



Our Lady of the Assumption Catholic Primary School



Policy Statement for Sick or Injured Children

Approved by Governors on 3rd November 2015

Signed : *Ruth Shirley* - Chair of Governors

To be reviewed : November 2017

Safeguarding Statement :

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.'

Rationale

Our Lady of the Assumption Catholic Primary School recognises its responsibility to promote a culture where health issues are discussed in an open and positive way. The health and well being of children is of paramount importance to enable them to learn. Children who are unwell are best cared for at home.

Purposes

- To ensure sick or injured children are identified
- To ensure sick or injured 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.

Guidelines

If a child is thought to be unwell within the school it is important to assess the condition of the child, this should be done in a kind and caring manner and in line with the school's intimate care policy . The child will most likely be distressed, so it is important to be calm and reassuring. The class teacher should be informed of any sick children.

1. The child will be taken to a quiet area by the first aider or other member of staff so that signs of illness can be checked for-

- Skin colour abnormal
- Behaviour abnormal.
- Temperature.
- Sickness.
- Diarrhoea.
- Desire to sleep.
- Other cases within the setting.

2. Staff communication is vital – other members of staff will be asked if they have noticed any signs/symptoms.
3. If the first aider has any concerns and feels the parents/carers need to be informed she will contact a senior member of staff. The senior member of staff will decide on the course of action to be taken. The school office will contact the parent by telephone informing them of the child's sickness.
4. **Where possible the child stays in the classroom whilst waiting to be collected by a parent.** If this is not possible due to the child's condition a member of staff will stay with the child and make them as comfortable as possible and the parent/carer will be contacted.
5. If it is felt a child is unwell on entry to the school a senior member of staff should be contacted before accepting the child.
6. If there is an apparent infectious disease passing through the setting, or if a number of children are away ill with the same disease, then the appropriate bodies should be informed. – please refer to the 'Guidance on infections in schools' chart in the staffroom.

INJURIES : Where a child receives an injury in school then a qualified first aider is called to administer first aid. In some cases a second opinion may be sought from another first aider. If the injury is severe then an ambulance is called immediately and parents informed. A member of staff will always accompany a child to the hospital in the ambulance if the parent has not arrived in time. If the child has sustained a head injury i.e a bump to the head above height of the eyebrow line, then parents **MUST ALWAYS** be informed.

For non-emergency cases a member of the senior leadership team assesses the injury and decides whether the child needs to be collected by a parent. The school office informs the parents. In all cases, the first aider involved makes an entry in the First Aid book and where necessary a Health and Safety Accident report form is completed and sent to the Local Authority.

Headlice – In cases when a member of staff can see an infestation in a child's hair i.e live head lice – then the child is seen by the Headteacher and another member of staff. The child is asked if their head is itchy and the Headteacher seeks permission from the child to look in his/ her hair. If there are live lice in the hair then parents are ***invited*** to collect the child to reduce the risk of further infestation across the school and to reduce the uncomfortable itching that lice gives a child. The parent is informed to treat the condition and advice is given how to do this – (leaflets from school nurse). Once the child's hair is free from lice, then he / she can re-enter school.

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