



## 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. **MRS FANTHROPE, MRS HEMPSTOCK OR A MEMBER OF SLT** then makes decision for parents/carer to be contacted by the **OFFICE STAFF**

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

**SENCo and/or PASTORAL MANAGER** 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 **SENCo** is to be informed immediately. If the **SENCo** is not available then **PASTORAL MANAGER** or **ASSISTANT HEAD TEACHERS** must be informed.

In the unlikely event that the **SENCo**, Pastoral Manager, Assistant Heads and Head Teacher are all unavailable then concerns about parents/carers are 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.