



Cranham Church of England (VA) Primary School

Sick Child Policy

October 2014

A. Nolan

Anne Nolan (Headteacher)

October 2014

NR

Nick Ryan (Chair of Governors)

October 2014

Version	Notes	Date
1	Adapted from previous Policy	October 2014

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Sick Child Policy

Date	Review Date	Coordinator	Nominated Governor
19.08.14	September 2017	Anne Nolan	Georgie Cox

We are committed to safeguarding and promoting the welfare of children and we expect everyone connected with this school to share in this commitment.

We have a duty to ensure the health and well-being of all children, in order for them to be successful in a learning environment that is clean, healthy and safe for everyone. Therefore, it is our responsibility to deal with all children who become sick at school in a kind and caring manner.

We believe that if a child is displaying signs of illness the parent/carer has a duty not to send their child to school. Likewise, school personnel have a duty to assess the condition of any child who is thought to be unwell and to contact the parent/carer requesting the child should be taken home.

We are aware that all children are subject to coughs and colds on occasions and that these should not prevent them from attending school, but we do ask parents/carers not to send their child to school if they are showing signs of vomiting, diarrhoea, any type of rash, conjunctivitis, flu, chicken-pox, mumps, measles or have a high temperature.

We recognise the importance of working closely with parents/carers and we believe we have good lines of communication in place. However, in order to ensure the health and well-being of all our children, everyone must be aware of their role and responsibilities when a child is displaying signs of illness.

We believe it is only correct for a child suffering from an infectious or contagious disease to be excluded from school until they are fully recovered. We have a duty of care for all pupils and school personnel and, therefore, we request parents to consult with their General Practitioner (GP) before their child returns to school. If required, we will seek advice from the Local Health Authority.

We wish to work closely with the School Council and to hear their views and opinions, as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child, that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

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Aims

- To have in place procedures to deal with all children who become ill at school.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to put into place procedures to ensure sick children are identified and are cared for appropriately;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel, parents/carers and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- protect the health and safety of children and school personnel at all times;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure procedures are in place and effectively implemented to deal with children taken ill at school;
- organise first aid training for school personnel, as appropriate;
- ensure that children's records and emergency contact numbers are kept up to date;
- monitor the effectiveness of this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

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- work closely with the Headteacher;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- attend periodic training to renew their first aid qualification;
- assess the condition of any child thought to be unwell in a kind and caring manner;
- notify the school office of any child taken ill;
- immediately contact the child's parents/carers of their concerns about the child's health;
- ensure the comfort of an ill child by staying with them while awaiting arrival of the parent/carers;
- seek immediate medical advice if a child becomes dangerously unwell;
- call for an ambulance, if necessary;
- immediately contact the child's parents/carers;
- escort the child to hospital in the absence of a child's parents/carers;
- ensure records are kept of all children taken ill and sent home whilst at school;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils

Role of Parents/Carers

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Parents/carers must:

- be aware of this policy;
- comply with this policy;
- notify the school of any changes to their contact details;
- co-operate with the school by keeping their child at home if they are unwell or showing any signs of vomiting, diarrhoea, any type of rash, conjunctivitis, flu, chicken-pox, mumps, measles or high temperature;
- consult with their GP if their child is suffering from one of the communicable diseases;
- inform the school if they are concerned/their child is not their normal self when brought to school, but is not showing any other signs of illness;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters
- reports, such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

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Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Safeguarding & Child Protection	▪ Health & Safety	▪ Medical & First Aid
▪ Hygiene	▪ Administering Medicines	▪ Communicable Diseases

Headteacher:	 Anne Nolan	Date:	01/09/14
Chair of Governing Body:	 Nick Ryan	Date:	Oct 14

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Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Sick Child Policy	<ul style="list-style-type: none"> To have in place procedures to deal with all children who become ill at school. To work with other schools to share good practice in order to improve this policy. 		✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓			

Question	Equality Groups																					Conclusion				
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS		
		✓			✓			✓			✓			✓			✓			✓			✓			✓
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓

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Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'	
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓				✓

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Victoria Soutar	19.08.14	Anne Nolan	22.08.14

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed		✓		To be reviewed September 2017
• Policy in line with current legislation	✓			
• Coordinator in place	✓			
• Nominated governor in place	✓			
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				

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• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				

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