

Standard Operating Procedure for On Campus Emergencies

- Lead Caretaker to be informed by Health Unit or Lead Caretaker to inform Health Unit
- Location of accident identified and caretaker available to direct medical staff to exact location
- Medical box key available in caretakers' office and both front and back offices
- Medical bag brought to incident location by caretakers
- Caretaker to remain in nearby vicinity of medical staff who are attending to the emergency
- Caretakers to have radio connection for further assistance of additional caretakers etc if needed. Only essential information is to be communicated.
- If an ambulance is required caretakers to co-ordinate route of easiest ambulance entry

Please Note:

- In some instances, a Defibrillator or Oxygen cylinder may need to be brought to an emergency.
- If any individual collapses onsite and is unresponsive immediately call 999, shout for help from nearest individuals to you, request a defibrillator, ask them to contact nurses, CPR can be commenced immediately if required. Do not wait for nurses to arrive.
- **All accidents or incidents requiring an emergency response must be reported to the TUS Health & Safety Officer using the standard Accident Report Form.**

Nurses Office Number 061 293106 and 293108