No. 4922

KARINGAL PRIMARY SCHOOL

Phone: 03 9789 4800 **Mallum Avenue, Frankston, 3199**
Email: karingal.ps@education.vic.gov.au **PO Box 6112, Frankston, 3199**
Website: http://www.karingalps.vic.edu.au

AMBULANCE POLICY

PURPOSE

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 the hospital. As the ambulance service is a potentially expensive option for families, and as the ambulance service is a vital community resource that should not be used frivolously, processes for requesting the attendance of the ambulance service must be followed.

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

POLICY

- 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 must confer with the principal (or next most senior staff member available) who will decide 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 principal (or the 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 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 the 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.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2026
Approved by	Principal
Next scheduled review date	December 2029