

## Ambulance Policy

<b>Written by</b>	<i>Principal and First Aid Officer</i>
<b>Date approved by School Council</b>	<i>June 2024</i>
<b>Date of Review</b>	<i>June 2027</i>

### Purpose

At times of accident or illness, the school may be required to call an ambulance to transport a staff member, student or community person 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.

### Scope

Mount Eliza North Primary School's aim is to ensure that all members of the school's community understands the school's position and processes regarding the attendance of the ambulance service.

### Implementation

- At times of accidents or illness, the 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.
- 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. If contact is not successful, staff will continue to try and reach them while continuing to treat the student until the ambulance arrives.
- The Principal (or next most appropriate staff member available) will be responsible for contacting 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 CASES21 printout of a student or staff member's details will be available to ambulance officers upon arrival.
- A familiar staff member will always accompany a student to the hospital if the attending ambulance officers approve.
- 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.
- All medical information and students' details will be released to ambulance/hospital personnel only for the purpose of providing emergency medical care in the absence of a parent or legal guardian.

### Evaluation

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