

# Madeley Academy



## Ambulance Policy

**Prepared by:** Jonathan Boyle

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## **Purpose of this Policy**

The purpose of this policy is to ensure that whenever such circumstances occur, the Academy has the necessary procedures in place to transport a member of staff or student to hospital without delay.

## **Procedure**

### **During normal Academy hours**

Using the Academy's timetable and contact database, the SLT will arrange for the first available from the following list to take the patient to hospital and remain with them until a family member arrives:

Jan Dudley – First Aid

Abigale Biffin – Attendance Manager

Non-timetabled member of the Senior Leadership Team

Member of the Administration Staff

Another member of Teaching or Support who is not timetabled

### **At other times, for example, Session 3**

The member of staff responsible or their designate will take the patient to hospital and remain with the patient until the family member arrives at the hospital.

Two members of staff always accompany students to sporting fixtures enabling one staff member to attend hospital with a student until a family member arrives.