BBHE Medical Emergency Action Plan

Suitable qualified volunteers

Joel *****	First Aid in the Workplace (St Johns Ambulance)
Samantha ******	First Aid
Jay *****	First Aid
Mark *****	First Aid
Julie *****	Registered Nurse

First Aid Station / Place of Refuge

70 Birchy Barton Hill

Action Plan

1	**Notification** Notification may be made by Volunteer, Vendor or Attendee. Clare or Joel should be notified and call 999 if appropriate before doing anything else.
2	**Risk Assessment** Ensure that the casualty can be safely approached and assessed. Do not approach if it is not safe to do so.
3	**Engagement** Ensure the casualty is aware of who you are and what you intend to do. If they are unresponsive, Clare or Joel should call 999 and seek help from trained volunteers.
4	**Seek Help** Where appropriate, seek help from one of the suitable trained volunteers
5	**Movement** Do not move the casualty unless it is safe to do so. Ensure that a trained volunteer is present. If the casualty can be safely moved, take them to the first aid station.
6	**Treatment** If the casualty does not require 999 assistance, treatment should only be administered by trained volunteer
7	**Advise** Only trained volunteers should advise the casualty after treatment
8	**Continued Safety** Ensure that before the casualty leaves, they have suitable company to ensure their safety.

Preparation for Ambulance Arrival

Call assistance from Volunteers to ensure there is space suitable for an ambulance to attend and park as closely to the incident as possible.

Ensure Volunteers in high visibility vests are in sight of the arriving ambulance and direct the ambulance to the incident.