



FAIRFIELD INTERMEDIATE SCHOOL

INTERNATIONAL DEPARTMENT EMERGENCY DETAILS 2020

EMERGENCY AND ACCIDENT PROCEDURES, STUDENT DETAILS AND 24HR CONTACT PERSON DETAILS

This information sheet contains information about what to do in case of an accident or emergency involving your international student

1. Fairfield Intermediate School

In the case of an emergency or accident involving an international student, the normal school emergency procedures should be followed **and** the appropriate international student interpreter should be contacted.

Fairfield Intermediate School 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 should an accident occur outside the school Fairfield Intermediate School should be contacted as soon as possible in these situations. Fairfield Intermediate School will help and support you and make sure that all appropriate procedures are followed.

If a student is in a critical condition or has been killed, contact with the parents should be made by Interpol. In other cases, contact should be by the Principal or the Director of International Students.

Role of the 24-hour contact person (Pennie Braithwaite/ Angela Walters)

The role of the 24-hour contact person includes:

- Being available 24 hours a day, 7 days a week, to respond immediately to a crisis
- Being in the same town as the international student at all times, unless the student is away on holiday.

The role may be shared between several people, provided each person has all necessary information and understands the procedures.

2. 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 and / or the students agent

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

24-hour contact person name:	Angela Walters (Principal)	Pennie Braithwaite (International Director)	
24-hour contact person number:	07 855 2296 027 325 5038	078533428 021423119 021820013 school mobile	

Fairfield Intermediate School is responsible for contacting the international student's parents. Homestay caregivers **are not** responsible for this and in an emergency or accident. All contact with the international student's parents should be made by the education provider **only**.

3. In case of accident or illness

If an international student is injured or unwell out of school hours 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 07 855 9718 (FFIS) for advice during the day, or after hours either of the 24 hour contact numbers for advice.

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.

Pennie Braithwaite
Director of International Students

Approved Date: May 2023

Review Date: May 2024

Signature: (Director of International Students).....

Signature (Principal).....

Signature(Board of Trustees Chairperson)