



## **Procedures for sending children home (September 2020 onwards)**

The following will clarify the procedures for sending a child home.

**If a member of staff believes a child should be sent home, then this decision must be made with the agreement of either the HT or DHT.**

Reasons for sending a child home must be clearly documented and passed to the Office to record against the register for that session. Reasons for sending a child home could be:

- Being (or feeling for a significant period of time) sick or nauseous<sup>1</sup>
- Other illness or suspected notifiable disease<sup>1</sup>
- Generally, unwell<sup>2</sup>
- An incident that requires medical attention
- **Potential Covid-19<sup>3</sup>**

Children should be isolated away from other children if they are unwell until parents come to collect. This does not mean sending them to the office, which is not always manned. Children can be isolated at a desk or part of the classroom or sent to the entrance hall with a TA to support them. The decision on where the child can go depends on why they are feeling ill. For instance, a child with a headache may be able to stay in the classroom.

A First Aider should have checked the child for any other reasons that may not be immediately obvious and this report (verbal) should be given to the HT or DHT who will authorise the calling of parents.

The Administrator will call parents and ask them to collect the child concerned as soon as possible.

### Serious Incidents

If the incident is serious or severe then consideration should be given to calling an ambulance whether or not a discussion has been had with the HT or DHT. Any First Aider deciding on this course of action, based on their training, automatically has the schools full backing.



## Supporting Notes.

<sup>1</sup> The list of notifiable diseases and the exclusion periods is on the wall of the office. If you suspect any of these then it must be recorded and passed on verbally to parents with a suggestion that they contact their GP or Pharmacy.

If the child is nauseous or has been vomiting, then parents should be told that a forty-eight hour exclusion period must be enforced.

<sup>2</sup> Staff should be aware of children who are just a little under the weather. Calling for recurring incidents of being generally unwell irritates parents. There must be a clear rationale for sending the child home. A note of the day, time and lessons being covered should be made. We have had instances of children always being ill when a certain lesson is proposed or taught.

<sup>3</sup> If a child has potential symptoms of Covid-19 then these children should be sent to the entrance hall with a TA to supervise immediately. If a temperature is suspected, then a check will be taken but only 10 minutes after coming in from the playground. An earlier temperature check might be invalid. This temperature will be recorded and passed on. **A calibrated infrared thermometer is available in the office. It must be returned immediately.** Any accompanying staff member must sit at a suitable safe distance from the child as recommended by guidance.

The administrator will call the child's parents and ensure that any siblings in school have been warned that they too will be going home. They do not need to leave the classroom until parents arrive.

The child or family must be told that they will not be allowed to be in school until a negative test is received. If any person in the family group has a positive test, then a fourteen-day isolation period will commence.

The entrance hall will then be cleaned after the child has departed.

If the child is sitting on their own, then there is no need for additional PPE. Gloves, aprons and masks are available but should only be worn if there is a need to undertake medical or first aid procedures.