

SICKNESS AND ACCIDENT PROCEDURES

Pupils who feel unwell during the school day should, **in the first instance, report to their Pupil Coach.**

If they are feeling mildly unwell, they will be encouraged, in a sympathetic way, to remain in the classroom and follow the lessons as well as they can. If they are feeling too ill to remain in lessons, they should go to see their Pupil Coach. If he/she is satisfied that the child is too ill to remain in school, they will make every effort to contact the child's parents/carers. It is then the parents'/carers' responsibility to arrange collection of the pupil as soon as possible. The pupil **MUST** be collected by a nominated person over the age of 18, otherwise they will not be allowed to go home.

We will always inform you if your child has received a knock to the head during the day. If there is any visible bruising or swelling, or if your child is displaying any other symptoms, i.e. a headache, dizziness or feeling sick, parents/carers will be contacted and asked to collect their child immediately.

We are only required to provide emergency First Aid as we do not have staff available at all times who can care for sick pupils. As such, if your child appears to be unwell before setting off for school, we would recommend that they are kept at home until they are better. If your child is contagious or infectious they **MUST** remain at home until well – please see your GP in this instance. The school will only provide First Aid treatment for accidents which occur in school and parents should not send their child in to have injuries treated which occurred out of school.

If your child is not coming to school due to illness, or will be absent for any other reason, **parents MUST ring the school Attendance Officer on each and every day of the absence to advise the exact reason for non-attendance, or email the details of your child's absence to absence@gts.devon.sch.uk** We will need to know your child's tutor group. Please call 01805 623531 and press option 1.

A note (including your signature) in your child's Learning Journal is required **every** time they need to sign out for medical/dental appointments etc. There are pages with appointment slips to facilitate this.

Headlice: in the case of a pupil being identified as having headlice, the school will contact parents/carers to inform them and give advice on treatments.

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