

## Guidance for the Transport of Persons Suffering from a Medical Emergency or Ill Health whilst on University of Manchester Premises

The following guidance is given to assist the decision making process when planning the after care of a University of Manchester employee, student, or visitor to the University, who has been taken ill or is injured whilst on University premises.

1. In the case of a serious medical emergency, the emergency services should be called at the earliest opportunity (via 9-999) to transport the individual to hospital. Security should also be contacted on Ext 69966. They will be able to direct the emergency vehicle to the incident and offer further First Aid support.
2. If the First Aider decides that the situation is not an emergency, but the individual needs hospital assessment and treatment, a taxi should be called to transport the casualty **and** the First Aider to the Accident & Emergency Department.

### **It is not appropriate to use private vehicles instead of a taxi.**

Unless a vehicle's insurance policy specifically includes business use, the vehicle, driver and any passengers would fail to be covered under the drivers' own motor insurance. It should be noted that in the event of an accident the University would not be liable for the recovery of, or loss of no claims bonus etc.

**If the injured/ill person is a member of staff or a student**, they **MUST** be accompanied and monitored by a University First Aider whilst being transported to Accident & Emergency, i.e. the ill/injured person should not travel alone in case their condition deteriorates.

Any cost incurred should be charged to the University of Manchester School/Directorate which employs/teaches the individual concerned.

**If the individual is a visitor to University premises**, efforts should be made to find someone to accompany them to hospital (i.e. a friend or colleague). If this is not possible, out of courtesy, it would be appropriate for a University of Manchester first aider to accompany them.

The University of Manchester would not normally be responsible for any costs incurred in these circumstances.

3. If an employee feels unwell and wishes to return home, attempts should be made to contact relatives or friends to collect them if necessary. If this is not possible then the employee's line manager will need to discuss with them alternative means to transport them home (e.g. taxi).  
It should be understood that any costs incurred under these circumstances would be the responsibility of the employee.