
Emergency Medical Transportation Procedure

PURPOSE

To provide instruction for a College Community Member that requires emergency transportation for a medical condition per *OHS Act, Reg 2004-130*

SCOPE AND LIMITATIONS

This procedure applies to all College Community Members

1.0 DEFINITIONS

College Community Member – is any person who studies, teaches, conducts research, or works at or under the auspices of the college, including but not limited to:

- Any person who is an employee of the college
- Students at the college
- Visiting scholars, and any other person while they are acting on behalf of or at the request of the College; and
- A contractor engaged by the College

Emergency Medical Services (EMS) - Ambulance services that provide out-of-hospital emergency medical care to sick or injured patients and transport them to the hospital.

2.0 IMPLEMENTATION

2.1 Life-threatening, Serious, or Emergency Medical Conditions

If emergency transportation is required, the following steps are taken:

2.1.1 Campuses

- Notify [Security Personnel](#) and the [Facilities Manager](#). Security Personnel will phone 911 and direct Emergency Medical Services (EMS) to the location of the injured person.
- Inform the First Aid Provider that EMS has been called.

2.1.2 Corporate Office

- Call 911
- Inform the First Aid Provider that 911 has been called
- Notify the [Facilities Manager](#)

2.2 Non-Life-threatening Conditions

If transportation is required, the following steps are taken:

2.2.1 All Campuses

(except Saint Andrews Campus)

- Notify [Security Personnel](#). Security Personnel will call the [Preferred Taxi Service](#) (see details below).
- Notify the [Facilities Manager](#).
- Inform the First Aid Provider that a taxi has been called.
- Assist with transporting the injured person to the taxi.

2.2.2 St. Andrews Campus

- Notify [Security Personnel](#) and the [Facilities Manager](#). They will assist in finding appropriate transportation which may include the use of a college-owned vehicle.
- Inform the First Aid Provider that transportation has been arranged.
- Assist with transporting the injured person to the vehicle.

2.2.3 Corporate Office

- The First Aid Provider will call the [Preferred Taxi Service](#) (see details below)
- Notify the [Facilities Manager](#)
- Assist with transporting the injured person to the taxi.

2.3 First Aid Providers Responsibilities

- Must accompany a seriously injured person to the medical facility but cannot be the driver of the vehicle.
- Assist the injured person with registration at medical facility.
- Return to the campus, sign, and request copy of taxi claim receipt.
- Ensure the taxi receipt and [Injury Incident Report Form](#) is submitted to the Facilities Manager.

3.0 REFUSAL OF MEDICAL TREATMENT

Life-threatening, Serious, or Emergency Medical Conditions:

If a person refuses to accept medical treatment, Security Personnel and /or First Aid Provider must call 911 immediately for advanced medical services. They will remain with the injured person but provide no treatment while awaiting advanced treatment (ambulance).

Non-Life-threatening Conditions:

If the injured person is conscious, has a minor injury/illness and refuses treatment, the First Aid Provider will make reference of the refusal on the *Injury Incident Report Form*. They will instruct the injured person to seek medical attention as soon as possible.

4.0 OTHER RELATED DOCUMENTS

Injury Incident Report Form
Injury Incident Reporting Guidelines

APPENDIX A

Security Phone Numbers

Campus / Location	Work #	Cell #
Fredericton	506-453-5441	506-440-0778
Miramichi	506-778-6478	506-625-2017
Moncton	506-856-2232	506-874-0039
Saint John - Grandview Campus	506-658-5673	506-271-4050
Saint John - Allied Health Education Centre		506-651-3244
St. Andrews	506-529 5001	506-755-0504
Woodstock	506-325-4694	506-324-3002

Preferred Taxi Service

Campus / Location	Taxi Service	Phone #
Fredericton and Corporate Office	Checker Cab	506-450-8294
Miramichi	Gorman's Taxi	506-773-5501
Moncton	Air Cab	506-857-2000
Saint John	Diamond Taxi	506-648-8888
Woodstock	Independent Taxi	506-328-8294

Facilities Managers Phone Numbers

Campus / Location	Work #	Cell #
Fredericton and Corporate Office	506-453-6730	506-261-4151
Miramichi	506-778-6179	506-210-3192
Moncton	506-856-2807	506-863-9721
Saint John	506-658-6768	506-333-2471
St. Andrews	506-529-3862	506-469-0640
Woodstock		506-323-8600