



AMBULANCE POLICY

Rationale

At times of accidents or illness, the College 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.

Aim

To ensure that all members of the College community understand the College'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 College newsletter.
- At times of accidents or illness, a staff member will 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.
- A safe entry point will be made available for the ambulance, and students will be kept away from any accident scene.
- The College's administrative staff will ensure the injured student or staff member's personal contact and health details as appropriate are printed and made available to ambulance officers upon arrival.
- A familiar staff member will always accompany a student to the hospital if the attending ambulance officers approve, and an appropriate family member is not available.
- Staff members accompanying a student to hospital will be collected by the College, by another adult, or will be returned to College via taxi which will be paid for by the College.
- A senior staff member 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.

Review cycle and evaluation

The effectiveness of this policy will be reviewed as part of the College's four year review cycle