Sick or Injured Students’ Policy and Procedure

This policy is based on TBS Health and Safety Policy and Procedures and information from the Public Health England, UK. The aim of this is to ensure that children who become unwell whilst at the school are treated with sensitivity and respect. It is also to protect other students from illness and the spread of infection.

The school’s policy should be clear that any member of the school staff providing support to a student with medical needs should have received suitable training.

The School Nurse is responsible for providing medical help within the expertise. In the absence of the School Nurse, another trained member of staff will be responsible for helping with the sick or injured child. The school has a number of designated members of staff responsible for first aid. The poster of designated staff is displayed outside the Nurse’s office. All first aiders hold current First Aid Certificates.

Procedures:
Sending a student home/ hospital with Illness or Injury

Students are dismissed from school if they develop any of the following symptoms or injuries while at school:

- A fever of above 100.0° F (37.8° C)
- Rash and/or symptoms suspected to be chickenpox, impetigo or measles etc.
- Suspected contagious illnesses.
- Headache, earache, toothache, abdominal pain etc unrelieved by rest and a dose of painkiller - Paracetamol/ Ibuprofen (if parents supplies or request).
- Diarrhea 3 or more times in the past 24 hours
- Persistent nausea and vomiting
- Uncontrolled coughing and sneezing distracting or disruption of class
- Suspected fracture and severe sprain/strain requiring medical interventions
- Suspected head or neck injury requiring professional follow up and advice
- Cut or laceration requiring medical assessment
- Need to rest in the Nurse’s Office for more than 30 minutes or frequent visits to the Nurse’s Office with the same symptoms.
- Need to be seen by a doctor or dentist

Remember, students with contagious illnesses must stay at home until symptoms subsides. Parents should provide medical notes to school on the return from the absence. See TBS guidance on infection control

If a student has an injury or illness and needs to go home, a parent or guardian will be contacted. The student must be picked up from the Nurse’s Office by a parent or other adult designated by the parent. The Receptionist should be informed when sending a child home, who should then inform relevant staff.

In the case of serious injury when the parents cannot be reached, the student will be transported to an appropriate hospital by a school vehicle or ambulance. A designated member of staff will take the role as loco parentis, who will accompany the student to the hospital, and the parents will
be notified to meet the member of staff and child at the hospital. Hospital protocol, especially in the ER, do not always allow parents (or those acting as loco parentis) into the medical room.

**Record keeping:**
All medical incidents or accidents are recorded on the school’s management information system (Engage) with details, date and time etc. Parents should be informed if their child has been unwell or had injuries eg head injury. Minor illnesses and scrapes/ grazes will be notified through the Engage portal.

**Records protects staff and students and provides evidence that agreed procedures have been followed.**

**Emergency evacuation:**

The Principal or Vice Principal, in consultation with the School Nurse (and other medical advice), may have to act in loco parentis and decide what is best for the student in the case of severe injury.

For serious injuries or suspected spinal/neck injury, the school will call for an ambulance immediately (Medicti Ambulance 1134 (Hotline), 9801235699,9801235698 or Norvic Emergency 4101600, 9803111111/9803222222 (Norvic Ambulance)).

**Note:**
Do not take sick students to hospital in one’s personal vehicle.