

5.2 MEDICAL EMERGENCY

On receipt of a call advising of a medical emergency, notify the nearest First Aid Personnel. Contact list can be found on campus emergency procedures web page.

- Liaise with the caller and First Aid Personnel to provide support.
- If further assistance is need:
Contact Albury-Wodonga campus reception desk on Ext 9791 or after hour's campus Security Ext 8222/ Mob: 0418459324.
- If necessary notify Chief Warden, David Buckle.

Note If the incident is a notifiable incident, WorkSafe Victoria and the University O.H&S department or after hours Bundoora campus security office must be notified immediately.

First Aid Personnel shall:

- On becoming aware of a medical emergency, collect the closest first aid kit available at most building service desk, attend to the injured person and administer first aid if safe to do so.
- Defibrillators are available in the foyer of building 6 and the Library.
- If an ambulance is required, contract Emergency Services on 0-000 or 112 can also be used on a mobile phone. You will be required to provide, your name, exact location on campus, a contact phone number and provide details of the emergency.
- Arrange for a person to meet the ambulance at the nearest car park to direct the Emergency Personnel to where the injured person is located.
- If further medical assistance is deemed necessary by the First Aid Personnel but the injured person is unwilling to be attended to by ambulance staff, the First Aid Personnel should advise the injured person to seek further medical attention. If necessary and safe to do so send the injured person via taxi to a medical clinic or local hospital emergency department.
- If an ambulance has been called, alert the campus PVC office (Tammy Ebert Ext 9782) of details and which hospital the injured person was taken.
- Complete University First Aid and Incident Report forms and ensure they are forwarded to the University OH&S Department within 24 hours and a copy to the Albury-Wodonga Chief Warden. (See links to forms below)
- <http://www.latrobe.edu.au/pc/ohs/incidents-and-injuries.htm>
- http://www.latrobe.edu.au/pc/forms/First_Aid.pdf

