



The
British School
of Monaco

POLICY SECTION: Section 5 - PASTORAL

POLICY NUMBER: 5.14

WHOLE SCHOOL STUDENT MEDICAL APPOINTMENTS AND ILLNESS DURING THE SCHOOL DAY PROCEDURES

EFFECTIVE FROM: 29/VII/22

REVIEWED: 4/VIII/2023

NEXT REVIEW DATE: Summer 2024

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Whole School Student Medical Appointments and Illness During the School Day Procedures

Introduction

All parents complete medical records for their children when they join the school. These are held in the student's file. If a child has a serious medical condition, all relevant staff will be fully informed, both of the nature of the concern and how to respond should it be necessary in school.

Medical Appointments

Parents are encouraged to arrange their children's routine medical and dental appointments out of schooltime, but this is not always possible. However, pupils may not leave school with a parent during school hours without being 'checked out' by the School Secretary or Administrative Assistant.

Parents **must** sign their child back in on their return.

Pupil Illness During School Hours

- Any student who is unwell should be taken to the medical room and the situation assessed by one of the school's first aiders.
- If the pupil needs medication, attend a clinic or hospital or go home, please ask the School Secretary or Administrative Assistant to contact the parents.
- Check the child's medical form if necessary.
- Call an ambulance should there be any immediate concern.
- Complete and sign the Medical Record Form (5.10e). These are kept in the Medical Room.

Monitoring the Effectiveness of the Policy

These procedures will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views where appropriate.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.