

## **Notifying Parents/guardians re an accident**

Parents/guardians must be informed of any accident involving their children as soon as possible after the accident occurs.

The following information should be conveyed:

1. Confirmation that their child was involved in an accident, together with a description of the nature of the accident.
2. Details of any injuries sustained.
3. Details of any follow up action — e.g. ambulance, first aid.
4. Copies of any correspondence should be kept on the student file. If parents are initially contacted by phone, a memo of the conversation should be taken down.
5. Liability for the accident or any opinion as to the legal responsibility for the accident should not be expressed.
6. Boarding Hostel Managers should be as helpful as is reasonably possible in providing information to students, parents and guardians. However, any request for a copy of the accident report and accompanying documentation should be refused until the Manager has received legal advice from their principal consultant. However, a person who has made a statement is entitled to have a copy of that statement on request.