

# Manor Park

# Primary School



# Sick Child Policy

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**Agreed by Governors:** February 2020

**Shared with all Staff:** February 2020

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**Chair of Governors:** Sarah Leigh

Email: [s\\_leigh@manorpark.coventry.sch.uk](mailto:s_leigh@manorpark.coventry.sch.uk)

**Vice-Chair of Governors:** Matthew Potts

Email: [m\\_potts@manorpark.coventry.sch.uk](mailto:m_potts@manorpark.coventry.sch.uk)

# **Manor Park Primary School Sick Child Policy**

School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way to achieve high standards. The health and well-being of children is of paramount importance. In order to maintain a clean and healthy environment for all our children we ask that parents refrain from bringing children to school if they are sick and displaying signs of illness

## **Aims:**

- To ensure sick children are identified
- To ensure sick children are cared for appropriately
- To protect children and adults from preventable infection
- To enable staff and parents to be clear about the requirements and procedures when children are unwell
- To deal efficiently and effectively emergencies that may arise while children are in our care.

## **First Aid**

Under duties set out in the Health & Safety (First Aid) Regulations 1981, the School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at the School.

The School has a number of designated members of staff responsible for First Aid. First aiders hold current First Aid Certificates. They are responsible for maintaining the correct contents of all First Aid boxes and administering First Aid when necessary and appropriate member of staff also hold the Paediatric First Aid qualification.

The names of staff who are nominated First Aiders or who have completed First Aid qualifications are displayed on posters around the school.

SLT will ensure that there is a fully trained First Aider available at all times during the school day and is responsible for enabling the members of staff concerned to receive adequate First Aid training.

The First Aid box will be regularly checked to ensure its contents are up to date, in good condition and fulfil the criteria set out in the Health and Safety (First Aid) Regulations 1981. The location of the First Aid boxes, and the names of any other qualified first-aiders, will be clearly displayed around the School's premises.

A First Aid kit will be taken on all off site visits or outings. This is the responsibility of the year group leader or class teacher.

## **In the Event of a Major Accident, Incident or Illness**

The School requests that parents/carers complete and sign the emergency medical treatment form 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 or whether they can safely wait for their parent/carer to arrive.
- 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 and will consent to medical treatment being given, so long as the emergency medical treatment form 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 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 school's infectious and communicable disease policy will govern the child's return to the school).

Parents/carers will be made fully aware of the details of any incidents involving their child's health and safety, and any actions taken by the School.

All such accidents or incidents will be recorded in detail and logged on Medical Tracker.

The Headteacher and other relevant members of staff should consider whether the accident or incident highlights any actual or potential weaknesses in the School's policies or procedures, and act accordingly, making suitable adjustments where necessary.

### **In the Event of a Minor Accident, Incident or Illness**

- In first instance, the designated First Aider will be notified and take responsibility for deciding upon any appropriate action.
- If the child does not need hospital treatment and is judged to be able to safely remain at the School, the First Aider will remove the child from the activities and, if appropriate, treat the injury/illness themselves.
- If and when the child is feeling sufficiently better, they will be resettled back into the activities, but will be kept under close supervision for the remainder of the session.
- All first aid given will be recorded on Medical Tracker. Parents/carers of children in Early Years will be informed of any accidents or injuries when they collect their child.

### **Exclusion of sick children from school**

We understand the needs of working parents and do not aim to exclude children from school unnecessarily. However the decision of the school is final when requesting the exclusion of a child for illness or infection. Decisions will take into account the needs of the child and those of the group.

Children with infectious or contagious diseases may be excluded for certain periods. If a member of staff suspects that a child has an infectious or contagious disease, they will request that parents consult a doctor before returning the child to school.

We recommend that no child may attend the school while suffering from a communicable disease and they should be excluded for the minimum periods recommended.

Coughs and colds do not normally require the child to be excluded but this depends on the severity and how the child is able to cope with the school routine. If a child appears unwell we may ask that the child is taken home.

Although exposure of children to a communicable disease is not in itself sufficient reason to require their exclusion from school, any child who becomes a home contact of diphtheria, poliomyelitis, typhoid and paratyphoid fevers will be excluded for 48 hours following the last bout of sickness or diarrhoea.

Diarrhoea is defined as 3 or more liquid or semi-liquid stools in a 24 hour period. Diarrhoea and vomiting can have many different causes (including medical conditions, side effects of medications) and may not always be infectious. Children may return to school if it is deemed their diarrhoea and vomiting is not infectious.

Parents will always be contacted and informed if their child has a high temperature.

To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their child from school to be seen by a doctor.

Chicken Pox - children need to be absent from school for a minimum of 5 days from the onset of the rash. After this time, if all the spots have dried and scabbed over, the child can return to school.

