

## **Seaholme Primary School Ambulance Attendance 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 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 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 cases of immediate emergency a staff member may directly call for an ambulance at any time.
- 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.
- 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 familiar or senior staff member may accompany a student to the hospital if the attending ambulance officers approve and believes it is necessary.
- The principal will ensure that they are aware of the hospital that the patient is being transported to 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 will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in...

**2007**