

Special Consideration in School

You need to inform school if your child has had hospital or surgical treatment and is returning to school with stitches or a plaster cast or if they need to restrict their Physical Education lessons, playtimes and lunchtimes. If your child has an on-going illness you may be required to come into school to discuss this, set up a care plan or discuss a referral for Home Tuition.

Prescribed Medication

Sometimes you may keep your child off school because they are taking prescribed medication. In many cases schools are able to help your child take their medicine and prevent unnecessary absence. If your child's medicine is to be taken 3 times a day this can be done before school, after school and before bedtime to prevent any disruption. If your child is taking prescribed medication during school time the medicine must be handed into the school office by you as a parent/carer where you will be asked to complete a form giving details of medication and dosage and authorising a member of school staff to give the medicine to your child.

School Contact Details

You need to make sure the school has your current contact details including your work, home and mobile numbers, and also an emergency contact. As well as an up to date address.

Help and Advice

For further advice you can talk to a member of school staff on **01132350539**.

If you need any further medical advice please call **NHS 111**, visit your local pharmacy, walk-in centre or your GP.

Absence Quick Guide

If your child has a medical appointment or is considered too ill to attend school due to a minor illness you must contact the school first thing in the morning informing them of the reason for the absence and how long you expect them to be absent.

Day 1 of absence—Inform school before 9.30am of reason and expected return date of your child., any medical advice given or visits made.

Day 3 of absence—Update the school on your child's progress, any medical advice given and confirmation of when your child will return to school especially if condition worsens.

Day 5 onwards—Update school on your child's progress regularly. Medical evidence may be requested for five days absence or more.

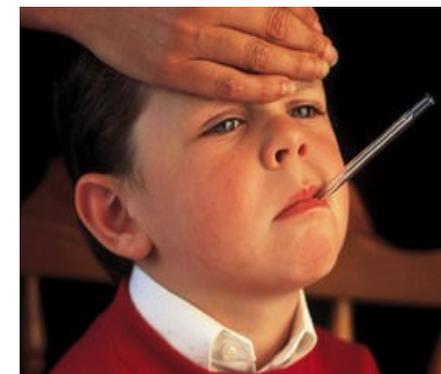
Medical evidence may be requested to support your child's absence (appointment card, medication, prescription etc. as outlined in the Cluster Attendance Policy).



Learn, laugh, love.

School Absence

Guidance for Parents



What should I do if my child is ill?

This guide has been designed to help you make the right choices and advise you on the correct action to take when your child is ill.



2gether Cluster

Absence

Frequent absence is a serious problem for pupils, as often much of the work they miss is not made up, leaving those pupils at a significant disadvantage for the remainder of their school career. It has been reported that there is a clear link between poor school attendance and low levels of achievement. The main reason for pupil absence from schools within the 2gether Cluster is illness. Last year the government told schools that they expected all children to attend school at least 96% of the time, any child under 90% would be a persistent absentee. For us to achieve this target your help and support is required, so that we may work together to address this issue.

When deciding whether your child is too unwell to attend school ask yourself the following questions:

- ⇒ **Is my child well enough to do the activities of the school day?**
- ⇒ **Does my child have a condition that could be passed on to other children or staff?**
- ⇒ **Would I take the day off if I had this condition?**

Think carefully before keeping your child away from school for medical reasons. If they wake up saying they are unwell, consider whether the symptoms they have mean they need to stay at home. Do not keep your child away from school 'just in case', when they could be in class learning with their friends.

If your child requires a medical appointment these should be made outside school hours wherever possible. However, if your child has an appointment during school time please take the appointment card/letter to the school office so your child's absence can be authorised. Once they have attended the appointment, please make sure your child returns to school, so they are not missing the whole day.

Common Conditions

If your child is ill, it is likely to be due to one of a few minor conditions. Whether you choose to send your child to school will depend on how severe you think the illness is. This guidance may assist you:

•Chicken Pox

Children should be kept at home until all spots have crusted over

•Coughs, Colds

A child with a minor cough or cold may attend school. If the cold is accompanied by a raised temperature, shivers or drowsiness, they should stay at home and you should seek medical advice.

•Earache

Medical advice should be sought.

•Headache

A child with a headache does not normally need to be absent from school. If the headache is more severe and accompanied by other symptoms, you should seek medical advice.

•Rashes

Rashes can be the first sign of many infectious diseases. If your child has a rash, check with a pharmacist, practice nurse or GP before sending them to school.

•Toothache

School attendance should be maintained until your child can be seen by a dentist

•Vomiting and/or Diarrhoea

Children who continue to have these symptoms and appear to have a sickness bug should be kept at home for 24 hours after their symptoms have gone. If symptoms persist or re-occur medical advice should be sought.

There is **no** reason for your child to be absent from school for minor ailments such as:

Athletes foot	Ringworm
Slapped Cheek	Sore throat
Threadworms	Tonsillitis
Warts & Verrucae	Cold sores
Hayfever	Hand, Foot & Mouth
Head Lice	Period Pains

You should, however, seek treatment for the above ailments. Confidential medical advice can be sought from 8am onwards in relation to minor ailments from most pharmacies.

Absence for long Periods of time

If your child is absent from school due to illness and their attendance is below 92%, and they have been absent for short periods, you will be asked for supporting evidence to confirm the absence. If your child is frequently ill, the school may be able to offer support or advice. If your child's attendance falls below 90% days you may be asked to attend a meeting in school to discuss this.

Remember, if you are concerned about any aspect of your child's health you should consult a health professional. Advice can be obtained from NHS 111, your local chemist, walk-in centre or GP (further details on the reverse of this leaflet.)