



Procedures for Accident and Emergency for Parents of International Students

STUDENTS

This information sheet contains information about what you need to do in case of an accident or emergency involving your international student. Please keep it in a safe place, e.g. on your fridge, on the family noticeboard, or by the telephone.

Residential caregivers need to ensure that everyone who takes care of the international student is aware of these procedures.

1. Emergencies and accidents

Emergencies

An emergency is a situation that requires immediate action. In a situation that requires immediate action, there is not usually time to look up procedures or refer to written information. It is vital that everyone is familiar with emergency procedures before an emergency occurs.

Accidents

An accident may or may not constitute an emergency. If the accident does not constitute an emergency, there may be time to look up procedures or refer to written information.

Homestay caregivers need to decide if a situation is an accident or an emergency, and act accordingly.

2. St Heliers School's responsibility

St Heliers School has responsibility in the case of emergencies and accidents during and outside of school hours when the student is in a homestay situation. This means that the education provider should be contacted as soon as possible in these situations. St Heliers will help and support you and make sure that all appropriate procedures are followed.

3. What to do

In an emergency act appropriately (e.g. remove the student from danger, apply first aid, call an ambulance) **then** phone the school's 24-hour contact person below:

Then contact the school's **24-hour contact person**:

24-hour contact person name and telephone number.	1. Craig McCarthy, Principal Mobile: 021 771 635
24-hour contact person name and telephone number.	2. Donna Harris, International Student Manager Mobile: 021 0569 790

St Heliers School is responsible for contacting the international student's parents. You are not responsible for this, and in an emergency or accident contact with the international student's parents should be made by St Heliers School **only**.

4. In case of accident or illness

If an international student is injured or unwell and **your level of concern is high** take the student to the nearest accident and emergency department or if appropriate dial 111 and ask **St Heliers School International Student Procedures** **SEPTEMBER REVIEW**

for an ambulance. If **your level of concern is low or moderate** take the student to your GP, or if time permits call St Heliers School on 5758311 for advice during the day.

If you are concerned for your student's well-being and unsure of what to do, call the student's emergency contact for assistance as it is better to be cautious.