

Illness in School

If you feel ill in school you MUST follow these procedures. These rules are for your safety.

During a lesson

- Tell the teacher.
- You may be sent straight to the First Aid room if your condition is serious.
- The Nurse / First Aider will invite your parents to collect you, if it is thought necessary, after consulting with a Senior Member of Staff.

During break or lunchtime or between lessons

- Go straight to the Nurse / First Aider on duty.
- Do not try to recuperate in the toilet areas.
- A Nurse / First Aider will invite your parents to collect you, if necessary, after consulting with a Senior Member of Staff.

You must not leave the premises or contact parents, asking to be collected, the school will make these arrangements.

Medicines

- If you need to take any medication (apart from an asthma inhaler) you should leave it in the First Aid room and go there to take it at the appropriate time.
- If you need an inhaler **make sure** you have it with you. **Do not use an inhaler that belongs to someone else. Parents are responsible for ensuring that such items are in date and for supplying replacements.**
- Only a First Aider can give out medication to students - it must be the student's own medication.

Leaving School

If you need to leave school during the day you must:

- go to the school office;
- show evidence (e.g. a letter from home, appointment card, etc.) about why you need to leave the premises and have permission from a Senior Member of Staff;
- **you must sign out.**

If you return to school you should sign in at the school office. Sixth Formers are the only students allowed off the school site at lunchtime - they must sign out and then sign back in on their return.