

# Caring for your child; a guide for new families to St James' CE Primary School



## **If your child is ill at school**

If your child becomes ill during the day or has an accident resulting in an injury to their face, head or a private part of their body we will contact you. You maybe asked to collect your child or we may just be sharing the information with you.

**It is therefore vital that your contact details are up to date, particularly mobile phone numbers and that someone is able to come, if necessary to take them home.**

## **Medication**

We do not administer medication in school, with the exception of inhalers. If your child is required to take medication during the school day you are expected to make arrangements for this by coming into school and giving your child the correct dosage.

## **Care Plans**

*Care Plans are documents, which are written jointly by school and families as a way of sharing information about a child who has a medical condition or medical need. This can include a short-term care plan which may cover a period of time where a child has a broken limb and in plaster.*

It is essential that as a school we are aware of the needs of all the children. If your child is asthmatic or has allergies we ask you to complete a Care Plan with the support of our Family Involvement Worker. This gives us all the necessary information.

## **Absence from school**

If your child is unwell or not able to attend school we would like you to contact the school office as soon as possible.

If your child vomits or has diarrhoea we expect them to be kept off school for 48 hours from the last bout of illness. This is to ensure they are well enough to return and also to limit the spread of germs.

If we have not heard from parents/carers regarding an absence we contact you via text reminding you to call the school.

If there is a reason you need to take your child out of school we ask you to complete an Absence Request Form. Only in exceptional circumstances are absences authorised during school time.

## **Collecting your child at the end of the school day**

If there is a different person collecting your child at the end of the school day we expect you to inform us, this is to ensure the safeguarding of your child. Please call the school office as early as possible to let the us know who will be collecting.