



Procedures for Sick Children

If a child becomes ill in school the following procedures will be followed:

If a child informs a member of staff that they feel unwell the member of staff will monitor the child and rule out any common reasons by ensuring that they have been to the toilet, that they are hydrated and that they are warm/cool enough. The member of staff will check that there is nothing worrying the child. Staff will also check that there is no known condition on medical lists for this child.

Following initial checks the member of staff will then decide whether symptoms may require a call home.

If this is the case they will contact the School Principal and a call will be made home.

If symptoms suggest that they do not require a call home then the teacher will continue to monitor in class or request that they are monitored (as they feel sick) by the School Principal. The child will be monitored and should the symptoms worsen a call home will be made. If in any doubt a call will be made to parents to discuss the pupil.

If the child improves and or feels better they will return to class.

If a child has sickness or diarrhoea in school they will be sent home immediately; children should not return to school for 48 hours after their last case of sickness/diarrhoea.

The child will be made comfortable while they wait to be collected.

If contact cannot be made with parents then staff will contact the emergency contacts provided by the parents on the application form.

If parents/ emergency contacts cannot be reached the child will be made comfortable and monitored by the School Principal and staff will continue to try to make contact.

If necessary a first aider will be consulted for advice on an illness.

In the case of an emergency when the child's health is at risk an ambulance will be called and a member of staff will accompany the child to hospital.

Parents/ authorised adult will be contacted.

Notifiable Diseases

If a notifiable disease is suspected or reported by a parent/carer the admin manager/ senior leader will contact the health protection agency and school will follow the advice given.

First Aid

The School Principal is the designated member of staff responsible for First Aid.

First aiders hold current First Aid Certificates.

The School Principal is responsible for maintaining the correct contents of all First Aid boxes and administering First Aid when necessary and appropriate.

The location of the First Aid box is known by all First Aiders.



In the Event of a Major Accident, Incident or Illness

The School requests that parents/carers complete and sign an emergency medical treatment statement enabling any member of staff so empowered, to give permission for emergency medical treatment for their child in the event of a major accident, incident or illness occurring at the school.

In the event of such an event, the following procedures will apply:

In the first instance, the First Aider will be notified and take responsibility for deciding upon the appropriate action. The First Aider will assess the situation and decide whether the child needs to go straight to hospital and whether they can administer first aid.

First Aider will check against child's records for any known medical issues.

If the child needs to go straight to hospital, an ambulance will be called.

The parents/carer will also be contacted.

A member of staff will accompany the child to hospital (if the parent is unable to arrive quickly) and will consent to medical treatment being given, so long as the emergency medical treatment statement has been completed and signed.

If the child does not need to go straight to hospital but their condition means they should go home, the first aider will administer any first aid and the parent/carer will be contacted and asked to collect their child.

In the meantime, the child will be made as comfortable as possible and be kept under close supervision (from this point on, the provisions of the Health Protection's infectious and communicable disease advice will govern the child's return to the School).

If the First Aider assesses that the injury is not major, but minor:

See Minor Injury section

All accidents will be recorded in the School Principals First Aid book.

In the Event of a Minor Injury

When a child reports an injury or an injury is witnessed the following procedures will be followed:

The member of staff will assess the injury/context of the injury and act accordingly.

If the injury is not minor the member of staff will contact a qualified First Aider for advice or action.

A member of staff will administer first aid for a minor injury. This may be cleaning up of a graze and or applying a plaster. (pupils will be checked for any ongoing medical issue or allergy to plasters).

Cold compress will be applied to any bumps or bangs to the head or face.



Closing the School in an emergency

In very exceptional circumstances, the School may need to be closed at very short notice due an unexpected emergency which may affect health and wellbeing of pupils and staff. Such incidents should include:

Serious weather conditions (combined with heating system failure)

Burst water pipes.

Discovery of dangerous structural damage

Fire or bomb scare/explosion

Death of member of staff

Serious assault on a staff member by the public

Serious accident or illness

In such circumstances, under the direction of the School Principal, staff will ensure that all steps are taken to keep both the children and themselves safe.

All staff and children will assemble at the pre-arranged venue (Principal to inform all staff of this pre arranged venue) where a register will be taken.

Steps will then be taken to inform parents/carers and to take the necessary actions in relation to the cause of the closure.

All children will be supervised until they are safely collected.