

Medical Emergency Procedure - If Required Call 000

Purpose

The purpose of this procedure is to outline the process that is to be followed in the case of a medical emergency.

Commencement of Procedure

This procedure will commence from the date of approval. It replaces all other Medical Emergency Procedures of Gtec Training and Development Pty Ltd.

Application of the Procedure

The Procedures apply to all staff members and clients of Gtec Training and Development Pty Ltd.

Medical Emergency Action

- Check the immediate area for signs of danger and remove or control it (if safe to do so) to avoid further risk to the casualty and yourself.
- Do not move casualty unless they are exposed to life-threatening situation
- Notify a staff member or the First Aid Officer.
- In emergency situations contact the ambulance services by dialing 000 then notify staff that the emergency services have been contacted.
- Remain with the casualty and administer first aid (if currently trained to do so) until assistance arrives.
- Follow the instructions of the relevant Emergency Services personnel or First Aid Officer
- Incident report completed
- Review and accident investigation conducted by Human Resources, Health, Safety and Wellbeing.

Remember DRS ABCD of First Aid

- **D**anger
- **R**esponse
- **S**end for help
- **A**irway
- **B**reathing
- **C**PR (ie Start CPR, 30 compressions, 2 breaths)
- **D**efibrillation