



Procedures for when an International Student is admitted to hospital

As part of the Application Form and Enrolment Agreement, in Part Two, Section 21 Consent:

“The Parents appoint and authorise the Principal of the school (or such other person who may be appointed by the School to carry out the Principal’s duties to:

(b) Provide consents that may be necessary to be given on the Student’s behalf in the event of a medical emergency where it is not reasonably practicable to contact the parents.

The Manager of International Students and the 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. The medical insurance company needs to be informed of hospital admission and treatment in order to give prior approval for treatment. The agent or International Student Manager will assist parents or residential caregivers when communicating with the Insurance Company, when necessary.

All of the required information about the students and their parents is recorded on the List of International Students and Information, which is updated regularly and shared with the Administration staff, Senior Leadership, and other appropriate staff. The list is also filed in the Shared Drive under International Students A+E folder so it is available at all times.

If the student is living with a residential caregiver:

- 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 Manager.
- 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 the student and phone calls.
- All actions will be recorded in the students' Pastoral Care file on the International Student Manager's Google Drive.