

Ambulance Policy

- 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.
- To ensure parents and guardians of students, who do not have ambulance cover, or student accident insurance, understand they are responsible for paying the cost of ambulance attendance/transport and any other transport costs and any medical treatment for injured students.
- To provide parents and guardians of students with information on student accident insurance/ambulance cover policies and their availability.
- To record incidents within a school with the aim to eliminate an possible causes.

The school will

- Encourage member of the school community to be members of the ambulance service, with annual reminders and membership details being printed in the school newsletter. Student accident insurance/ambulance cover policies are available from some commercial insurers.
- At times of an 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.
- Contact the Parents (or next of kin for an adult) as soon as possible so that they may be in attendance when the ambulance arrives.
- Ensure that the office (or next most appropriate staff member available) will be responsible for contacting the ambulance service.
- Ensure a safe entry point will be made available for the ambulance and students will be kept away from any accident scene.
- 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.
- Ensure a familiar staff member or family member will always accompany a student to the hospital if the attending ambulance officers approve, and an appropriate family member is not available.
- Ensure that the 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.
- 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.
- Contact Emergence Management to let them know of the incident.
- Document the incident and fill in all necessary departmental paperwork.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle. Ratified at school council on 20th April 2016.

Appeals process

If anyone has anything to add to this policy please inform the Assistant Principal in writing by Monday 11th of May 2016.