

Title: Pupil Absence policy			
Ref.:	SOP011b	Rev.:1	Date: Jan 2019

## (13b) Pupil Absence Policy

Rev.	Date	Amendment	Approved By:	Authorised By:
1	Jan 2019	Policy Creation	JL	RU

Title: Pupil Absence policy			
Ref.:	SOP011b	Rev.:1	Date: Jan 2019

## Contents

1	Purpose of this policy .....	3
2	Table of Illnesses .....	4
3	What to do if a Pupil Requires Medical Treatment .....	5
3.1	Providing Treatment	5
3.2	Follow Up	5
3.3	Serious illness or injury	6
3.4	After-School Activities and Off-Site Visits	6

Title: Pupil Absence policy			
Ref.:	SOP011b	Rev.:1	Date: Jan 2019

## 1 Purpose of this policy

The purpose of this policy is to provide guidance on:

- (1) Providing clear guidelines for parents about the time required off school for different illnesses that are contagious or infectious in the school and to stop the spread of them as quickly as possible.

At Yateley Manor we have a duty of care to all of our pupils and need to ensure their health and well-being. This includes the need to ensure that the children in school are fit and well to attend and to be able to learn each day, to reduce the risk of spreading any infections to the other children and to the staff who teach and look after them.

We are led by Public Health England and The Health Protection Agency on guidelines for children's health issues and how we have to treat them in school. Please find below the rules that we follow.

If you have any questions please contact the school office on 01252 405500.

- (2) For Staff and parents to understand the procedure for when a pupil falls ill at school.

Title: Pupil Absence policy			
Ref.:	SOP011b	Rev.:1	Date: Jan 2019

## 2 Table of Illnesses

Illness	Period of time off school
Diarrhoea and/or sickness	48 hours from the LAST episode of diarrhoea or vomiting (the 48 hour rule applies)
'Flu' (influenza)	Until recovered
Whooping cough	5 days from commencing antibiotic treatment or 21 days from onset of the illness if no antibiotic treatment.
Chicken pox	5 days from the onset of the rash. The school needs to be aware as they can affect pregnancy and vulnerable children
Cold sores	None
German measles	5 days from the onset of the rash. The school needs to be aware as they can affect pregnancy and vulnerable children
Hand, foot and mouth	None
Impetigo	Off school until the lesions are crusted and healed
Measles	5 days from the onset of the rash. The school needs to be aware as they can affect pregnancy and vulnerable children
Ringworm	Until treatment has commenced
Scabies	Return to school after the first treatment
Scarlet Fever	24 hours after commencing antibiotics/treatment
Slapped Cheek	None
Shingles	Off school if the rash is weeping and is unable to be covered.  The school needs to be aware as they can affect pregnancy and vulnerable children
Headlice	None - please treat appropriately
Mumps	None
Tonsillitis	None - please only attend school if feeling well enough to

Title: Pupil Absence policy			
Ref.:	SOP011b	Rev.:1	Date: Jan 2019

### 3 What to do if a Pupil Requires Medical Treatment

Pupils should not ask to go to Matron unless they are genuinely feeling unwell or have sustained an injury, as they will be missing out on their learning.

If a Pupil in your lesson, or under your supervision, complains of feeling unwell:

- Assess whether the Pupil needs to go to Matron if necessary, allow a reliable Pupil to accompany them
- Do not allow a Pupil to go to the toilet to get a drink of water (Pupils are allowed to carry a bottle of water with them). They should go straight to Matron.

If the teacher feels that the Pupil is too ill or injured to be moved, then Matron should be called and First Aid should be administered, as appropriate.

First Aid kits are available at a number of locations in the School.

#### 3.1 Providing Treatment

Matron will assess the Pupil's need and ensure that appropriate action is taken. The School has a strict policy that no medication will be given orally or externally unless permission has been given by the parent/ carer.

Parents/ carers may be contacted depending upon the nature of the medical problem. The Matron will maintain a full and accurate record of the events including any treatments given.

#### 3.2 Follow Up

The aim should be to return the Pupil to their lesson as soon as possible where practicable. This is particularly important where the Pupil is a poor attender with no diagnosed medical condition.

In cases of genuine illness/ injury:

- Record the pupil's attendance at the medical room and any advice/ treatment given
- Summon a second first aider if necessary

If it is deemed necessary to send a pupil home the parent/carers must be contacted by the Matron.

Under no circumstances must a pupil or sibling contact home directly.

Parents should not come into school to collect a sick/injured child unless instructed to do so by a member of staff.

If it is thought that follow-up treatment is required, the parent/ carer will be contacted by Matron.

Title: Pupil Absence policy			
Ref.:	SOP011b	Rev.:1	Date: Jan 2019

### 3.3 Serious illness or injury

In more serious cases, where hospital attention is deemed necessary, the School will contact parents/ carers, who will be expected to take their child to hospital.

After assessing the situation as an emergency, the following procedure must be adopted:

- Take appropriate action with regard to First Aid and reassure Pupil
- Call an ambulance
- Call a second First Aider for back up
- Contact a parent/ carer and explain the situation
- Notify reception
- Notify a member of the School Leadership Team

In the absence of a parent/carer, a member of staff must accompany the Pupil to the hospital and remain there until the parent/ carer arrives.

If a parent/carer cannot be contacted, the School will act in loco parentis and give permission for any emergency treatment.

### 3.4 After-School Activities and Off-Site Visits

If an accident occurs during an after-school activity, or school visit, the teacher in charge is responsible for arranging appropriate treatment for the Pupil concerned. Further advice can be found in the Educational Visits procedures.