



Ambulance Attendance Policy

Policy No. 3.9

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, appropriate 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.

Guidelines for Implementation:

- At times of accident or illness, the School Nurse and /or 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 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
- 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.
- A member of the office staff/first aid trained staff will be responsible for contacting the ambulance service.
- All staff and families will be encouraged to be members of the ambulance service, with annual reminders being printed in the school newsletter.
- Family ambulance membership details will be recorded on enrolment forms, updated as required and staff membership details will be recorded on their staff information sheets which are updated annually.
- A card containing school details and a script for ensuring that the correct details are given to the 000 operator is to be found by the key phones in the school administration area

- 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.
- The school's administrative staff will ensure a CASES 21 printout of a student's or staff member's details are available to ambulance officers upon arrival.
- 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 Nurse 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 apprised of the situation.
- The School Nurse will be responsible for filling in an Injury Report and ensuring that any witness details are correct.
- The Principal or office 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.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle.