



BALLAKERMEEN HIGH SCHOOL

Policy for dealing with student illness

OCTOBER 2023

POLICY ISSUE AND UPDATES

<i>Pages</i>	<i>Issue No.</i>	<i>Date</i>
Whole Document – new format and template used		

The following policy has been approved by the Governors & Senior Leadership Team. The policy will be reviewed on an annual basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Governors/SLT: DATE

Governor signature:

Head Teacher signature:

Planned review: DATE OF REVIEW

1. POLICY OVERVIEW

- 1.1 We recognise our responsibility to promote a learning environment that is safe and healthy for all, while also recognising that students may feel unwell but are still able to stay in school. In order to maintain a hygienic and healthy environment this policy provides guidance for staff and parents as to when students should or should not be in school if showing signs of illness. The health and well-being of all students is of paramount importance to enable them to be successful learners in everything they do.
- 1.2 The purpose of this policy is to:
- To ensure that sick students are appropriately and correctly identified.
 - To ensure sick students are cared for appropriately.
 - To protect students and adults from preventable infection.
 - To identify if a student is feeling unwell but is able to carry on with their school day.
 - To enable staff and parents to be clear about the requirements and procedures when students are unwell.

2. ACTIONS

- 2.1 Students should not be brought to school if they are displaying signs of illness, especially if the illness is likely to be infectious. If parents do bring students to school and staff feel that they are unfit for school, parents/carers/emergency contacts will be contacted and requested to come and collect their child within a reasonable timeframe and requested to not return the student to school until symptom free.
- 2.2 If a student is thought to be too unwell to be in school, they will be seen by a first aider so the condition of the student can be assessed. This will be done in a kind and caring manner. The student may be distressed, so it is important to be calm and reassuring. All reported sickness and accidents dealt with by a first aider will be recorded at the foyer in the First Aid book.
- 2.3 If a student feels generally unwell they should attend the foyer in the first instance to see a first aider. The first aider will assess whether a student is deemed unwell enough to need to go home and will also seek advice from the parent/carer.
- 2.4 We understand the needs of working parents and do not aim to exclude students from school unnecessarily. However, the decision of school is final when requesting that a student is collected due to illness or infection. Decisions will consider the needs of the student and those of the other students and staff in school.
- 2.5 Students with infectious or contagious diseases will not be permitted to attend for certain periods in line with the guidance on infection control in schools and other childcare settings <https://www.gov.im/media/1353241/guidance-on-infection-control-booklet.pdf> as issued by the Isle of Man Government's Public Health Directorate.
- 2.6 If staff suspect that a student has an infectious or contagious disease, they will request that parents/carers consult a doctor before returning the student to school and the school may seek advice from the Public Health Directorate.

- 2.7 Should a student become ill whilst at school a member of staff will contact the parent/carer/emergency contact. While awaiting the arrival of parents/carers, the staff will ensure the comfort of the student, taking appropriate action, which would include seeking medical advice if necessary. If the student is in danger, the staff will seek medical advice immediately. Staff will report any concerns about a student's health to the parents/carers immediately. Parents are responsible for keeping the school informed about their student's health.
- 2.8 We recommend that students do not attend school while suffering from one of the communicable diseases and they should remain at home for the minimum periods recommended by the guidance or their doctor. <https://www.gov.im/about-the-government/departments/cabinet-office/public-health/health-protection/notifications-to-public-health/>
- 2.9 Coughs and colds do not normally require a student to be absent from school but this depends on the severity and how the student is able to cope with the school routine.
- 2.10 A student who has sickness or diarrhoea whilst at school should be collected immediately and remain absent from school for 48 hours following the last bout of sickness or diarrhoea.
- 2.11 The 48-hour rule is essential in order to protect other students or staff from contracting an infectious illness.
- 2.12 To prevent the spread of conjunctivitis, suspected cases will be reported immediately to parents who will be requested to take their student from school to seek medical advice from a GP or Pharmacist. When treatment commences, the student may return to school.
- 2.13 If a student has not been their normal self at home but is not showing signs of illness when brought to school, parents should mention this to staff and ensure that contact details are correct and that they are contactable should the student's health deteriorate.
- 2.14 Students will not be allowed to walk home if they are ill in case their health deteriorates on the way. In exceptional circumstances, if there is no other choice and the student lives very close by and a parent/carer give their express permission, a student may be allowed to walk as long as the parent/carer telephones *immediately* to confirm the student has made it safely home.
- 2.15 We do not recommend that a student is sent home alone via a taxi or public transport as we cannot expect a driver to assume any kind of responsibility for an unwell student.
- 2.16 If a student is subsequently absent from school after being sent home the previous day, a parent/carer is expected to telephone each morning before 9.00am. A message can be left on the school's voice mail via 648700 option 1 or 2, or send an email to attend@bhs.sch.im Please give a reason for the absence i.e. flu / tonsillitis / headache. Stating that a student is unwell is not specific enough for accurate coding of registers.
- 2.17 In the event of a minor accident, a designated first aider will be notified and will take responsibility for deciding upon any appropriate action. If the student does not need hospital treatment and is judged to be able to safely remain at school, the first aider will treat the injury/illness accordingly. Parent/carers will be informed.

