

<b>Date Reviewed</b> - 14/03/2024	<b>Procedure Name</b> : Student Sickness and Injury Procedure
<b>Next Review Date</b> - 14/03/2025	<b>Managed by</b> : Hayley Richardson ( Business Manager) Jane Karaolis (EWS Academy Coordinator) Daniel Peel (PA- Office Manager)

## Student Sickness and Injury Procedure

### **What to do if a student requires medical treatment?**

Students should not ask to go to a school first aid unless they are genuinely feeling unwell or have sustained an injury, as they will be missing out on their learning.

### **If a student in your lesson, or under your supervision, complains of feeling unwell:**

- Assess whether the student needs to go to a first aider
- Add a note to school planner and if necessary, allow a reliable student to accompany them
- Do not allow a student to leave to get a drink of water (students are allowed to carry a bottle of water with them). Bottles can be refilled from the fountains in the canteens at break or lunch
- Student year groups have allocated toilets on South. They should only be let out if absolutely necessary, with a signed note in their planner from the teacher.

*If the teacher feels that the student is too ill or injured to be moved, then a designated First Aid member of staff should be called and First Aid should be administered, as appropriate. First Aid kits are available at a number of locations in the School.*

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### **Providing Treatment**

- A First Aider will assess the student's needs and ensure that appropriate action is taken.
- The School has a strict policy that no medication will be given orally or externally unless permission has been given by the parent/ carer.
- Parents/Carers may be contacted depending upon the nature of the medical problem. This will usually be through student services.
- The First Aider will maintain a full and accurate record of the events including any treatments given.

### **Follow Up**

The aim should be to return the student to their lesson/ tutor group as soon as possible where practicable. This is particularly important where the student is a poor attender with no diagnosed medical condition. In cases of genuine illness/ injury:

- Record the student's attendance at the medical room and any advice/ treatment given
- Seek a second first aider if necessary if required.

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### Parent Communication

- If it is deemed necessary to send a student home and the parent/carer must be contacted by the School and permission given. Under no circumstances will a student be allowed home until permission has been given by the parent/carer.
- Under no circumstances must a student or sibling contact home directly. EWS staff will make the decision to inform parents and appropriate actions to be taken by the parent/carer.
- Parents/Carers will be advised by the school if they are required to come in to collect their child.
- Parents/Carers should not come into school to collect a sick/injured child unless instructed to do so by a member of staff.
- If a child is sent home, an email will be sent to their **form tutor**.
- If it is thought that follow-up treatment is required, the parent/carer will be contacted via phone and an email will be sent

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### Serious illness or injury

*In more serious cases, where hospital attention is deemed necessary, the School will contact parents/carers, who will be expected to take their child to hospital unless an ambulance is required. In this case the head of the school or a member of the senior leadership team will be informed.*

### After assessing the situation as an emergency, the following procedure must be adopted:

Take appropriate action with regard to First Aid and reassure student

- Call an ambulance
- Call a second First Aider for back up
- Contact a parent/carer and explain the situation
- Notify reception/student services
- Notify a member of the School Leadership Team
- In the absence of a parent/carer, a member of staff must accompany the student to the hospital and remain there until the parent/carer arrives
- If a parent/carer cannot be contacted, the School will act in loco parentis and give permission for any emergency treatment

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### After-School Activities and Off-Site Visits

If an accident occurs during an after-school activity, or school visit, the teacher in charge is responsible for arranging appropriate treatment for the student concerned. Further advice can be found in the Educational Visits procedures.