

MEDICAL EVENT PROTOCOL

A: If the member seems not to be conscious or fully aware

1. Check for clear airway and place the member in the prone position. If a class member has First Aid experience then ask that person to stay with the ill member. If not stay with the member yourself
2. Find out your present address and the location of the main doorway at road level
3. **Summon ambulance ACT: Landline 000/ Mobile 112**
4. Ask a class member to go to the doorway entrance to await ambulance and to bring the ambulance officers to the ill person
5. When the ambulance officers arrive give the ambulance officers the name of the ill person and the circumstances of the event
6. Inform the next of kin / look after personal effects
7. Complete an incident report naming witnesses

B: If the member is conscious and aware but in considerable pain

1. If you or another member of the class has First Aid experience, then *as appropriate* make the injured member comfortable
2. If not, you will need to make a decision whether or not to summon an ambulance. *Please remember that the person for whom you summon the ambulance will be responsible for the ambulance account if they do **not** have ambulance insurance.* Another alternative is to summon a relative or close friend
3. Ask a class member to stay with the injured member whilst you either summon an ambulance or an alternative person
4. **If the injured member is in considerable pain think carefully before moving them.** A better alternative may be to use clothing or cushions to raise the injured member's head and to keep them warm.
5. Do not give aspirin or other medicine unless the member asks for it
6. Advise the member to seek a doctor's opinion asap (and to let you know the outcome)
7. If you have summoned an ambulance follow the steps in A
8. Complete an Incident report naming witnesses

C: If the injury is minor (eg minor burn or a minor fall) and the member is not in considerable pain

1. Do not attempt to render First Aid unless the injured member consents
2. If the member wishes to leave your class before its conclusion ensure that they are capable of driving. If not ask a relative or close friend to come and pick up the member
3. If the member leaves the class before its conclusion then complete an incident report including witnesses.