

SKIPPERS HILL MANOR PREPARATORY SCHOOL

Sick Child Policy

This policy applies all pupils in the school, including in the EYFS



Last revised July 2016
Date for revision Sept 2018

David Leggett Deputy Head

SKIPPERS HILL MANOR SICK CHILD POLICY

This policy is applicable to all pupils, including those in the EYFS

CHILDREN SHOULD NOT BE BROUGHT INTO SCHOOL IF

- **They have sickness or diarrhoea. They should remain at home for at least 24 hours after the symptoms have stopped.**
- **They have a temperature.**
- **They have symptoms of any disease or condition which may be contagious. They should remain at home until the incubation period has passed.**

Parents should phone school to report the absence.

IF A CHILD BRINGS MEDICATION INTO SCHOOL:

This should be handed in to the Office. It will be stored in the fridge and administered at the appropriate time by the Matron on duty. Please see the Medicines Policy for further details.

IF A CHILD BECOMES UNWELL WHILE AT SCHOOL

- **The teacher should fill in the relevant slip and send the child with it to the matron on duty. Early Years children must be accompanied by an adult.**
- **The Matron on duty will check the symptoms.**
- **If the symptom is minor, then non –prescription medicines may be administered – see the Medicines Policy**
- **If the child has sickness or diarrhoea or symptoms of a contagious condition or disease, they should be sent home and kept in isolation, until they are collected.**
- **If the decision is made that the child should not be in school, then the Office should contact the parent and make arrangements for the child to be collected. The child should be kept in a quiet place, until the parent arrives. There is a designated room for this with a toilet, wash basin and bed. In more serious cases, the child can be accommodated in the Headmaster's Study/ flat and be catered for by a Senior First Aider.**

IN AN EMERGENCY:

- **Dial 999 and call for an ambulance.**
- **Contact the parents and explain the situation calmly and which hospital the child has been taken to.**

- **One member of staff, will accompany the child, and take the necessary documentation with them.**

FOR CHILDREN WITH EXISTING MEDICAL CONDITIONS.

- **Staff must make themselves aware of these children, who are listed on the Medical Register.**
- **Staff must ensure they are familiar with specialist procedures, such as use of epi –pens**

See the Medical Register for further details of these children.

- **N.B. For EYFS children, permission must be sought from parents for each and every medicine.**

AA JULY 2016