



## Illness, Accident and Signing Out Policy

### Illness and Accidents

If a pupil feels unwell or has an accident, he/she must tell a teacher straight away. Normally he/she will be sent to the First Aid Officer in the First Aid Room in Aleph Block. If he/she is too ill to remain at school or if hospital treatment is necessary, then his/her parents will be contacted to make suitable arrangements. Under no circumstances should he/she leave the school or go home without permission. Pupils who feel so unwell that they need to go home **must not under any circumstances** telephone their parents themselves – if they wish to leave the College site, either the First Aid Officer or a member of staff in the school office must speak to the parent(s).

### Medicines

If you need to take medicine at school pupils should bring a letter from their parents stating when you need to take it. Medicine must be left with the First Aid Officer. The only exceptions are if the pupil has an inhaler for asthma, or if they need to carry an "EpiPen". Pupils will only be given paracetamol by the school if your parents have signed a consent form.

### Signing out

It is best to make dental and medical appointments outside school hours. If a pupil leaves school during the day for any reason then pupils should please bring a note/letter from their parents in advance of the date requesting the absence and get it signed by his/her form tutor or Head of Year/Section. Pupils must then sign out at the school office and leave the letter/note with the office. Pupils will not be allowed out of school without the signature granting permission. If pupils return to school later on the same day, then he/she must sign in.