

Libra

Policies and Procedures

Coordinator Kirsty Crosby

Head Teacher Kirsty Crosby

Nominated Director Joan Wilkes

Last Review Date 07.06.18

Next Review Due 05.06.19

Mid-year updates

Sick Child

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Medicines Act 1968
- Children Act 1989
- Management of Health and Safety at Work Regulations 1999
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Equality Act 2010
- Education Act 2011
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Guidance on infection control in schools and other childcare settings(Public Health England)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE) 2016
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We have a statutory duty to safeguard and promote the welfare of children as described in section 175 of the Education Act 2002 and that we have due regard to the guidance 'Keep Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE 2014)' as the safety and protection of children is of paramount importance to everyone in this school.

We have a duty to ensure the health and well being of all children in order for them to be successful learners in a learning environment that is clean, healthy and safe for everyone. Therefore, it is our responsibility to deal with all children who become sick at school in a kind and caring manner.

Irrespective of whether a child is a day pupil or a residential pupil, we believe that if a child is displaying signs of illness then a parent/carer or senior member of staff, has a duty *not* to send that child to school. Likewise our school staff have a duty to assess the condition of any child who is thought to be unwell and to contact the parent/ carer (day pupils) or the relevant member of the senior management team (residential pupils) to request that the child should be taken home.

We are aware that all children are subject to coughs and colds at sometime and these should not prevent them from attending school. But we do ask that children who are showing signs of: vomiting, diarrhoea, any type of rash, conjunctivitis, flu, chicken-pox, mumps, measles or high temperature; are not brought into school.

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We recognise the importance of good communication links between the school and parents / carers and the school with our residential units. This ensures that there is clarity and an understanding when discussing the health and well being of a sick child. Every party must be aware of their role and responsibility when ill health is a concern and must work together to ensure that that child has the necessary time to recover before rejoining their class.

We believe it is only correct for a child suffering from an infectious or contagious disease to be excluded from school until they are fully recovered. We have a duty of care for all pupils and staff and, therefore, we request that a GP consultation be arranged before a child returns to school. If there are concerns on our part, we are bound to seek advice from the Local Health Authority.

We have a statutory duty that when a child becomes ill at school, we must provide room space to treat sick or injured pupils, plus a separate room for the administration of first aid and medical examinations. Both rooms have a hand basin and toilet facilities.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims & Objectives

- To safeguard and promote the welfare of children.
- To ensure the health and well being of all children in order for them to be successful learners.
- To deal with all children who become sick at school in a kind and caring manner.
- To have in place procedures to deal with all children who become ill at school.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Directors / Headteacher

The Headteacher will:

- put into place procedures to ensure sick children are identified and are cared for appropriately
- ensure all school personnel and visitors to the school are aware of and comply with this policy
- ensure that the school complies with all equalities legislation

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- ensure that appropriate action takes place when there is a breach of policy, or a matter of prejudice or discrimination
- organise funding for staff first aid training
- maintain and updated this policy regularly, or when the need arises
- make effective use of relevant research and information to improve this policy
- be responsible for the effective implementation, monitoring and evaluation of this policy.
- work in conjunction with the coordinator to produce an annual report on the success of this policy

Role of the Coordinator

The coordinator will:

- implement this policy
- ensure that all staff and pupils are aware of the policy
- protect the health and safety of children and school personnel at all times
- ensure procedures are in place and effectively implemented to deal with children taken ill at school
- ensure parents / carers are aware of this policy
- contact a child's parents/carers promptly regarding concerns about a child's health
- organise full first aid training for all staff
- organise refresher first aid training for staff, when required
- ensure that children's records and emergency contact numbers are kept up to date
- monitor the effectiveness of this policy by speaking with pupils, staff, parents / carers
- work closely with the Headteacher to ensure the policy has maximum effect
- provide leadership and vision in respect of equality
- make effective use of relevant research and information to improve this policy
- attend any relevant training courses
- provide guidance and support to all staff
- compile an annual report in conjunction with the Headteacher on the success and development of this policy.

