



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 Connecting 2 Community Circles Ltd.

Application of the Procedure

The Procedures apply to all staff members and clients of Connecting 2 Community Circles 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.



Connecting 2
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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