

## MEDICAL EMERGENCY PROCEDURE

1. Give first aid / make the child comfortable.
2. Inform the Principal, Teacher or Aftercare Teacher, immediately.
3. Principal/Teacher to call the Baby Therapy Centre (BTC) sister on duty: 012 348 2060.
4. The Emergency Contact Numbers are displayed in each classroom and in the kitchen.
5. Principal/Teacher to call the emergency services (ambulance):
  - Netcare: 082 911 (Medical Aid patients); or
  - ER24: 084 124 (Medical Aid patients); or
  - Government Ambulance Service: 10177 (Government patients).
6. Provide the following information to the emergency service provider:
  - Your name
  - Name of the school
  - Street address of the school: 343 Elizabeth Grove, Lynnwood
  - Contact number for the school: 012 348 8087
  - Name of the school principal: Dr Scheán Babst
  - The condition/symptoms of the child.
7. If the medical condition is **life threatening**, the child will be transported to the nearest medical facility. (Intercare Glenfair: 012 368 8800).
8. Parents and/or child's emergency contact person to be notified; this information appears on a list in the "Admin office file" folder on the telephone trolley.
9. A staff member to ensure that the school's drive-in gate is open and to escort the paramedical personnel to the child.
10. The other staff members to supervise the rest of the children at a safe area elsewhere in the school.
11. The BTC Manager, Karin Müller, to be informed accordingly: 012 348 2060.