

EMERGENCY ACTIONS CARD

Assisted School Travel Program

1300 338 278 DIAL '0' FOR AN EMERGENCY



INJURY / MEDICAL EMERGENCY

- ✓ Call **000** for life-threatening or emergency situations
- ✓ If the student is having a seizure, refer to their medical plan
- ✓ Use the first aid kit in the vehicle to treat minor injuries, and inform school
- ✓ Notify the ASTP on **1300 338 278** (select option '0') for advice
- ✗ Do not give medication without authorisation from paramedics



VEHICLE INCIDENT/ACCIDENT

- ✓ Call **000** for serious accidents
- ✓ Ensure the safety and wellbeing of students for all accidents/incidents
- ✓ Notify the ASTP on **1300 338 278** (select option '0') for advice
- ✓ Driver must contact the contractor for a relief vehicle
- ✓ Advise parents and school of the incident and/or delay
- ✓ Report the incident and/or delay to ASTP within 24 hours
- ✗ If the vehicle breaks down, do not leave students unattended



HOME ALONE

- ✓ Wait **3 minutes** from the agreed time
- ✓ Attempt contact with parent or guardian/carer listed on run card
- ✓ Notify the ASTP on **1300 338 278** (select option '0') for advice
- ✗ Do not take student to an unauthorised address
- ✗ Do not hand student over to an unauthorised adult



UNSAFE STUDENT BEHAVIOUR

- ✓ Pull vehicle over and ensure the safety of all students
- ✓ Notify the ASTP on **1300 338 278** (select option '0') for advice
- ✓ Send incident report to ASTP
- ✗ Do not come into unnecessary physical contact with students