



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

**July 2023**

## History of Changes

<b>Version</b>	<b>Description of Change</b>	<b>Authored by</b>	<b>Date</b>
1.1	History of changes added	K Fitzgerald	11th July 2023
1.2	Staff member updated to: Anyone in the College (Staff/student/visitor/contractor)	K Fitzgerald	11th July 2023
1.3	Reception extension number and emergency number added	K Fitzgerald	11th July 2023
1.4	Taxi Companies – reviewed and all contact details updated as relevant	K Fitzgerald	12th 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	12th 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	12th July 2023
1.7	Updated onto JCCP template	K Fitzgerald	13th July 2023

## 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.
- 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.

### Approved Taxi Services

<b>Name</b>	<b>Location</b>	<b>Phone Number</b>
ET Taxis	Hawick	01450-378779
Five Star Taxis (was Diamond Cabs)	Galashiels	01896-754321
Asti Cabs	Galashiels	07833-668080
Premier Taxis	Galashiels	01896-756777
Five Star Taxis (was Target Cabs)	Galashiels	01896-754754

Status: Approved by Health and Safety Committee  
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