



# School of Animal & Vet Sciences Student Placement Insurance Guide

**Bachelor of Science (Animal Science)**  
*Placements / Work Experience*

**Bachelor of Science (Animal Behaviour)**  
*Placements*

**Bachelor of Veterinary Technology**  
*Placements*

**Bachelor of Science (Veterinary Bioscience)**  
*Animal Handling Extra Mural Studies (AHEMS)*

**Doctor of Veterinary Medicine**  
*Doctor of Veterinary Medicine Extra Mural Studies (DVM EMS)*

This guide outlines the insurance cover available for Bachelor of Science (Animal Science), Bachelor of Science (Veterinary Bioscience) and Doctor of Veterinary Medicine students participating in a University approved work experience or community placement programs in Australia or overseas while under the direction and supervision of a Host Organisation.

## Pre-conditions to this cover:

- The placement is a requirement of the student's course of study.
- Participation has been approved by the Head of School or delegate.
- The student is not employed by the Host Organisation where the placement is being undertaken.
- The student is not paid for the work performed.
- The student is supervised by experienced personnel throughout the placement.
- The University is not liable for any negligent act, error or omission on the part of the Host Organisation that results in injury to a student, or loss or damage to the student's personal property.

<b>Named Insured</b>	<b>The University of Adelaide</b>
<b>Policy number</b>	<b>FI 0732417, 2300110171, and 2300110172</b>
<b>Policy Period</b>	<b>31 December 2019 to 31 December 2020</b>

The University's broker is Marsh Pty Ltd

Office: Level 6, 70 Franklin St, Adelaide SA 5000

Phone: + 61 8 8385 3554

Contact: Toni Leonard

Email: [uoa.travel@mmc.com](mailto:uoa.travel@mmc.com)

Legal and Risk Branch  
Division of University Operations  
<http://www.adelaide.edu.au/legalandrisk/>  
[helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au)  
Tel: + 61 8 831 34539

## Special notes about the University's Insurance

The University obtains insurance to provide protection (indemnity) to the University in the event of a claim made by a third party. Students undertaking approved placements are provided with:

- [Public Liability Insurance](#) to a limit of \$20M per any one event, for any act, error or omission on the part of the student that results in injury loss or damage to the host organisation.
- [Travel Insurance](#) while undertaking approved University travel.
- **Personal Accident Insurance** ([Bachelor of Science \(Veterinary Bioscience\)](#), [Bachelor of Science \(Animal Science\)](#) , [Bachelor of Science \(Animal Behaviour\)](#), [Bachelor of Veterinary Technology](#) & [Doctor of Veterinary Medicine](#)).

For an international placement, the travel insurance is for 180 days, including 4 weeks of private travel. Students travelling in a country where there is a requirement to purchase in-country health insurance (medical benefits) must do so before embarking on their trip. Students are advised to check these requirements with the Embassy of the Country which they are intending to visit prior to travel.

Students are not “registered practitioners” and are therefore not authorised to practice their discipline independently in **any** capacity. The student status allows them to undertake supervised activities in an approved clinical environment.

Students are required to act in accordance with the directions of their placement supervisor as well as in accordance with the policies and procedures of the Host Organisation.

*Students must not provide advice or treatment to patients without the approval of their placement supervisor.*

### **Work experience versus paid employment:**

The University's insurance cover does not extend to students working in paid employment.

**If the placement is considered legally to be an employment relationship, the University's insurance cover will not apply.**

## Steps to obtain cover

1. The host organisation by accepting the student agrees to the terms of the placement as outlined in the **Student Placement Agreement** and this document and that the host organisation has its own Public Liability Insurance. The host organisation agrees to indemnify the University and the student for any negligent act or omission by its employees, agents or contractors that results in any injury, loss or damage to the student or to University property being used by agreement with the host organisation.
2. The host organisation agrees to accept the named student on work placement and to plan an appropriate program for their placement, providing suitably qualified and experienced personnel to supervise the student.

3. The host organisation agrees to provide the student with a safety and workplace induction that will prepare them to safely undertake the tasks and duties of the work placement. All reasonable precautions will be taken to ensure the workplace is non-discriminatory and harassment free.
4. The School administration office will notify the host organisation in the case of a student's illness, injury or unexplained absence.
5. The student is not to be required to undertake any task prohibited by the University, Legislation or insurance requirements. It is understood by all parties that the University, the host organisation or the student may without notice cancel the work placement.
6. The student must gain approval from the Head of School (or delegate) to attend this placement and submit the Student Placement Agreement through [Sonia Online](#).
7. To ensure cover remains valid the student or School must report any adverse or notifiable events as soon as they occur.

## Reporting adverse or notifiable events

A Notifiable Event is any incident that could result in a claim made against the University. It may be a consequence, fact, situation, error, omission, occurrence, activity or failure to do something.

### Examples:

- Injury to a patient during treatment
- Adverse patient event
- Fraud or fraudulent activity
- Threat of legal action
- Damage or vandalism of property or equipment

THE UNIVERSITY MUST NOTIFY  
OUR INSURERS OF EVERY  
NOTIFIABLE EVENT TO ENSURE  
WE **REMAIN INSURED**

It is essential that notifiable events are reported to the Legal & Risk Branch as soon as they occur or become evident. Any change in the circumstances of a previously reported notifiable event must also be reported.

**A failure to report may mean the denial of a claim.**

## How to make a report

To report a notifiable event, please complete the report form in Part A at the end of this guide and email it to [helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au). Alternatively, please ring the Legal & Risk Branch on (08) 8313 4539 to discuss the matter.

# Reporting Adverse Events

## Notifiable Event Summary

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To report a notifiable event, the student or School should complete this report form and email it to [helpdesklegal@adelaide.edu.au](mailto:helpdesklegal@adelaide.edu.au)

Alternatively, please ring the Legal & Risk Branch on (08) 8313 4539 to discuss the matter.

<b>NAME OF STUDENT</b>		
<b>STUDENT NUMBER</b>		
<b>DATE OF EVENT</b>		
<b>LOCATION OF EVENT</b>		
<b>NAME OF HOST ORGANISATION</b>		
<b>ADDRESS OF HOST ORGANISATION</b>		
<b>HOST ORGANISATION CONTACT</b>	<b>Name:</b>	
	<b>Title:</b>	
	<b>Email</b>	
	<b>Phone</b>	
<b>BACKGROUND / DESCRIPTION OF EVENT</b>		
<b>ENQUIRIES / INVESTIGATIONS UNDERTAKEN</b>		
<b>CURRENT STATUS</b>		
<b>ASSESSMENT OF RISK</b>		