

MORNINGSIDE PRIMARY SCHOOL

Absence Procedures

- If your child is ill and will not be attending school that day, please phone the school before 9.30am on that day to make us aware of the situation.
- If your child is ill for an extended period of time, please keep us in touch with how they are.
- On their return to school please provide a note explaining their absence, this is for our records.

Holidays within the school term – We obviously do not encourage parents to remove their children from school during the school term. We are however aware that this does occur. If your holiday arrangements mean that your child will be absent from school, could you please notify us **in writing prior to you leaving for holiday**. This allows us keep accurate records for the children and also more importantly know where they are. We have unfortunately had the situation where children have been absent for one or two weeks and it was not until their return that we were notified that they had been on holiday.

Appointments – If your child has an appointment (doctor, dentist etc.) which will take them out of school, could you please phone/send in note that day, or preferably the day before, to let us know when they will be out of class. **This is not only for registration purposes, but also has an impact on placing our school lunch order before 9.30am each morning.**

I am sure you all appreciate that it is important that we make sure that we know where all of our pupils are during school hours and your assistance with this will be greatly appreciated

Medication in School Policy Statement

The School

- Only prescribed medication will be administered in school.
- Parents must complete an Administration of Medicines Parent Request form before medication can be given. This can be obtained from the school office.
- If at all possible, medication should be administered at home.
- Medication will be kept securely in the staff room.
- Action plans will be drawn up in consolidation with relevant health professional for any children with special medical requirements.

Parents

- Parents are responsible for handing in medication and signing a consent form.
- Parents are responsible for the supply of repeat prescriptions and ensuring that medication is up to date.
- Parents are responsible for collection of medication at the end of each day for short term and end of each term/session for long term (such as inhalers).

Teachers

- Teachers are responsible for ensuring health and safety in the classroom e.g. considering food allergies at appropriate times.
- Teachers will be responsible for medication during any school outings/residential trips.

Communicable Disease – Advice:

Chicken Pox	Return to school no sooner than 5 days from onset of rash & not until all vesicles are dry.
German Measles	Return to school no sooner than 7 days from onset of rash.
Measles	Return to school no sooner than 5 days from onset of rash.
Mumps	Return to school upon clinical recovery but at least 7 days from onset of symptoms
Impetigo	Return to school after lesions are crusted and healed
Scabies	Return to school after treatment
Head Lice	Return to school after treatment
Conjunctivitis	Return to school after discharge stops
Sickness/Diarrhoea	Return to school no sooner than 24 hours after last bout