

# EMERGENCY AND ACCIDENT PROCEDURES FOR HOMESTAYS

*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.*

*Homestay 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. Education provider's responsibility

The education provider has responsibility in the case of emergencies and accidents during and outside of school hours when the student is in a homestay or boarding establishment situation. This means that the education provider should be contacted as soon as possible in these situations. The education provider 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 interpreter:

Interpreter name & number:	Min Lim 03 342 7768
Alternative Interpreter name & number:	Jonathan Hong 03 358 9000

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

24-hour contact person name:	Gregg Weaver 03 313 6332 or 03 312 2628
24-hour contact person number:	Donna McCormick 03 313 6332 or 03 313 5129

The **education provider** 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 the education provider **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 for an ambulance. If **your level of concern is low or moderate** take the student to your GP, or if time permits call Donna McCormick for advice during the day.

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

Your student's details:

Insurance Details (company, policy type, contact number):	Medical Concerns:	Allergies:	Previous illnesses: