

AMBULANCE POLICY

Help for non-English speakers

If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 Acacia Campus or 03 9546 4144 Banksia Campus or email at:
keysborough.sc@education.vic.gov.au.

PURPOSE

First aid must be administered until the ambulance arrives.

If an ambulance is called, Keysborough Secondary College will ensure that:

- f parents or guardians will always be contacted as soon as possible so that they may be in attendance when the ambulance arrives
- f the College Principal (or next most senior staff member available) or the Campus Nurse will direct the ambulance to the safest place nearest to the student
- f all other students will be kept away from any accident scene
- f the College's administrative staff will provide a CASES printout of a student or staff member's personal details, so that can be made available to ambulance officers upon arrival
- f a staff member will always accompany a student to the hospital in the absence of a parent/guardian if the attending ambulance officers approve.
- f staff members who accompany a student to hospital will be collected by the College or another adult; or they will be returned to school via taxi which will be paid for by the College
- f The College Principal or Campus Assistant 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 emergency contact; ~~and they will be responsible for the collection of the patient from the hospital.~~

COMMUNICATION

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

- f* Available publicly on our school's website
- f* Included in staff induction processes
- f* Included on our Staff Intranet
- f* Discussed at staff briefings/meetings as required
- f* Discussed at parent information nights/sessions
- f* Included in transition and enrolment packs
- f* Included as annual reference in school newsletter
- f* Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2024
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