



ST ALOYSIUS' COLLEGE

Illness and Medical Room Policy – Whole School St Aloysius' College

ILLNESS AND MEDICAL ROOM POLICY – Senior School

1. A pupil who feels unwell must normally have the permission of a teacher to go to the medical room. The teacher is to complete a permission slip noting the time the pupil was sent from the classroom.
2. A pupil who feels unwell during interval or lunchtime and attends the medical room, the nurse will contact the pastoral secretary who will inform the HOY or Assistant HOY. The nurse will complete a permission slip noting the time the pupil returns to the classroom.
3. The teacher is to ensure that a pupil sent to the medical room is always accompanied by another responsible pupil, even if the illness seems minor, the nurse will then send the companion back to class. In serious cases, the teacher should accompany or summon a nurse or first-aider by phone.
4. Teachers are to ask to see the permission slip (completed by the school nurse and noting the time of release from the medical room) when a pupil returns to class. The pupil visit to the medical room will be documented on the 3sys database by the medical team.
5. If the teacher believes a request to go to the medical room to be spurious, and even after discussion the pupil persists in asking, s/he is always allowed to go. The matter is then to be referred to the Head of Year at the earliest opportunity.
6. In an emergency it is, of course, always acceptable for a pupil to go directly to the medical room without permission.
7. Visits to the medical room are entered on the school 3sys database by the school nurses and concerns are flagged up to the Head of Year.
8. When the medical room deems it necessary to send a pupil home, they will notify the HOY or Assistant HOY in the pastoral office and request final permission. If the HOY or Assistant HOY is not available, they will request permission from the Depute. The school nurse will also notify the pastoral secretary for registration purposes.

9. Pupils under 16 years of age should not go home on their own, if they are unwell. A parent or emergency contact should accompany them. If a parent gives permission to allow the child to go home unaccompanied, the school will advise the parent, the position of the College before the pupil is released.
10. When required, the HOY/Assistant HOY will update the medical team on information related to a pupil.
11. The medical room is located in the Junior School building.
12. The facilities of the medical room and school nurses are equally available to members of staff who are injured or feel unwell.
13. Staff and particularly new staff will be reminded about this policy at the appropriate time during the academic year.

ILLNESS AND MEDICAL ROOM POLICY – Junior School

1. All children have access to a full time nurse.
2. If any child is unwell they are sent to the Medical Room with another child (sent in pairs).
3. The Nurse deals with all day to day medical and ongoing medical conditions and any emergencies.
4. The nurse will liaise with Heads if any child is sent home and also liaise with parents. This is twofold as to ascertain permission for medication to be given and to liaise with parents to collect children to go home. Nurse keeps an online record of all visits to her.
5. Outside Play – Children injured during break will report to member of staff who will direct child to nurse with another child to accompany. Nurse will be contacted via radio for a more serious Injury.

Policy Owner: Isabelle Erskine/Francisca Davidson

Policy updated: February 2015

Policy reviewed: February 2016

This policy will be annually reviewed by: Isabelle Erskine/Francisca Davidson