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## Ambulance at School Policy

Status: Final September, 2011  
Education Committee.

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### 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, 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.

### Guidelines:

RHPS will follow DEECD first aid guidelines found at

<http://www.education.vic.gov.au/management/governance/spag/health/firstaid/firstaidneeds.htm> and suggests that an ambulance be called in the following circumstances: "In the following circumstances an icepack/cold compress should not be used and medical help should be sought (usually by calling an ambulance): loss of consciousness, even if only briefly, a less than alert conscious state, suspicion of a fracture, suspicion of a spinal injury, damage to eyes or ears, penetration of the skin, deep open wounds.

RHPS will follow DEECD guidelines for Medical Emergencies found at

<http://www.education.vic.gov.au/management/governance/spag/management/emergency/medical.htm>

Please read in conjunction with the RHPS First Aid Policy

### Implementation:

- All staff and families will be encouraged to be members of the ambulance service, with annual reminders and membership details being printed in the school newsletter.
- 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.
- The cost of any medical attention or ambulance for a student will be borne by the parent/guardian.- see DEECD reference <http://www.education.vic.gov.au/management/governance/spag/governance/legalpos/medicalexp.htm>
- 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 CASES printout of a student or staff member's details will be available to ambulance officers upon arrival.
- Upon the principal's discretion a staff member may accompany a student transported by emergency services when one or more of the following applies: a parent/guardian or emergency contact person cannot do so; the age or development of the student justifies it; the student chooses to be accompanied; alternative supervision for remaining students can be arranged.
- 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.

### Evaluation:

This policy shall be reviewed annually with a major review undertaken every 3 years by the Education Sub-Committee of School Council

### References:

- <http://www.education.vic.gov.au/management/governance/spag/health/firstaid/firstaidneeds.htm>
- <http://www.education.vic.gov.au/management/governance/spag/management/emergency/medical.htm>
- <http://www.education.vic.gov.au/management/governance/spag/governance/legalpos/medicalexp.htm>