Date Reviewed - 02/10/2026	**Procedure Name :** Student Sickness and Injury Procedure
Next Review Date - 02/10/2027	**Managed by : Daniel Peel** (PA Office Manager) & Hannah Jones (Head Teacher)

Student Sickness and Injury Procedure

What to do if a student requires medical treatment?
Students should not ask to go to a school first aid unless they are genuinely feeling unwell or have sustained an injury, as they will be missing out on their learning.

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

- The on-call system should be used at all times

If the teacher feels that the student is too ill or injured to be moved, then a designated First Aid member of staff should be called via the on-call system and First Aid should be administered, as appropriate.
First Aid kits are available at a number of locations in the School.

Providing Treatment

- A First Aider will assess the student's needs 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. This will usually be through student services.
- The First Aider will maintain a full and accurate record of the events including any treatments given.

Providing Medication in School

Is committed to supporting students with medical needs. To ensure the safety of all pupils, medication will only be administered when it is essential and where prior written consent has been obtained.

Storage of Medication

- All medications must be stored securely at **Student Services**.
- Medication must be provided in its **original pharmacy packaging**, clearly labeled with the student's name, dosage, and expiry date.
- Controlled drugs will be kept in a locked non-portable container, with only authorized staff having access.

Required Documentation and Consent

Formal Consent (Preferred Method)

A formal **Medication Administration Form** must be completed and handed in to Student Services by a parent/carer before any medication can be stored or administered.

Verbal Consent & Verification

In the event that a student requires medication but a form has not yet been submitted:

1. **Phone Consultation:** A member of staff will ring the parent/guardian to obtain verbal permission.
2. **Email Confirmation:** Following the phone call, an email will be sent to the parent/carer to confirm:
    - The name of the medication.
    - The specific dose administered.
    - The exact time the medication was given.
    - If any of these parameters are not met the student will not be given non-emergency medication.

4. Administration Procedures

Before administering medication, staff must verify:

- The student's identity.
- The written or verbal parental consent.
- The dosage instructions and expiry date.

5. Record Keeping

Every instance of medication administration is a significant event.

- All doses administered must be recorded immediately in the **School Sickness Log**.
- The log entry must include the student's name, the name of the medication, the dose, the time, and the staff member's initials.

6. Student Responsibility

Students are encouraged to take responsibility for their own medical needs under supervision. However, students are **not permitted** to carry medication on their person (except for emergency items like inhalers or Adrenaline Auto-Injectors, as specified in their Individual Healthcare Plan).

Follow Up

The aim should be to return the student to their lesson/ tutor group as soon as possible where practicable. This is particularly important where the student is a poor attender with no diagnosed medical condition. In cases of genuine illness/ injury:

- Record the student's attendance at the medical room and any advice/ treatment given
- Seek a second first aider if necessary if required.

Parent Communication

- If it is deemed necessary to send a student home and the parent/carer must be contacted by the School and permission given. Under no circumstances will a student be allowed home until permission has been given by the parent/carer.
- Under no circumstances must a student or sibling contact home directly. EWS staff will make the decision to inform parents and appropriate actions to be taken by the parent/carer.
- Parents/Carers will be advised by the school if they are required to come in to collect their child.
- Parents/Carers should not come into school to collect a sick/injured child unless instructed to do so by a member of staff.
- If a child is sent home, an email will be sent to their **form tutor**.
- If it is thought that follow-up treatment is required, the parent/carer will be contacted via phone and an email will be sent

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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 unless an ambulance is required. In this case the head of the school or a member of the senior leadership team will be informed.

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

Take appropriate action with regard to First Aid and reassure student

- Call an ambulance
- Call a second First Aider for back up
- Contact a parent/carer and explain the situation
- Notify reception/student services
- Notify a member of the School Leadership Team
- In the absence of a parent/carer, a member of staff must accompany the student 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

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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 student concerned. Further advice can be found in the Educational Visits procedures.