



Procedures for when an International Student is admitted to hospital

As part of the enrolment process, on the Contractual Agreement, students' parents agree to give their consent for the Principal of St Heliers School or the International Student Managers, to make a decision about hospital or medical treatment for their child, on the advice of a medical practitioner in a medical emergency.

The Managers of International Students and the school Principal will be notified immediately an International Student is admitted to hospital.

The hospital will be given details of the students' Medical Insurance on admission to hospital but if this is not possible, within 24 hours. This information is kept in St Heliers School's office on the Student Record Keeping Sheet and also on the Instruction Sheet for International Student 24-hour Contact Persons - School Principal, and International Student Managers who have this information accessible 24/7.

Contact details for the parents in the home country will be taken to the hospital.

NB: The Privacy Act makes it important to get permission from the student wherever possible before contacting the student's parent. 'Would you like to phone your parents?' or 'Would you like me to phone your parents and tell them?'

In an **emergency situation** the school is responsible for seeing that the parents are informed.

The Manager of International Students or the Principal will consult the medical staff about the informing the parents before the treatment/operation if at all possible. If the parents cannot be contacted for any reason, they will be contacted post-operatively.

The Manager of International Students or the school Principal should phone the parents, with an interpreter present, who has briefed on the medical information, which the parents should be given.

Verbal permission will be sought from the parents for any medical procedures to be undertaken.

The consent form for the operation will need to be signed on behalf of the parents by their appointee.

- After the procedure, the medical staff will be consulted and, as above, the parents will be contacted by telephone by the school Principal or International Student Managers.
- If possible, a first language hospital interpreter will report the outcome of the procedure to the parents.

Parents will be informed daily or more frequently if necessary. As soon as possible, the student will be assisted to contact his or her parents by mobile.

- International Student Manager will follow up by home visiting and phone calls.
- All actions will be recorded in the students' Pastoral Care file.