

August, 2018.

Dealing with illness, accident or emergency.

1. Illness

Illness during the Day

If a pupil is taken ill during the day the Dame should, in the first instance be contacted by tutors and decide on the best course of action given the symptoms and circumstance.

Often the pupil will then be sent back to lessons if fit to do so.

If the pupil is considered not well enough to be in lessons they will be sent back to their homestay and the host family will be called.

Household remedies will be administered only once confirmation has been given by host families to the Dame that the pupil has not already exceeded

If the pupil is considered well enough they will be told to wait in the common room until the guardian or host family can come to get them.

If the pupil needs to lie down then the medical bed can be set up in the Staff Ladies toilets.

If the Dame feels that non-urgent medical attention is needed then she will book an appointment with the GP and the Doctor will advise on the best course of action.

For more serious illnesses, parents or guardians will be requested to take them home.

For contagious illnesses the student will be isolated as far as possible.

Illness at Night

If the pupil is taken ill during the night then the Host Family will have care in the first instance.

Any home remedies that are given to the pupil overnight will need to be recorded and emailed through to the Dame by 9am the following day.

The College will be kept informed of illnesses and absences.

The NHS helpline of 111 can also be used in emergencies both by the Nurse and the House teams. 999 calls will be made in serious circumstances.