

Policy and Procedure on Sick or Unwell Individuals

Greenfields School

Policy Author / Reviewer	Matt Nicholls
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Version No	2
Policy Level	Schools and Colleges
Staff Groups Affected	All Staff

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Monitoring and Review

- 1.1.** The Proprietor will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than three years from the date of approval shown above, or

earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

- 1.2.** The local content of this document will be subject to continuous monitoring, refinement and audit by the Head of Service. This document was last reviewed by Creslyn Singh, Headteacher on 1st September 2025

Signed:



Creslyn Singh

Creslyn Singh

Jeremy Wiles

Group Executive Director- Children's Services

Headteacher

Date: July 2025

September 2025

2. Terminology

- 2.1.** Our aim is to use consistent terminology throughout this policy and all supporting documentation as follows:

'Establishment' or 'Location'	this is a generic term which means the children's Home/school/college. Greenfields School is a school
Individual	means any Individual or young person under the age of 18 or young adult between the ages of 18 and 25. At Greenfields School we have learners attending between the ages of 9 to 16
Service Head	This is the senior person with overall responsibility for the school. At Greenfields School this is the Headteacher who is Creslyn Singh
Key Worker	Members of staff that have special responsibility for Individuals attending the Greenfields.
Parent, Carer, Guardian	means parent or person with Parental Responsibility
Regulatory Authority	Regulatory Authority is the generic term used in this policy to describe the independent regulatory body responsible for inspecting and regulating services. At Greenfields school this is ESTYN.
Social Worker	This means the worker allocated to the Individual/family. If there is no allocated worker, the Duty Social Worker or Team Manager is responsible.
Placing Authority	Placing Authority means the local authority/agency responsible for placing the Individual or commissioning the service
Staff	Means full or part-time employees of Cambian, agency workers, bank workers, contract workers and volunteers.

3. Purpose

- 3.1.** Working parents need to be able to go to work, however if an Individual is unwell then he/she will be better cared for in their own home with a parent.
- 3.2.** This document gives guidance on when to keep Individuals at home and the procedures for parents to follow if they are unwell and for the school to follow if the Individual becomes ill whilst at school.

4. Policy

- 4.1. Individuals with minor coughs and colds are encouraged to attend school but if a student is very unwell, infectious or running a high temperature they should not attend school as the welfare of all Individuals needs to be taken into consideration.
- 4.2. If an Individual has had diarrhoea or sickness in the last forty-eight hours they should not be brought to school but a phone call made to the Office on 074 71036920 to let the school know.
- 4.3. If an Individual becomes ill whilst at school, Greenfields will make them as comfortable as possible, isolate them from the other Individuals if necessary and reassure them. The school will contact you immediately and continue to care for your Individual until you arrive. If we are unable to contact you then contact will be made with the other people you have identified as emergency contacts.
- 4.4. Greenfields will comply with its policy on the [Administration of Medication](#), a copy of which appears on our website under 'Policies' and you are asked to make yourself aware of the contents of that policy.

5. Standard Forms, Relevant Documents, Letters & References

- 5.1. none