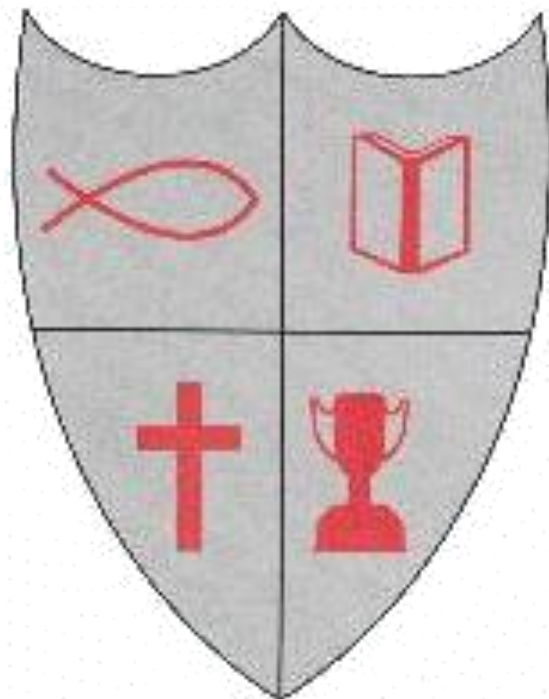


*Aughnacloy Primary
School*



Pupil illness Policy

AUGHNACLOY PRIMARY SCHOOL
Pupil Illness Policy

1. Introduction

This policy outlines procedures to be followed in the event of a pupil illness. As illnesses are diverse in nature it will not be able to cover all eventualities. It also does not cover children with a known medical condition, who have a logged care plan with the school.

Article 24(health & health services)

"Every child has the right to the best possible health"

2. Absence Reporting Procedure

If your child is going to be absent from school we would ask that you please ring school before 9am in the morning and leave a message as to why your child cannot attend.

If a child has been off school due to an illness an absent note (see attached sheets) must be filled in. This note must be given to their class teacher on the day of their return.

3. Decisions regarding attendance or absence

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.

Common Conditions

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be..

Other References: www.hpa.org.uk

Frequent/unnecessary absences will be closely monitored by the SELB Educational Welfare Officer.

4. Pupils who become Unwell at School

If a child complains of feeling unwell at school the staff will initially monitor their condition and keep them comfortable depending on their symptoms. Sometimes getting some fresh air or sitting quietly for 10 minutes settles the child and they may recover.

If the child still feels unwell every effort will be made to contact their parents/guardians and failing that, their emergency contacts. It is therefore important to keep the school informed of any changes to home/mobile numbers or any change of home arrangements. During that time the child will be kept as comfortable as possible until a parent/guardian arrives.

In the event of a pupil having an accident during school hours, the first aiders will assess the severity of the accident and make the decision to apply first aid if appropriate. Any significant injury or accident will be reported to the parent immediately and on occasions where a prompt response is required; the school may take the decision to take the child to the nearest hospital.

5. Administration of Medication

For children who require medication during the school day, please refer to our separate Administration of Medication policy.

6. Monitoring and review

We are aware of the need to review the school Pupil Illness Policy regularly so that we can take account of any new initiatives, changes in legislation, developments in medicine or changes to the physical environment of the school.

Date of review, January 2015.

Dear Parent

According to our records, your child has been absent on the date(s) specified below.

We appreciate that you may have already spoken to a member of staff regarding the absence(s), but we would ask you to please sign and detach the reply slip below, as the Attendance Officer requires this slip to be completed for all absences. Would you please return it to the class teacher at your earliest convenience.

Thank you for your help in this matter.

Yours sincerely

Mrs J Clarke
Principal

ABSENCE NOTE

Pupil: _____

Dates and sessions of absence(s) _____

Reason for absence _____

Signature of Parent/Guardian _____

Date _____

