



**KMS 570**  
**Transporting People with serious health issues or**  
**in the Event of Illness or Accident**



Created by:	Assistant Principal Student Experience & Progression	Review date:	March 2021
Approved by:	SMT	Responsibility for Review:	Assistant Principal Student Experience & Progression
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## **POLICY STATEMENT**

Kingston Maurward College is committed to the safety and welfare of individuals, and arranging the transportation of any person suffering from a serious health issue, illness or the effects of an accident around campus, to their home or to and from Hospital if the nature of the injury or illness so requires.

### **1 REASONS FOR THE POLICY**

To give confidence that a person with serious health issues, illness or an injury will be supported as needed.

### **2 DEFINITIONS**

- A young person with a serious health issue that needs support to move around campus or transport to home or hospital
- Injured person is the individual that has suffered an accident or sudden sickness and requires medical attention
- First Aider is a member of staff that has undertaken a recognised training course

### **3 WHO SHOULD KNOW ABOUT THIS POLICY**

- All staff, students, guardians / parents of students
- All visitors

### **4 RESPONSIBILITIES**

- All KMC staff have certain responsibilities if they are present at the scene of an accident or emergency or if they are notified of a problem
- It is the responsibility of the first person on the scene to make the initial response, e.g. by calling an ambulance or first aider if required.
- Some staff have additional specific responsibilities, such as:
  - Student Welfare for emotional support of those involved and/or witnesses
  - Wardens and Emergency Response Team (from 17:00pm -08:30am and at weekends)
  - Health & Safety Adviser or Premises & Estates Manager for incidents not involving students
  - First Aiders
  - Course Managers for following up the wellbeing of the individual

## 5 PROCEDURE; EMERGENCY REQUIRING AN AMBULANCE

- In an emergency dial (9)999 for an ambulance
- Contact a First Aider if applicable
- Notify Reception so that they can direct the ambulance crew appropriately **AND** notify the Principal's Office
- If the person is a student, notify a member of Student Welfare team (ext. 121 or 07500 661 340). After 5pm, notify the Duty Warden (ext.133 or 07881 823 062)
- For anyone else, contact the Health & Safety Manager (ext.220) or the Premises & Estates Manager (ext.031)
- Notify the next of kin and/or ask the student to contact them and arrange for them to meet the student at the hospital
- Submit an incident/accident report

### **The member of Student Welfare team or Duty Warden who is called to a scene involving students' needs to co-ordinate further activities including:**

- Reassuring the patient
- Ensuring that the ambulance team have what they need
- Informing the ambulance team of any medical concerns/medication if known
- Informing the ambulance team if the College is aware that the person has beliefs that may prevent them from receiving certain types of treatment
- Contacting cleaning staff if required
- Notifying the Course Manager or Academic Manager and member of SMT.
- Notifying the next of kin

## 6 PROCEDURE: TRANSPORTING INJURED PERSON WHO NEEDS MEDICAL ASSISTANCE BUT DOES NOT NEED AN AMBULANCE

- Minor first aid incidents should be reported to the nearest first aider
- Students who are feeling unwell but do not need to go home should be given somewhere to sit quietly where someone can keep an eye on them
- If the person needs to go home or to the hospital, ask them to contact his/her next of kin to request that he/she is collected from College or the hospital
- If this is not possible, a taxi should be ordered from the taxi company that

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we have an account with. This should be done in the name of the relevant Academic Manager or the Warden if the student is residential. The call can be made from Reception

- The student may be accompanied to the hospital by a responsible friend and may come back in a taxi
- A member of staff, usually a member of the curriculum team or a TA, may accompany the student if it is considered to be in the student's best interests
- The student's Course Manager must be informed or, in his/her absence, the Academic Manager
- If the injured party is a school student, the school and the student's KMC teacher will need to be informed
- An incident/accident form will need to be completed

**Staff should never use their own vehicles to transport a student to hospital.**

### **7. TRANSPORTING A YOUNG PERSON WITH SERIOUS HEALTH ISSUES ON CAMPUS**

Staff are permitted to transport a young person ONLY if the following conditions have been met;

- The young person has a serious medical condition requiring help with transport that has been disclosed to the college.
- Permission has been granted for the member of staff to transport the young person by their Line Manager and a risk assessment has been signed off by the Principal
- The staff member is fully covered by business insurance on their vehicle
- Two members of staff must be present in the vehicle to safeguard staff.

### **8. RESIDENTIAL STUDENTS – MEDICAL AND DENTISTRY SERVICES**

- The procedures above apply to resident students and the following additional points apply
- Resident students have access to a 24/7 emergency number
- If they do not need to go to the hospital or home, they may remain in their room. Staff will check on them periodically
- Teaching staff should contact the Warden team on 133 if a resident student does not turn up for a lesson so that the Warden team can check on his/her well-being

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- The College has an agreement with the local GP surgery which allows our students to register temporarily or be seen on an emergency basis. A taxi may be arranged.

Contact details for the surgery are: The Prince of Wales Surgery  
2 Frederick Treves House  
St John Way  
Dorchester, DT1 2FD  
Tel: 01305 250989

- NHS Dentistry Services: various practices within Dorchester support NHS clients.

Students requiring out of hours dentistry should contact NHS 111 to receive details of the nearest practice offering this service.