



### Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

## AMBULANCE ATTENDANCE POLICY

### PURPOSE

At times of accidents or illness, Kalinda Primary School (Kalinda PS) may be required to call an ambulance to transport a staff, 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.

To ensure that all members of the school community understand Kalinda PS's position and processes regarding the attendance of the ambulance service.

### POLICY

Ambulance Services to Kalinda PS are provided by [Ambulance Victoria](#).

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 following considerations should be taken into account:

- 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
- the decision to call an ambulance will always be made with a conservative 'better to be safe rather than sorry' 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.

If an ambulance is called Kalinda PS will ensure that:

- 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 Principal (or next most senior staff member available) will direct the ambulance to the safest place nearest the student
- all other students will be kept away from any accident scene.
- the school's administrative staff will provide a CASES21 printout of a student or staff member's personal details, and that will be made 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
- the staff members accompanying a student to hospital will be collected by the school, another adult, or will be returned to school via taxi which will be paid for by the school
- the Principal will be informed of and made 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 members of the Kalinda PS community will be encouraged to become [members of Ambulance Victoria](#). There will be an annual reminder including membership details distributed through the Kalinda PS communication channels.



Kalinda Primary School No. 5121

**RELATED POLICIES and LINKS:**

- First Aid Policy
- Medications Policy
- Camps and Tours Policy
- Excursions Policy
- Emergency Management Policy
- [Ambulance Victoria](#)
- [Managing and Reporting School Incidents \(Including Emergencies\)](#)

**POLICY REVIEW AND APPROVAL**

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2026