

PROCEDURE FOR DEALING WITH MEDICAL EMERGENCIES

This document sets out the procedure to be followed in the event of a medical emergency at a speaker or other monthly meeting held at the Memorial Hall in Wheathampstead.

- According to u3a UK (the Third Age Trust), the insurance advice is that we should call the emergency services in the event of a serious incident or any event that we think could become serious.
- All members will be asked to provide the name and contact details of the person to contact in case of emergency.
- The person chairing a speaker meeting or similar event shall be designated the Manager for the purpose of this procedure. If the person chairing the meeting is the one who is taken ill, another member of the Executive Committee immediately assumes the role of Manager.
- If an emergency occurs the Manager may:
 - suspend the proceedings
 - ask if anyone present has first aid or medical experience and could help as a first responder
 - ask any such person to attend the sick or injured person
 - if necessary contact The Village Surgery for advice/help.
- If the identity of the sick or injured person is not known, the Manager should take steps to identify the person.
- If necessary the Manager should request a committee member to dial 999 and to obtain the code for the defibrillator if this is needed. The person dialling 999 should stay with the sick or injured person and the first aider in order to relay information to the emergency operator. The Chair will also instruct everyone else not to dial 999.
- The defibrillator is situated on the back outside wall of the Memorial Hall and the Manager should request a committee member to fetch it if it is needed.
- If the emergency services decide to send an ambulance, the Manager should delegate someone to wait outside to meet the ambulance staff and guide them to the ill person.
- The Manager or somebody delegated by the Manager should
 - remain onsite until the incident has been dealt with and
 - contact the sick or injured person's emergency contact if this is deemed necessary and is possible.

- Steps should be taken to ensure that, if the sick or injured person is not taken to hospital, he/she is driven home in the company of a first responder.
- In order to increase the number of members with first aid experience available at speaker meetings and other u3a events, Wheathampstead u3a will pay for first aid training/updating for members.

This policy was adopted on 14 May 2019

Reviewed: September 2024

Next review date: July 2027