

London, 1<sup>st</sup> September 2017

## EVACUATION PROCEDURE OF PUPILS DURING PE SESSIONS OUTSIDE THE LYCEE AND DURING SCHOOL OUTINGS

### In case of serious emergency outside of the Lycée's premises such as:

Cardiac arrest, loss of consciousness, head trauma, difficulty breathing, haemorrhage, anaphylactic shock, asthma crisis, epilepsy, open fracture, severe fall, strong suspicion of fracture (severe pain, distorted limb, paleness, sweating, impaired mobility or impossibility to move):

### CALL 999

**Request for an ambulance, speak clearly and slowly and be ready to repeat information if asked**

- 1- About yourself : **Name, position, phone number**
- 2- Give your **location**
- 3- **Patient**: name, age, date of birth, sex, known allergy
- 4- **Reason** : Emergency, anaphylaxis, epilepsy, head injury, fracture, asthma
- 5- Story, **symptoms**: examination, relevant vital signs
- 6- **Interventions** : Epipen, ventolin, Ice, recovery position
- 7- **Never hang up until you are told to do so**

#### **a) If the 999 department decides to intervene:**

The teacher responsible for the pupil calls the school (Vies Scolaires / Administration),  
A staff member can be sent on site if such a presence is essential (in particular at the sites where the teacher is the only adult). Then he informs the parents. An adult from the Lycée will accompany the injured student to the hospital and **inform the family of the hospital where the child is taken.**



**The student stays with a Lycée staff who accompanies him/her to the hospital  
(the staff might be a teacher, an educational assistant or the staff in charge of the Raynes Park site)**



**Return by bus for the rest of the class: with a Lycée staff (educational assistant or PE teacher)**

#### **b) If the 999 service does not deem it necessary to intervene:**

The teacher calls the infirmary to warn them of the accident and accompanies the pupil to the infirmary upon arrival. **Then he informs the parents.**

**Recommendation: Call with the teacher's private cell phone to keep track of calls.  
Do not use student phones wherever possible.**

Médecin scolaire

Proviseur