



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 a decision for parents/carers 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/DSL and/or PASTORAL MANAGER/DDSL 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/DSL is to be informed immediately. If the SENCo/DSL is not available then PASTORAL MANAGER/DDSL or DEPUTY HEAD TEACHERS must be informed.



In the unlikely event that the SENCo/DSL, Pastoral Manager/DDSL, Deputy Head Teachers and Head Teacher are all unavailable with concerns about parents/carers not responding or the presentation of parents/carers collecting a child, this 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 (SLT) must be informed as soon as possible where there have been any issues with the above.