

## CRITICAL INCIDENT PROCEDURES FOR CAREGIVERS

This information sheet contains information about what to do in case of an accident or emergency involving your international student. Please keep it at hand, for example on your fridge or on the family noticeboard.

A critical incident is an unexpected event where there is a threat to the life/health or safety of your student. It includes serious illness or accident and any other situation where you have grave concern for the student's safety or wellbeing.

**CAMBRIDGE HIGH SCHOOL** is responsible for the safety and welfare of students. In the event of a critical incident, please call the school's emergency number as soon as possible, and we will help and support you and make sure that all appropriate procedures are followed.

**NOTE:** The school is responsible for informing parents. **Please do not contact the parents.** Inform the school first and we will notify parents of what has happened.

CAMBRIDGE HIGH SCHOOL Emergency Number	021 856 445
International Director CRAIG FULLER	021 040 2646
Homestay Coordinator DEBBIE BROADFIELD	021 856 445
Administration Manager CHRISTINE SMITH	021 859 749

### Other Useful Numbers – also see your fridge magnet

N.Z. Emergency No: 111 <i>Fire, Police and Ambulance</i>	Police (non-emergency) 105
Mental Health Crisis Line 0800 50 50 50 (24 hrs)	Student Counselling / Talk Line: 1737 <i>(Free support from a trained counsellor)</i>
Lifeline 0800 543 354	Dr. Pillay 07 827 9933 Anglesea Clinic Hamilton (24hrs) 07 8580800 Mahoe Medical Centre Te Awamutu (8am-8pm) 07 827 0923

### What to do in an Emergency:

1. Make sure the student is safe.
2. If needed contact Police/Ambulance/Fire by ringing 111.
3. Inform the school.

### What Happens in an Emergency?

1. The School receives information of a Critical Incident.
  2. The School's Principal forms a Critical Incident Team.
  3. The Principal and the Team will plan and approve all responses and communications.
- All communication that comes to you **must** be referred to this team. Do not pass on any information to any other persons or to the media. We will update you regularly and inform you of how you can support the family and school*

### Your student's Details:

Insurance Company, Policy Number	Medical Concerns	Allergies	Previous Illnesses