



Ambulance Action Procedure

This procedure should be read in conjunction with the 'Health Practices Policy'.

In the event that an ambulance is required:

1. The Communications Person (or other person not directly involved in the response to the incident) will dial 000 for an ambulance, ensuring:
 - a. An Educator trained in First Aid remains with the child at all times until duty of care has been passed to paramedics or another medical professional
 - b. Staff follow any directions given by the '000' operator.
2. A staff member will be sent out the front of the service to meet and direct the ambulance. This staff member will:
 - a. Put on a Hi-Vis vest to ensure that the ambulance can identify them easily
 - b. Collect a copy of the child's enrolment form so that the child's health information is available to paramedics upon arrival
3. If the parents/guardian cannot get to the service to travel in the ambulance, an educator will travel with the child, taking the child's medical records with them.
 - a. The supervisor on duty will:
 - i. Determine which Educator will accompany the child in the ambulance.
 - ii. Ensure a 'Responsible Person' remains at the service with the rest of the children.
 - iii. Ensure that supervision ratios are still being met, and if necessary, call in extra staff.
 - b. The educator accompanying the child in the ambulance will:
 - i. Take a mobile phone to remain in contact with the supervisor and provide updates regarding the child's condition and treatment.
 - ii. Inform the supervisor of which hospital the child is being taken to.
 - iii. Remain with the child until the parents/guardians arrive to take over.
4. Any costs incurred in ensuring prompt medical attention for a child will be met by the parents/guardians directly, with the exception of the ambulance call out cost if called by the service.
5. An Incident report will be completed as soon as practicable and the Centre Manager will report the details of the incident to ACECQA via the NQS-IT System within 24 hours.

PROCEDURE VERSION AND REVISION INFORMATION

Authorised by GENERAL MANAGER

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