

## Health and Welfare of students

The health and welfare of our students is paramount.

If a student does not feel well while at school or in the event of an accident at school involving a student, staff should **use their discretion** in dealing with the situation. The following are only guidelines to be used as appropriate.

If a student is not feeling well and requires medical assistance then the student should be sent to the School Nurse. The student will be assessed by the Nurse and a decision made whether they are able to return to their class, require further medical treatment or need to be sent home. The Nurse will give a 'late to class slip' confirming that the student is able to return to class. On occasions, the Nurse will give a student a 'permission slip' to go the canteen for a maximum of ten minutes. In the case where a student feels they need to go home then the student should be sent to the Nurse to be assessed and obtain permission to leave school. It may be appropriate to send him/her in the company of another student. The Nurse will contact parents/guardians to discuss each situation. If the Nurse is not available an Assistant Head can also authorize this.

1. In the case where it is felt that the student should be accompanied by a member of staff, another responsible member of staff should be found, where possible, to take charge of the class. Assistance may be obtained by:
  - Contacting a colleague in an adjacent room
  - Telephoning the Main Office, Reception, Staff Room or finding an Assistant Head
  - Sending a student to the Main Office to find another member of staff
2. In the case where the illness or accident is such that the student should not be left unattended, stay with the casualty and send someone to the School Nurse for assistance or call the School Nurse's office **ext 366** or call the School Nurse mobile **97698758** to speak to the School Nurse.
3. In serious or life threatening situations staff must use their discretion. If necessary call **112** directly and ask for medical assistance. Contact the School Nurse or First Aider immediately and notify Reception or the Main office of the situation. Stay with the student until emergency help arrives.
4. After the accident/situation has been dealt with, an Accident Report Form, (see relevant form) must be completed and returned to the Health and Safety Officer, Costas Farsides, to the School Nurse and a copy to the Headmaster. Forms are available from the Main Office or from the School Nurse.

## First Aid Kits Locations

First Aid kits can be found at the following locations:

- School Nurse's Office
- Lloyds's Staff Room
- P.E. Department
- Art Room
- Design and Technology
- Biology Prep
- Chemistry Prep
- Physics Prep
- English Centre
- Headmaster's PA Office

