

SOP – Mishap in Science Practicals involving Chemicals

- 1) Instructions must be printed in the journals or a printed copy given at the beginning of the semester and reminded every semester. A record of this must be kept.
- 2) In the eventuality of a mishap, first aid must be administered immediately.
- 3) Parents must be informed by the Faculty concerned immediately.
- 4) Call for an Ambulance by calling 108 seeing the seriousness of the case. It is better to take extra care than thinking that it is not serious. One of the Faculty/staff needs to accompany to the hospital in case the student needs to be taken to the hospital.
- 5) Confirm if the student is able to travel home alone.
- 6) Invite the parents or guardians to come to the campus and take the students along or make alternative arrangements.
- 7) If a parent or guardian is not able to come to take the student back home, arrange for a companion, preferably a department staff. If the student is a girl, it is mandatory to send a female staff. If the student is comfortable to travel with a classmate, may be sent.
- 8) Document the case and file it. The original is to be kept with the Office Superintendent or SF Office Administrator.

SOP – Medical Emergency Cases of Students

- 1) First aid to be administered immediately.
- 2) Parents must be informed by the Faculty/Staff concerned at the earlier.
- 3) Call for an Ambulance by calling 108 seeing the seriousness of the case. It is better to take extra care than thinking that it is not serious. One of the Faculty/staff needs to accompany to the hospital in case the student needs to be taken to the hospital.
- 4) Confirm if the student is able to travel home alone.
- 5) Invite the parents or guardians to come to the campus and take the students along or make alternative arrangements.
- 6) If a parent or guardian is not able to come to take the student back home, arrange for a companion, preferably a department staff. If the student is a girl, it is mandatory to send a female staff. If the student is comfortable to travel with a classmate, may be sent.
- 7) Document the case and file it. The original is to be kept with the Office Superintendent or SF Office Administrator.