

Special Consideration in School

You need to inform school if your child has had hospital or surgical treatment and is returning to school with stitches or plaster cast or if they need to restrict their Physical Education lessons and break-times. If your child has an on-going illness you may be required to come into school to discuss this and agree a Health Care Plan or in extreme cases discuss the requirements for a referral to the Home Tuition Service.

Prescribed Medication

Sometimes you may keep your child at home because they are taking prescribed medication. In many cases schools will be able to help your child take their medication and prevent unnecessary absence. If your child is taking prescribed medication during school time, as parent/carer you must hand the medicine into the school office where you will be asked to complete a form giving details of medication and dosage and authorising a member of school staff to give the medicine to your child (this may differ amongst schools; please check your individual school's Medical Policy).

Paracetamol Oral Suspension Sachets

Individual sachets of paracetamol oral suspension may be issued to pupils for **short term use only** without a prescription in accordance with the School's Medical Policy. The sachet(s) must be taken to the school office in a sealed envelope with your child's name, class and date written on where you will be required to complete an authorisation form. If your child's condition continues beyond 48 hours you should consult a healthcare professional.

Informing School of Minor Illness

If your child is absent due to a minor illness you must contact the school to inform them of the reason for the absence and how long you expect them to be absent (see parent's quick guide on the back of this leaflet). It is helpful if you let the school know the nature of the illness to help prevent it being spread to others in school. On your child's return to school you should inform them of their return and confirm the reason for the absence. Medical evidence may be requested to support your child's absence. For example an appointment card/letter, medication or prescription etc. This does not equate to a doctor's letter.

School Contact Details

You need to make sure the school has your current contact details including your work, home and mobile telephone numbers, and an emergency contact. It is important that school is able to contact you during the day if necessary.

Help and Advice

For further advice you can talk to a member of school staff or the school nurse. If you need any further medical advice you can call NHS 111, visit your local pharmacy, Minor Injury Unit (MIU), Urgent Treatment Centre (UTC) or your GP Surgery.

Parent's Quick Guide

Child has medical appointment or is considered too ill to attend school.

DAY 1 OF ABSENCE – School to be informed as soon as possible on the day of absence giving the reason for your child's absence, any medical advice received relevant for school and when you expect your child to return to school.

DAY 3 OF ABSENCE – School to be updated on your child's progress, any medical advice given and when your child will return to school if changed from initial information.

DAY 5 ONWARDS – Update school on your child's progress regularly. Any absence for longer periods may need to be supported by medical evidence. For example an appointment card/letter, medication or prescription etc. This does not equate to a doctor's letter.

Periods of Frequent, Recurring and Long Term Absence Due to Illness

The school is likely to make contact with you to discuss their medical needs and attendance levels. In accordance with school policies and routines, there are a number of options available to help your child's health and school attendance:

- an Education Health Care Plan (EHCP)
- an Early Help Assessment (EHA)
- contact the Education Welfare Service
- a referral to Early Help and Safeguarding Hub (EHaSH)

Useful Contact Information

School

NHS non-emergency number (24 Hours) - 111 or access NHS 111 online

School Nurse - contact through school

Patient Advice and Liaison Service
Castle Hill Hospital, Cottingham, HU16 5JQ
(01482) 875875 (Direct line)

NHS England & NHS Improvement - www.nhs.uk/conditions

School Absence

Guidance for Parents Medical Appointments and Illness

May 2023 – Version 6



This leaflet has been designed to help you make the right choices and advise you on the correct action to take when your child is ill.



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