Ambulance

POLICY

Purpose

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

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 our families, and as the ambulance service is a vital community resource which should not be used in a frivolous manner, appropriate processes for requesting the attendance of the ambulance service must be followed.

Implementation

- All staff and families will be encouraged to be members of the ambulance service, have adequate cover through a private health fund, or health care card.
- At times of accident or illness, the first aid trained staff member/s in attendance will confer and make a decision as to whether or not they should request the attendance of an ambulance. 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.
- Parents (or next of kin for an adult) will always be contacted as soon as possible when the ambulance is called so that they may be in attendance when the ambulance arrives.
- A member of staff will be responsible for contacting the ambulance service.
- A safe entry point will be made available for the ambulance. A member of staff will stand by the street to ensure that the ambulance can find the nearest and best entry point and students will be kept away from any accident scene.
- If the child's parents have not arrived at the school in time to accompany their child, a familiar staff member will accompany the student to the hospital provided the attending ambulance officers approve.
- The school will ensure that parents or next of kin are aware of the hospital to which the patient is being transported.

- Office staff will ensure that the Principal or next most senior staff member is appraised of the situation.
- The school will be responsible for filling in necessary injury reports and ensuring that any witness details are correct.
- The Principal or Administration staff will be responsible for contacting Emergency Management (if appropriate) and logging an incident call after the immediate health needs of the injured person have been attended to.

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2026
Approved by	Principal
Next scheduled review date	August 2027 - recommended minimum review cycle for this policy is yearly.