



## **THE FROEBELIAN SCHOOL**

### **Sick Children Policy**

The provisions in this document apply to all aspects of the school including the EYFS, Breakfast Club, Little Acorns, Homework and Activities Club, Summer Holiday Club, school trips and extra-curricular activities.

This policy should be read in conjunction with the following policies:

- Health & Safety
- Pastoral Care
- First Aid
- Administration of Medicines

#### **Sick children should not be at school.**

All children are expected to be well on arrival at school. If a child has a potentially infectious condition (e.g. an unidentified rash) parents/carers must first consult a medical practitioner to ensure it is appropriate for them to be at school. Children who have vomited or had diarrhoea should be kept off school for at least 48 hours *following the last episode of illness*. The school expects the co-operation of parents/carers to ensure that children who are unwell are not brought to school as illnesses can spread rapidly amongst children.

If a child becomes unwell during a school day parents will be contacted and asked to collect their child.

In the event of the school being unable to contact a parent/carer, every effort will be made to keep the child comfortable in school pending subsequent contact. A sick-bed is available in the Sick Room adjacent to the Art/Science room. Bedding, a sick-bucket, wipes and waste bucket are also available. A member of the Office staff or a Teaching Assistant will be made available to sit with the sick child. Toilet and showering facilities are available in the adjacent room. There is also a washbasin in the Sick Room.

If a child becomes increasingly unwell, medical assistance will be sought.

Any infectious diseases or parasites (e.g. head-lice) discovered at the school will be notified to parents either in person or on the telephone.

#### **Administration of Medicines to Children:**

The school is willing to administer medicines to children during the school day, subject to the following protocol:

- a) Medicine to be administered should be handed into the School Office or, in the case of a school trip, to the Teacher in charge, by a parent/carer. The bottle/packet should be clearly labelled with the child's name and the dose to be administered.
- b) Medicine will be stored in the School Office or, if necessary, refrigerated.
- c) Medicine will normally be administered by staff in the School Office, but all staff will be aware of the protocol and prepared to administer medicines.
- d) A Parent/Carer will be asked to sign a Consent Form when they deliver the medicine.
- e) This Consent Form will also be signed by the member of staff administering the medicine, to confirm that it has been administered.
- f) At the end of the school day, the Parent/Carer should collect the medicine from the School Office (if the child is going home at 3.30 pm), from the Homework & Activities Club Supervisor, or from the person in charge of the extra-curricular activity their child is attending.
- g) At the time of collection, the Parent/Carer will be asked to sign the Consent Form to acknowledge that a dose has been given.
  - If collected from the School Office, the original of the Consent Form will be handed to the Parent/Carer and a copy kept by the Office;
  - If collected after 3.30 pm the form will be kept, handed to the School Office the following morning for copying, and the original will be sent home at the end of the following day.
- h) With regard to proprietary medicines, e.g. Calpol, Paracetamol; if a parent confirms by telephone/e-mail or other means that they are happy for the School to administer a proprietary medicine, the parent will be required to call at the School Office at the end of that day to sign a Consent Form.
- i) If a child needs 3 doses of medicine each day, these could be administered **by parents** as follows:

First dose	before school
Second dose	as soon as possible at the end of the school day*
Third dose	bed-time

\*If the child is attending an extra-curricular activity or HAC after school, the second dose might need to be given in school.

- j) If a child needs 4 doses of medicine each day, these could be administered as follows:

First dose	before school
Second dose	start of lunch-time
Third dose*	as soon as possible at the end of the school day
Fourth dose	bed-time

\* If the child is attending an extra-curricular activity or HAC after school, the third dose (in addition to the second) might need to be given in school.

This policy is reviewed regularly by the Headteacher, in consultation with the governing body, in the light of experience, research and good practice.

**Policy Date:** September 2018

**Review Date:** September 2021

Signed (Headteacher): 

Signed (Chair of Governors): 