



## Medical Policy Flow Chart NON-EMERGENCY

Child presents as unwell in the classroom



1. **LEARNING ASSISTANT** takes care of child
2. **FIRST AIDER** is informed as required by the **CLASS TEACHER**
3. **MISS BAKER, MISS THOMAS OR OTHER MEMBER OF SLT** then makes decision for parents/carers to be contacted by the **OFFICE STAFF**



Parents/carers are contacted as per contact sheet/SIMS; child is supported at all times by an adult



**HEAD OF PASTORAL CARE AND INCLUSION** is informed by the **FIRST AIDER**



If there are any concerns at any time during the above process about contacting parents/carers or the presentation of parents/carers collecting the child, the **HEAD OF PASTORAL CARE AND INCLUSION** is to be informed immediately. If the **HEAD OF PASTORAL CARE AND INCLUSION** is not available then **HEAD OF SCHOOL** or **ASSISTANT HEAD TEACHERS** must be informed.



In the unlikely event that the Head of Pastoral Care and Inclusion, Head of School, Assistant Head Teachers and Head Teacher are all unavailable then concerns about parents/carers not responding or presentation of parents/carers collecting a child must be referred to Children's Services Duty Team on 01724 296500.



*At the end of the whole flow-chart, the HEAD TEACHER must be informed.*

- ✓ This flow chart is to be used alongside The Medical Conditions Policy.
- ✓ In the case of a Medical Emergency, a first aider must be called immediately and an ambulance called for by the Office Staff followed by a phone call to the parents/carers.
- ✓ A member of The Senior Leadership Team must be informed as soon as possible where there have been any issues with the above.