

# **Illness, Late Arrivals, Medicines and General Health**

## **Illness**

Please let the school know immediately a child is absent. This may be done by telephoning the Office Manager between 8.45 am and 9.30 am. You may leave a message on the school's answerphone or speak to us in person if you prefer. A short note should be sent when the child returns. Where absence is anticipated (e.g. a doctors, dentist or medical appointment) please advise the school office in advance.

## **Pupils arriving late:**

Pupils arriving late to school should report to the office with their parents/carers. A signature in the late book is required along with an explanation.

Pupils arriving after 9.00 am without an acceptable reason for lateness will be marked with an 'unauthorised' late absence in the register.

Persistent late comers will be referred to the Educational Welfare Officer and the lates will not be authorised. This could result in a fixed penalty notice being issued.

## **Medicines**

Generally medicines are not allowed in school. Antibiotics and similar drugs should be taken outside school hours. If it really is essential that a child receives medicine during the school day parents may come into school to administer a dose.

In an emergency, only with the head teacher's authorisation, a member of staff will administer a dose of medicine following clear, written, signed instructions and the signing of an indemnity form. Only medicine's prescribed by a doctor can be given by school staff.

## **General Health**

The school nurse has regular contact with the school and can assist should parents have any concern for their child's health.

**If your child has a serious medical condition i.e. an allergy or any special educational needs please make an appointment with the Headteacher prior to his/her starting school.**