



Leicester Preparatory School

Sick Child Procedure

Last Reviewed: Jul 2017

Next Review Due: Sept 2018

Sick Child Procedure

During the School Day

In the event of a child falling ill during their day at school the following procedure will take place:

- The child will remain in the classroom under the observation of the Class teacher.
- The Office Manager is informed and asked to contact the parent.
- The parent or nominated person is contacted for them to collect the child.
- If the nominated person is unable to collect the child immediately, the child's condition is monitored by the Class Teacher.
- If it is not possible for the child to remain in the classroom then a First Aider will remain with the child in the sick bay.

Outside the Normal School Day

- The sick child is made comfortable and a senior member of staff or teacher on duty takes care of the child.
- The parent or nominated person is contacted for them to collect the child.
- If the nominated person is unable to collect child immediately, the child's condition is monitored.
- As there are generally two members of staff on duty, activities may need to be adjusted in order to keep the sick child and the other children close at hand and within sight and hearing.

Sign in and out

First aid forms

Residentials

Minibus

Amalgamate with First Aid policy