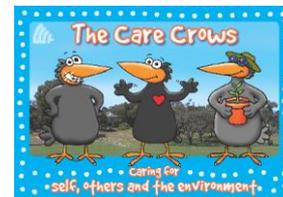




# AMBULANCE POLICY



## **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 frivolous manner, processes for requesting the attendance of the ambulance service must be followed.

## **Aims:**

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

## **Implementation:**

- All staff and families will be encouraged to be members of the ambulance service, with annual reminders being printed in the school newsletter.
- At times of accidents or illness, the First Aid trained staff member/s in attendance must confer with the Principal (or next most senior staff member available) who will 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.
- The staff car park, and access track, will be kept clear at all times. No parking is permitted in front of the chain or along the track past the chain.
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.
- A staff member will be delegated to ensure the chain across the car park is dropped to allow ambulance access.
- A staff member will be delegated to wait at the front of the school to direct the ambulance to the patient.
- The school's administrative staff will ensure the injured student or staff member's personal contact and health details as appropriate are printed and made available to ambulance officers upon arrival.

- A familiar staff member will always accompany a student to the hospital if the attending ambulance officers approve, and an appropriate family member is not available.
- Staff members accompanying a student to hospital will be collected by the school, by another adult, or will be returned to school via taxi which will be paid for by the school.
- 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 school's three-year review cycle

This policy was last ratified by School Council

**March 2015**