- 2.18 If and when the student is feeling sufficiently better, they will return to their lesson or activity they were undertaking and where appropriate they will be kept under close supervision.
- 2.19 Dependent upon the type of injury, (i.e. bump to the head or a facial injury not requiring hospital treatment) the first aider dealing with the injury will telephone the parents/carers to inform them that the student has had an accident and advise of all treatment given.
- 2.20 In the event of any type of head injury, bump or bang to the head, a Head Injury Form will be issued to the student and/or parent, and this will be recorded in the First Aid Book, along with the type of treatment given.
- 2.21 If the injury or illness incurred is such that treatment by the first aider is not effective but does not warrant hospitalisation, the parent/carer will be contacted immediately and asked to collect their student.
- 2.22 Until the parent/carer arrives, the student will be kept under close supervision and as comfortable as possible while being treated with dignity.
- 2.23 School does not provide or hold paracetamol for students, unless it has been prescribed (in which case follow the link below). If a student is well enough to stay in school, a parent can bring a single dose of pain relief to Foyer and administer it themselves.
- 2.24 Students should not bring medication to school unless it is recorded and stored in line with school policy. A single dose of paracetamol is acceptable to carry but students should not carry a pack of non-prescribed medication in school. Refer to the following policy for more information.
<https://www.gov.im/media/188319/guidance-for-schools-on-the-administration-of-medication-and-medical-care-141222.pdf>

3. ACTIONS OF FIRST AIDER – MEDICAL ROOM

- If a student informs their teacher that they are unwell, the teacher will send or take the student to foyer to be dealt with by a first aid trained member of staff.
- If the student is too unwell to be moved, either ring for a First Aid trained member of staff on 648700 option 3, or send a student to the foyer for assistance.
- In the event of a serious illness or accident that clearly needs medical intervention, ring 999 immediately and then follow instruction above.
- Students will be always treated with dignity and care.
- Check if there are any Care Plans in place for the student. If there is and the illness relates to a known medical condition, treat as per the Care Plan.

- Refer to SIMS for any Quick Notes / red flags on the register which may relate to the student if they are known to regularly go home ill, or may give guidance relating to contacts that should be followed.
- Check student's temperature and assess whether they seem too ill to be in school. If there are no visible signs or symptoms of illness, and their temperature is fine, suggest to the student that they go back to class to see how they get on.
- If a student needs to go home, find the Priority 1 contact on SIMS and ring the parent/carer to advise that their student is unwell. Follow the contact order in the event of Priority 1 not being available. Ensure the correct parent is called by taking the full name of the student to prevent any miscommunication or data breaches.
- If the student is unwell, they will be made comfortable while they wait to be collected.
- Parents are expected to collect their student as soon as possible, and certainly within an hour of receiving a phone call.
- Unwell students are not permitted to walk home in case they deteriorate on the way. In exceptional cases, a parent can give their express permission for their student to walk if they live very close by, but the parent must ring school to confirm their safe arrival home as soon as they arrive.
- Students who feel faint, have a head injury, have lost consciousness, or are visibly very ill, etc will not be allowed to walk home under any circumstances. A parent/carer must collect them in person and as soon as possible.
- Students should not be sent home alone in a taxi if they are unwell.
- If parents/carers and/or emergency contacts cannot be reached the student will be made comfortable in the medical room and monitored while staff continue to try and make contact.
- Initial contact should be made by telephone in the Priority order on SIMS. If there is no response, an In Touch text should be made to Priority 1 and 2 in the BHS standard (Message from BHS: Your student is currently feeling unwell. Please telephone school to discuss / collect student / other appropriate message – School Office)
- In the case of an emergency when the student's health is at risk an ambulance will be called and a responsible staff member will accompany the student to hospital. Parents/ carers will be contacted.

Also refer to school policy regarding First Aid / Ambulance

https://bhs.sch.im/site/uploads/pages/14/media/20230506_6cdd304e/First_Aid_and_Ambulance_Protocol.pdf

