STREATHAM & CLAPHAM PREP SCHOOL

SICK CHILD POLICY

Person(s) responsible for this policy		**Nurse**	
Last review by	**R Calvo** **H Loach** **P Gollob**	**Review date**	**September 2026**
Date of next review		**September 2027**	

Named Persons:

- Sophie Dowler

School Nurse:

- Nurse Rosa Calvo

Full Paediatric First Aiders:

- Petra Gollob
- Rebecca Francis
- Karen Parker
- Sophie Dowler
- Helen Loach

The procedures detailed below shall be outlined at the parents' welcome meeting.

Legal Framework

This policy has been written with regard to the Statutory Framework for the Early Years Foundation Stage and UK Health Security Agency (UKHSA) guidance on health protection in education and pupil care settings. It should be read alongside the school's Health and Safety Policy, Confidentiality Policy, and, where relevant, individual healthcare plans.

If a pupil becomes unwell whilst at school:

- Take them to the school nurse
- Check the pupil's temperature
- Assess and record for other signs and symptoms
- No medication should be given without parental consent.
- Phone the parents, explain their pupil is unwell, let them know the symptoms and ask them to collect their pupil.
- One member of staff to sit with the pupil in a quiet place away from other pupil, if possible, until the parents arrive.

• If the pupil has had sickness or diarrhoea explain to the parents, UK Health Security Agency (UKHSA) guidance of a 48-hour absence of either symptom before the pupil may return. A pupil with fever should remain at home until their fever has resolved. Other infectious conditions may require different periods of isolation; staff should refer to the UKHSA exclusion table held by the school nurse for the full list of common infectious diseases and their exclusion periods.

The illness, symptoms observed, and actions taken are recorded on CPOMS, and parents are kept informed in line with the school's Confidentiality Policy. If parents cannot be contacted by phone then they are emailed instead. If pupils need to go offsite, alternative contacts on SIMS are called in line with process.

In an emergency:

- Dial 999 for an ambulance to the school.
- One member of staff, school nurse or a First Aider, to stay with pupil and provide immediate first aid as required.
- Where the pupil has an IHP, this should be followed without delay.
- Other staff to keep other pupils away from the sick or injured pupil.
- The named person in charge to phone parents and calmly explain the situation and ask them to come to the school or to go straight to the receiving hospital as directed by ambulance crew.
- If the pupil needs to go to hospital take the pupil's key information to the hospital (utilize CPOMS if helpful to access key notes, IHP/Allergy Action Plan)
- Ask ambulance crew which hospital the pupil will be taken to.
- If unable to contact the parents, the named person is to go with the pupil.
- School staff to continue trying to contact parents to inform them of the situation and let them know where their pupil has been taken.
- If the parents cannot be reached, the school will contact the emergency contact held on file for the pupil.
- Staff accompanying a pupil cannot give medical consent on behalf of parents, except in life-threatening emergencies as determined by medical staff.

In all cases where an ambulance is called, the Head of Prep should be informed at the Prep School and, in all cases, the Head. In the Head's absence, the Senior Deputy Head or DFO should be informed at Senior School.

More serious incidents must be recorded on Sphera and reported under RIDDOR where required.

Providers should notify the local child protection agency (DSL to children's social care/LADO) of a serious accident, injury or death. This duty comes from safeguarding practice (KCSIE/Working Together to Safeguard Children) and applies regardless of Ofsted registration status.

Monitoring and Review

This policy is reviewed annually by the persons named above, or sooner if there is a change in legislation, statutory guidance or school practice.