

## Standard Operating Procedure (SOP) for Managing Student Illness on Campus

### **Purpose:**

To ensure timely, responsible, and compassionate response when a student falls ill on campus, prioritizing student safety, parental involvement, and institutional accountability.

### **Step-by-Step Procedure:**

**1. Immediate Notification to Parents/Guardians:**

As soon as a student is reported to be seriously ill or unwell, the concerned department or staff member must immediately inform the student's parents/guardians via phone.

**2. Medical Assistance from ITM University Hospital:**

The student shall be promptly taken to ITM University Hospital for medical examination and first aid.

**3. Arrangement of University Transport:**

Office of the Hon'ble Vice Chancellor (or the designated transport coordinator) shall be requested to arrange a university van for transporting the student to the hospital.

**4. Teacher Escort:**

A faculty member from the student's department must accompany the student to the hospital and stay with them until the parents/guardians arrive. (In case of a female student, a female faculty member will accompany her to the hospital)

**5. Handover to Parents:**

Once the parents/guardians reach the hospital or campus, the university shall formally hand over the student to them, along with an update on the medical situation.

**6. Documentation:**

A brief incident report noting the timeline, actions taken, and persons involved should be recorded by the department for institutional records.

### **Note:**

In case of a medical emergency requiring immediate attention, the university hospital should be approached first while simultaneously contacting the parents.

  
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