

CHILD ACCIDENT AND ILLNESS POLICY



VANTAGE ACADEMY TRUST

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*subject to any relevant changes in legislation or other appropriate guidelines

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INTRODUCTION

- 1.1 This document outlines the purpose, nature and operational management of accidents and illness at the Vantage Multi Academy Trust (herein 'the Trust').
- 1.2 All accidents to children are to be reported to the School Principal or Deputy School Principal. A record is kept in the office of children who are sent home or whose parents/ carers have been contacted as a result of injury or accident.

ACCIDENTS

- 2.1 Accidents to children involving an injury or bump to the head. Parents/ Carers are to be informed, immediately or as soon as is reasonably practicable, by telephone. Where this is not possible the emergency contact should be informed. Where there is no emergency contact or it is not possible to contact anybody, the person who is collecting the child should be informed by the class teacher. (Bilingual support is available for translation purposes). An Accident form must be completed.
- 2.2 Serious injuries to children should be treated as above but the First Aid Representative should be contacted as soon as possible. Parents/ Carers should be informed immediately. Where in the opinion of the School Principal or Deputy School Principal the emergency services need to attend, the child **MUST ALWAYS** be accompanied to the hospital by an adult until a parent or carer attends. An accident form must be completed.
- 2.3 Minor injuries to children should be reported to the First Aid Representative. The class teacher responsible for the child must report the nature of the injury and how it was sustained. Parents/ Carers may be informed at the discretion of the School Principal or Deputy School Principal so that they can make judgements to their attendance. Parents/ Carers should be informed when the child is collected. The class teacher will tell the child to ask the parent/ carer to see the class teacher so that they can be informed of the accident. An accident form must be completed.

- 2.4 Where Parents/ Carers are not informed because the accident is so minor, a record should still be kept by the class teacher. In this case no accident form is necessary.
- 2.5 Accidents that occur at lunchtime should be treated in the same manner following the steps above. Welfare staff should inform the School Principal or Deputy School Principal of serious injuries. Minor injuries are to be reported to the First Aid Representative and the class teacher. Very minor injuries are to be reported to the class teacher. A record should be kept of all such injuries and the resulting actions.

ILLNESSES

- 3.1 Illnesses that occur during the day should be reported to the School Principal or Deputy School Principal so that they can decide whether the child should be sent home or stay in school. As a general rule any child who is physically sick must return home or to a carer. However some discretion may be made depending on previous knowledge of the child or circumstances known to the class teacher.
- 3.2 Class teachers should not send a child to the office to return home without expressed permission of the School Principal or Deputy School Principal. In rare cases the teacher may be leaving themselves open to criticism or even greater problems because they are unaware of particular circumstances regarding the child or the situation.

EXCLUSION DUE TO ILLNESS

- 4.1 The Trust is an inclusive place of learning, where all children are welcome regardless of their race, religion, culture, sex, ability or disability, social background.
- 4.2 There are however certain occasions when it may be necessary to ask a parent or carer to not bring their child to school for a short period of time. These reasons may include, but not exclusively limited to:
- A child has a highly infectious condition such as impetigo or conjunctivitis
 - A child has a notifiable disease

- If a child has recently had a bout of sickness or diarrhoea they must stay away for 48 hours from the last point of illness.

4.3 For full details of your schools guidance around attendance while your child is ill, please contact your school administrator. If a child becomes ill whilst at school, we may request to parents and carers that the child be taken home.