

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 the 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 and membership application details being printed in the school newsletter.
- At times of accidents or illness, the School Nurse and/or 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.
- Parent (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 most appropriate staff member available will contact 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 printout of a student or staff member's details will be available to ambulance officers upon arrival.
- On campus during school hours a familiar staff member will accompany a student to the hospital when parents/guardians are unavailable and the attending ambulance officers approve.
- 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.
- If the injury occurs on a camp, excursion or at sport or off campus then the staff member responsible will contact the Principal or Deputy Principal to discuss the most appropriate person to travel with in the ambulance. In some cases there will only be one staff member with a team and the Principal or Deputy Principal will advise on the best way to transport the child in consultation with the parent.