



AMBULANCE ATTENDANCE POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the school office.

Rationale

At times of accidents or illness, the school may be required to call an ambulance to transport a staff member, student or community member to hospital. As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource which should not be used in a negligent manner, processes for requesting the attendance of the ambulance service must be followed.

Aim

To ensure that all members of the school community understand the school's position and processes regarding the attendance of the ambulance service.

Implementation

- At times of accidents or illness, the First Aid trained staff member/s in attendance may confer with the Principal (or next most senior staff member available) and make a decision as to whether or not they should request the attendance of the ambulance service.
- In doing so, the health and safety of the patient will be the **only determining factor**. Ambulance membership, or potential costs to families will not be a point of consideration. Such a decision will always be made with a conservative 'better safe than sorry' attitude.
- Parents (or next of kin for an adult) will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives.
- The Principal (or next most appropriate staff member available) will be responsible for contacting the ambulance service.
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.
- The school's administrative staff will ensure a CASES printout and a Compass print out (if required), of a student or staff member's details will be available to ambulance officers upon arrival.
- A familiar staff member will accompany a student to the hospital if parents are unable to attend.
- The Principal will ensure that they are aware of the hospital to which the patient is being transported in case they need to inform parents or next of kin, or in case they have to arrange the collection of the accompanying staff member.

EVALUATION

This policy will be reviewed as part of the policy review schedule.