

Care of Boarders Policy		
Date	Review Date	Contact
01.01.18	01.09.19	Principal

This policy has been drawn up to clarify and to give instruction to staff on care of boarders who fall ill whilst in their care. The procedure will be as follows:

1. Before arrival at the school, students will be asked to complete a form asking them for details of any illnesses or disabilities they have. This will be passed on to the Student Services Manager.
2. On arrival to the residence all students will be asked individually by a member of staff if they have any illnesses (chronic or otherwise) and / or disabilities that may impact their studies or day to day activities within the residence.
3. Where a houseparent receives notification of an illness and / or disability they must inform the Student Services Manager so that the school is made aware of each individual situation. A note will be placed on the student file.
4. The Student Services Manager will then discuss with the individual student the illness and / or disability to ensure that every support and assistance can be given. The student will need to make the Student Services Manager aware of their medication if appropriate and any other special conditions that may apply.
5. It will then be the responsibility of the Student Services Manager or a delegated member of staff to monitor the student on a daily and/or weekly basis.
6. The Student Services Manager will be responsible for handing over all relevant information to the Houseparents on duty for any student suffering from an illness and / or disability.
7. Sufficient members of staff for the size of the school have completed a first aid course, which is updated every three years. This course will be organised by the school at a time convenient to all parties concerned. It is the responsibility of the Student Services Manager to display the details of these trained staff within the residence.
8. If a student falls ill and that illness is deemed to be beyond the skills of the staff members on duty (as prescribed by their first aid training) then the Student Services Manager is to call the emergency services.
9. If the student is taken to hospital the Student Services Manager is to arrange in person, or call the school or the emergency phone in order to arrange for someone to accompany the student.

The Student Services Manager or an assigned member of staff should remain at the residence in order to supervise the remaining students.

10. The Student Services Manager is to contact the Principal and inform him of the situation. She will then advise other members of SLT of the situation.

11. The Student Services Manager and the Principal will make a decision whether to call the agent and / or parents. The minimum action required will be for the Student Services Manager to write a report for the student file.
12. The Administration of Medicines Policy is to be followed with reference to the administration of all medicines, which will include the use of household remedies.

Related policies:

Administration of medicine

First Aid

Signed:

Date: 01/01/18

Jon Crocker
Principal