

AIMS COLLEGE OF BUSINESS AND IT  
(PVT) LTD

# **RESPONSE TO A STUDENT DEATH**



AIMS occasionally receives the sorrowful news of a student's passing. The level of campus response will depend on a variety of factors, such as whether the death was sudden or after a long period of illness, whether it occurred on campus or not, and whether it was the result of a communicable disease, accident, or criminal activity. Depending on the circumstances, a student's demise may be considered a Major Incident and handled according to AIMS Major Incident procedure. Regardless, the information and procedures outlined in this document will ensure that the AIMS responds effectively and compassionately to a student fatality.

- Ensure an adequately coordinated, expeditious, and adequate level of response by AIMS
- Define administrative responsibilities in the event of a student's mortality
- AIMS is committed to responding to the death of a student with compassion and respect.
- AIMS will act in a timely, supportive, and sensitive manner.
- AIMS will seek to collaborate and cooperate with appropriate external agencies to facilitate any investigations or administrative activities related to the death. Any statements made on behalf of or on behalf of AIMS will not be published until they have been reviewed for accuracy and authorized by a member of the Board of Governance.

This policy and procedure will only apply to pupils who were enrolled directly with AIMS and were either attending classes or participating in a distance learning program. It is anticipated that institutions enrolling students in AIMS program through a collaborative partnership will support students and adhere to their own local policies. Typically, an apprenticeship student's employer would initiate the response.

### **The Method**

The response to the demise of a pupil may be difficult for all involved. A 'notification of death protocol' and a series of departmental protocols have been devised to assist employees in acting effectively during this period of heightened emotions.

This procedure comprises of four steps to facilitate a professional response to the demise of a student:

1. Protocol for mortality notification
2. First response (within the first 24 hours)
3. Second reaction (ongoing action)
4. Reflection and Acknowledgment

### **1. Notification Method**

Any member of AIMS personnel may be notified of a student's passing. The person receiving this notification must collect as much information as possible from the notifier, including:

- The notifier's name
- The notifier's relationship to the deceased student
- The notifier's contact information
- The deceased student's name and date of birth
- When the student died
- How the student died
- Where the student died
- Whether the deceased student's family knows
- Whether the Police were notified

Follow the notification procedure and inform the Non-Executive Director and HR Department and the appropriate Head of Faculty. These senior staff members will collaborate and direct the AIMS response.

If a student dies on campus, the member of staff who receives the news must dial 199 and request police and an ambulance. The employee must then contact Security and inform the Non-Executive Director and Academic Services. Emergency Services will inform on-site personnel of initial next actions. This will likely involve Security safeguarding the area to ensure that the crime scene is not disturbed, and if there are witnesses, making them comfortable and requesting that they wait until the Police arrive. If they cannot wait, they must obtain the witness's contact information.

The police will coordinate the removal of the body and notify the next of kin formally. No affirmation of any details may be published until the Police have notified the next of kin. Staff and pupils are prohibited from posting about the tragedy on social media. Only communications with senior management approval should be utilized.

**2. First response (within the first 24 hours)**

The Non-Executive Director & Academic Services or the Head of Faculty must consult with the Non- Executive Director, who, depending on the circumstances, may designate the situation as a Major Incident.

The following departments will be responsible for completing their own student mortality checklists, which will be coordinated by the Non-Executive Director & Academic Services and/or Head of Faculty.

<b>On campus</b>	<b>Off campus</b>
Security	Communications
Student and Academic Services	Vice Chancellors Office
Vice Chancellors Office	Student and Academic Services
Non-Executive Director & Academic Services	External Relations
Head of Faculty	Non-Executive Director & Academic Services

Depending on the circumstances of the demise, other AIMS personnel may be asked to assist with the response. Depending on the circumstances of the demise, it may be necessary to invoke additional policies.

Priorities will likely include:

- Establishing the facts of the situation
- Assisting Emergency Services (if applicable)
- Maintaining campus security (if death occurs on campus)
- Collecting information about the student and those who knew them
- Providing appropriate prompt assistance

- Developing a comprehensive community notification and communication plan

The Non-Executive Director s & Academic Services and/or the Head of Faculties should convene a case conference to review the first day's events and plan the next day's actions. A note taker should be appointed to document actions by creating a Microsoft Teams site or equivalent for the response to the student fatality incident.

### **The second response (follow-up actions)**

The case conference actions from the First response must be supplemented by the departmental protocols. The Non-Executive Director & Academic Services and/or the Head of Faculty will oversee the completion of all appropriate actions.

This second phase of response will vary depending on the circumstances surrounding the death, but the priorities will likely include:

- Implementing the notification and communication plan
- Providing both practical and wellbeing support to students and staff affected
- Amending the students' record
- Establishing contact with the deceased's family
- Facilitating student and staff attendance at the funeral (subject to family wishes)

Depending on the circumstances surrounding the student's demise, it may be necessary to schedule ongoing case conferences.

## **4. Reflection and Acknowledgment**

Each team that responded to the student's demise should conduct a debriefing session. We are all affected by grief and loss, even if we did not know the deceased well. The Non-Executive Director & Academic Services and/or the Head of Faculty should conduct a "lessons learned" session following each student fatality response. As part of the process of reflection, AIMS will, if necessary, communicate with the Coroner's Office and consider its findings. The document and accompanying checklist should be reviewed, and the lessons learned should be implemented.

Those who knew the deceased would typically want to recognize their contribution to AIMS through a memorial, dedication, or posthumous academic award after their passing. It is essential to remember that the deceased's family must be consulted prior to carrying out any of these actions. The Non-Executive Director & Academic Services and/or the Head of Faculty will oversee any posthumous action.

The Board of Governance approves and confers posthumous awards based on the discretion of the faculty. The Board of Governance will receive a request from the head of faculty outlining their recommendations. If the requested honor is an honors degree, an unclassified named recognition will be granted. The institution will have considered previous credits earned and confirmed that there is sufficient evidence that the student would have earned the required credit for the award.