



INSURANCE (INCLUDING PERSONAL PROPERTY DAMAGE, MEDICAL EXPENSES AND PERSONAL ACCIDENT/INJURY) POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact McClelland College.

PURPOSE

To explain McClelland College policy in relation to personal property, medical and other insurance and to ensure that special or valuable items of personal property are not brought to school or on school excursions.

SCOPE

This policy applies to all school activities, including camps and excursions.

POLICY

The Department of Education (which includes McClelland College) does not have insurance for accidental injuries or accidental property damage/loss. However, in some circumstances, medical or other expenses may be paid by the Department where it is assessed that it is likely, in all the circumstances, that the injury or property damage/loss was sustained as a result of the Department failing to meet their duty of care.. For more information about the Department's public liability claims process, please see [Legal claims, subpoenas, summonses and other legal documents](#).

Example School encourages parents and carers to consider obtaining their own accident insurance for students and property of value that may be brought to school or on a school excursion.

Personal property

McClelland College understands that staff and/or students may sometimes like to bring items of personal property to school or on school excursions.

The Department of Education does not have insurance for personal property of staff, students and visitors. McClelland College does not take responsibility for items of personal property (including electronics such as iPads, laptops, mobile phones etc) that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school or on school excursions is the responsibility of the owner of that property.

McClelland College encourages staff and students not to bring items of value to school or on school excursions, or to obtain appropriate insurance for such items.

If students bring items of value to school, they will be confiscated and stored securely at a secured location in the school, either a safe or lockable draw in staff offices or in a safe at reception, until the end of the day, when the items may be collected by the student and/or parent.

Student medical expenses

- In the event that a student is injured at school or while participating in a school activity (including offsite) and requires medical treatment, parents/carers are responsible for all of their child's medical expenses. This includes transport costs such as ambulance costs (which may include an air ambulance if considered necessary)
- In a medical emergency, McClelland College will prioritise the child and may not call parents/carers if an ambulance is required, until after an ambulance is called, depending on the situation
- McClelland College encourages parents and carers to consider obtaining ambulance cover (see [Membership - Ambulance Victoria](#)) and/or appropriate medical insurance

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletter
- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Claims for Property Damage and Medical Expenses](#)
 - [Legal Claims, Subpoenas, Summonses and Other Legal Documents](#)
 - [Insurance for Schools](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	February 2026
Approved by	Principal & SC 24/02/26
Next scheduled review date	February 2030