

DECS Guidelines for Ambulance Use and Claims

The first consideration in getting an ambulance to attend a worksite should be the welfare of the injured or unwell person.

In any situation where a person needs urgent medical attention, an ambulance must be called. Staff should not use a private vehicle to transport individuals to hospital.

No manager should feel in any way constrained in requesting the attendance of an ambulance to deal with any injured or ill person.

Students and Volunteers:

Meeting ambulance costs is primarily the responsibility of the individual or their caregiver. Those that have private ambulance cover should recoup costs from that source.

Where a student or volunteer is not privately covered a request for payment can be made through the Legislation and Legal Services Unit.

Payment procedure:

- ❖ Schools supplies a special [DECS statutory declaration](#) to the parent/carer
- ❖ parent/caregiver completes the statutory declaration in full
- ❖ director/principal signs the bottom of the statutory declaration
- ❖ the ambulance account is presented to the preschool/school by the carer
- ❖ copy of the ED155 Accident/Incident report is collected by the director/principal
- ❖ All items are forwarded to the Legislation and Legal Services Unit for payment

Staff:

In the case of a staff member who is injured at work and a claim for workers compensation is lodged, the cost of the ambulance is met through workers compensation (if the claim is accepted). If the claim for compensation is rejected, the cost of the ambulance service will be referred back to the individual.

If the injury or illness is not work related, the cost of the ambulance service will be referred back to the individual.

Visitors:

Visitors to DECS sites are responsible for meeting their own ambulance costs.

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