Role of Staff

Staff will:

- comply with this policy
- be aware of all other linked policies
- receive training in first aid at their induction and will attend periodic training to renew their first aid qualification
- assess the condition of any child thought to be unwell in a kind and caring manner
- notify the school office and coordinator of any child taken ill
- ensure the comfort of an ill child by staying with them while awaiting arrangements for them to return to their home
- seek immediate medical advice if a child is in danger
- call for an ambulance if the need arises
- escort a child to hospital in the absence of a child's parents
- ensure records are kept of all children taken ill and sent home while at school
- maintain high standards of ethics and behaviour; treating all pupils equally and respectfully
- implement the school's equalities policy and schemes
- report and deal with all incidents of discrimination

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- attend appropriate training sessions on equality
- report any concerns they have regarding this policy

Role of Children

Children must:

- be aware of and comply with this policy
- inform a member of the school personnel if they feel ill;
- listen carefully to all instructions given by staff
- ask for help if they do not understand
- treat others and equipment with respect
- be aware of appropriate conduct, even if feeling unwell
- liaise with the school council regarding any proposed changes of improvement
- take part in questionnaires and surveys when required

Role of the School Council

The School Council will be involved in:

- determining this policy with the Senior Leadership team;
- discussing improvements to this policy during the school year;
- reviewing the effectiveness of this policy with the Senior Leadership team.

Role of Parents

Parents must:

- be aware of and support this policy
- comply with the policy recommendations for parent / carer involvement
- notify the school of any changes to their contact details
- communicate with school staff regarding the well being of their child and what the course of action will be to ensure the pupils safe return to school
- inform the school if their child is not their normal self when brought to school but is not showing any signs of illness
- co-operate with the school by keeping their child at home if they are unwell or showing any signs of vomiting, diarrhoea, any type of rash, conjunctivitis, flu, chicken-pox, mumps, measles or high temperature
- use common sense when deciding whether or not their child is too ill to attend school by
- deciding whether:
 - their child is well enough to take part in the planned school activities;
 - their child has a condition that could be passed on to other children or school personnel;
 - they would take a day off work if they had that illness.
- consult with their GP if their child is suffering from one of the communicable diseases
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Training for Staff

All staff:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers where appropriate:

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- All aspects of this policy
- Safeguarding and Child Protection
- Health and Safety
- Medical and First Aid
- Hygiene
- Administering Medicines
- Communicable Diseases
- Equal opportunities
- Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Records

- Records will be kept in a uniform and systematic way.
- Records of incidents will be used to effectively track children through school;
- Records will be kept in a central log in order to build up a picture of concerns of individual children and in identifying patterns of behaviour;
- Parents are informed of all events and what actions have been taken.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- meetings with parents
- meetings with staff
- communications with home such as newsletters

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator and the Headteacher.

Linked Policies

• Safeguarding and Child Protection	• Health and Safety
• Medical and First Aid	• Hygiene
• Administering Medicines	

Libra School Initial Equality Impact Assessment

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Sick Child Policy	Yes stated			✓

This policy affects or is likely to affect the following members of the school community (✓)	Children	School Staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	yes	yes	yes	yes	yes	yes	yes

Question	Equality Groups															Conclusion																
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No						
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS			
		✓			✓			✓			✓			✓			✓			✓			✓						✓			
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓			
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓			

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	x			
• Policy in line with current legislation	x			
• Coordinator in place	x			
• Coordinator carries out role effectively	x			
• Headteacher and coordinator work closely	x			
• Policy endorsed by Directors			x	
• Policy regularly discussed at meetings of the Senior Management Team			x	
• School staff aware of this policy	x			
• School staff comply with this policy	x			
• Children aware of this policy	x			
• Parents aware of this policy	x			
• Visitors aware of this policy	x			
• Local community aware of this policy			x	
• Funding in place			x	
• Policy complies with the Equality Act	x			
• Equality Impact Assessment undertaken	x			
• Policy referred to the School Handbook	x			
• Policy available from the school office	x			
• Policy available from the school website	x			
• School Council involved with policy development	x			
• All stakeholders take part in questionnaires and surveys			x	
• All associated training in place	x			
• All outlined procedures complied with	x			
• Linked policies in place and up to date	x			
• Associated policies in place and up to date	x			
A statement outlining the overall effectiveness of this policy				
It is effective and suitable for purpose				