Annex 1

Protocol For Student's Self Referral To Medical Room

If a student feels unwell during class, inform the teacher who will make a decision as to whether they should be sent to Medical or is well enough to wait until they can self-refer. The teacher will provide a slip for the student with time leaving class for Medical and Medical will then

Medical room open between 8.30 - 15.30 however Self-referral to Medical at break or lunchtime 10:45 – 11:00 or 12:40 – 13:20 only

Assessment of student by Medical or appointed First Aider

Any necessary first aid treatment (including the administration of pain killers or student's own medication) will be provided. If appropriate, the student will be advised to continue with lessons. Every student will be advised to continue with lessons and to return if symptoms do not improve or get worse.

If student returns, they will be reassessed to see if they are well enough to continue in school.

No

Student deemed too unwell to continue at school – parent/carer contact by Medical to request collection of student

Yes

A student will be sent back to class and advised to return if symptoms do not improve or worsen

In the event of a student needing an ambulance – Emergency Services will be contacted first and then parent/carer.

Any necessary First Aid treatment (including the administration of pain killers or student's medication) will be provided. If deemed appropriate, student will remain in Medical for further treatment/monitoring.

After treatment and monitoring is the student well enough to continue at school?

No

Yes

Student will be sent back to class and advised to return if symptoms do not improve or worsen.

NB: Any treatment/medication administered will be communicated to parent/career via email or by phone.

Any student who fails to follow this protocol by contacting their parent/carer via their own phone will receive an email/letter from the Head and a HOH detention