Sick Person**

If anyone in The College (Staff/ Student/visitor/contractor), requires a first aider to come to their assistance, they should contact reception on extension: 2600/2601 or 888 on The Emergency Reception number. Reception staff will contact an available first aider. The first aider will access the injury/situation and determine the best course of action to take.

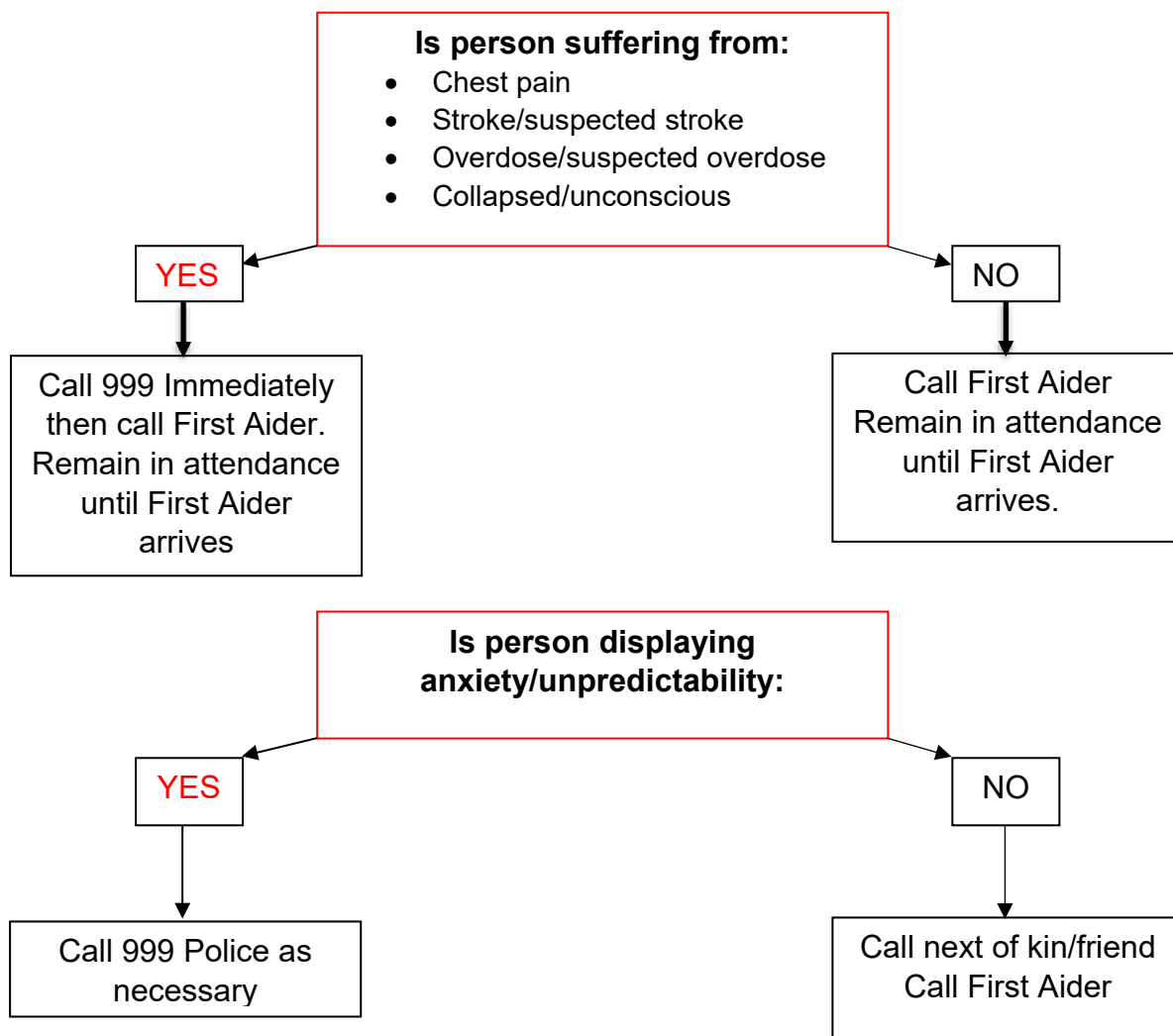
- If the first aider considers it necessary for the individual to go home or see their own GP and considers the person fit to travel, the next of kin/guardian will be contacted to make the necessary arrangements.
- If it is the first aider's opinion that the individual is not fit to travel, the next of kin/guardian will be contacted to make the necessary arrangements or if unavailable an approved taxi service can be used to take the person home.
- 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.
- Where the injury is such that an escort is necessary a first aider will 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 are placed into the care of medical staff.
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- Where there is mental health incident, this will be assessed on a case-by-case basis. First aider to attend and they, along with a staff member will determine the best way to transport the person safely to hospital if necessary, and if the emergency services (Ambulance/Police) are required.

In a medical emergency, call 999 and ask for an ambulance. A medical emergency is when someone is seriously ill or injured and their life is at risk.

**An Accident/Incident Form (HS01) must be completed for every incident/accident, without exception.**

## Medical Incidents

All medical incidents must be reported the Health and Safety Manager using form Accident Form HS01 Rev05 which can be found on the Staff Portal by clicking on the Health and Safety tile.



To ensure the safety of all Staff and Students and to provide the most effective response to the person requiring attention.

## Approved Taxi Services

Name	Location	Phone Number
Five Star Taxis (was Diamond Cabs)	Galashiels	01896-754321
Asti Cabs	Galashiels	07833-668080
Five Star Taxis (was Target Cabs)	Galashiels	01896-756789

Status: Approved by H&S Committee  
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Equality Impact Assessed: Yes