



MELBA COLLEGE AMBULANCE POLICY

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, processes for requesting the attendance of the ambulance service must be followed.

GUIDELINES:

To ensure that all members of the school community understand 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 determining whether to contact an ambulance, 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 attitude.
- The staff member in the best position to report on the patient's condition should contact the ambulance, as the ambulance staff will seek information on the patient's condition.
- 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 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.
- A staff member will always accompany a student to the hospital in the absence of a parent/guardian 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 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.

RELATED POLICIES & LINKS:

- First Aid Policy
- Medications Policy
- Camps and Tours Policy
- Excursions Policy
- Emergency Management Policy
- <http://www.ambulance.vic.gov.au/>

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