Parents will also be contacted if their child develops a rash or suspected thrush. This will need to be checked by a Doctor whose advice should be followed.

## **Head Bumps**

A bump to the head often results in a lump or bruising being present. In such cases the parents are to be contacted by a telephone call and the child monitored during the rest of the school day. Conditions to monitor for are headache, dizziness, nausea and blurred vision.

In some cases the incident might be so minor that there is no evidence of injury. In these cases the child should still be monitored for the conditions mentioned above, but assuming none are present or manifest themselves during the rest of the school day, then the child will be given a note to pass on to parents at the end of the day.

All such accidents and incidents will be recorded in detail and logged on Medical Tracker.

The headteacher and any other relevant staff should consider whether the accident or incident highlighted in any actual or potential weaknesses in the School's policies or procedures, and make suitable adjustments if necessary.

The Headteacher will notify the Health and Safety executive of any hospital visits due to a serious accident in the School.

## **Medication**

- In circumstances where the designated First-Aider is absent, the class teacher will assume all responsibilities, or nominate an appropriately trained replacement.

- Wherever possible, children who are prescribed medication should receive their doses at home. If it is necessary for medication to be taken during sessions at the School, parents/carers and staff should discuss such situations at the earliest possible opportunity and decide together on the best course of action.
- Staff may only administer medication to the child if it is prescribed by a GP, and if the request to do so is from the child's parent or carer and is given in writing at the start of the session, stating frequency and dosage. Parents/carers can make such a request by completing and signing the administering medication form
- Staff have the right to decline such a request from a parent/carers if they are in any way uncomfortable with this. The School is likely to decline a request from parents/carers to administer medication where this involves technical knowledge or training. Where this occurs a medical plan is likely to be drawn up.

**The Procedure for Administering Medication at the School is as follows:**

Medication will never be given without the prior written request of the parent/carers and **a written instruction from the child's GP on the medication**, including frequency, dosage, any potential side effects and any other pertinent information (See Administering Medication Form - Appendix A).

A First Aider will be assigned to administer medication for each individual child concerned. They will also be responsible for ensuring that:

- Prior consent is arranged
- All necessary details are recorded
- That the medication is properly labelled and safely stored during the session
- Another member of staff acts as a witness to ensure that the correct dosage is given
- Parents/carers sign in the medication record book to acknowledge that the medication has been given

If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes. If and when such a situation occurs, child's parent/carers will be notified, and the incident recorded on Medical Tracker.

**Staff will not administer 'over the counter' medication, only that prescribed by the child's GP**

Where children carry their own medication (asthma pumps or insulin for example), staff hold onto the medication until it is required, which is easily accessible to children. This is to minimise possible loss of medication and to ensure the safety of other children. Inhalers should always be labelled with the child's name. Regular checks are made on the medication held in school by the safeguarding team to ensure that it is in date.

If there is any change in the type of medication - whether regarding dosage or other changes to the information given on the administering medication form - a new form must be completed.

Full details of all medication administered at the School along with all administering medication forms, will be recorded and stored on Medical Tracker.

**Sun Protection**

Staff understand the dangers posed to children and themselves by over exposure to the sun.

In hot weather, parents/carers are encouraged to provide sun screen for their children. Children will also be encouraged to wear a hat when playing outside in the sun.

In hot weather, staff will encourage children to drink water frequently. Staff should also ensure that, wherever possible, shady areas out of the sun are available to children when playing outside.

### **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. 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 Headteacher and SLT, 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, 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.

APPENDIX A



**Manor Park Primary School**

**REQUEST FOR THE SCHOOL TO ADMINISTER MEDICATION**

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medicine.

**Details of Pupil**

Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ M/F

Class \_\_\_\_\_

Condition or illness \_\_\_\_\_

\_\_\_\_\_

**Medication**

**Parents must ensure that in date properly labelled medication is supplied.**

Name/Type of Medication (as described on the container)

\_\_\_\_\_

Date dispensed \_\_\_\_\_

Expiry Date \_\_\_\_\_

**Full Directions for use**

Dosage and method

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**NB Dosage can only be changed on a Doctor's instructions**

Timing \_\_\_\_\_

Special precautions \_\_\_\_\_

Are there any side effects that the School needs to know about?

\_\_\_\_\_

\_\_\_\_\_

Self Administration: Yes/No (*delete as appropriate*)

## Procedures to take in an Emergency

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### Contact Details

Name \_\_\_\_\_

Phone No (home/mobile) \_\_\_\_\_  
(work) \_\_\_\_\_

Relationship to Pupil \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

I understand that I must deliver the medicine personally to the school office staff and accept that this is a service, which the school is not obliged to undertake. I understand that I must notify the school of any changes in writing.

*Signature(s)* \_\_\_\_\_ *Date* \_\_\_\_\_