



Oakleigh Grammar

Policy Document Name	Ambulance Attendance Guidelines
Date Ratified by Board of Management	May 2022
Date for Review	March 2025

1. Preamble

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.

2. Purpose

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

3. Protocols

1. If the Principal, his/her nominee or staff member calls an ambulance, Oakleigh Grammar, in most instances will not be liable for any fees incurred. The Principal and relevant Head of School must be informed when a student requires an ambulance.
2. At times of accidents or illness, an ambulance may be called at the discretion of the First Aid Officer or attending staff member or treating First Aid trained staff.
3. 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.
4. A parent will be notified as soon as practicable. If both parents are unable to be contacted the nominated secondary or emergency contact on the School's database will be notified.
5. A member of staff will be waiting at a safe entry point for the ambulance to direct Emergency Services to the casualty.
6. The treating staff member will do a verbal handover to the paramedics upon arrival.
7. If a family member is not available to travel with the patient, the School First Aid Officer or a staff member will accompany the patient to the hospital. The First Aid Officer or staff member will stay with the patient until a family member arrives.
8. Staff members accompanying a patient to hospital, will be collected by a School employee, or will be returned to school via taxi, which will be paid for by the School.
9. The Principal or his/her nominee will ensure that s/he is 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.