

**Visits to the Nurse**

* Please use professional judgement about whether a child needs to go to the nurse in the first place
* Any child who is deemed sick or injured enough to go to the nurse must have a note in their planner or a permission card. Without either of these, the nurse will send the child away
* A stack of cards will be stored in the first aid grab bags
* The nurse will store cards and will periodically redistribute them to deputy heads for their phase teachers and will replenish the grab bags.
* The nurse will communicate with the parents as per medical policy. The nurse must also inform the form teacher that a child has visited, in order that we can monitor the situation.
* A child should not call home about sickness or injuries. It must be the nurse who speaks to parents.

If it is a clear emergency, a card does not need to be used.

**Phone calls home**

* If a child has forgotten items that are not urgent there is no need to call home. If PE kit is forgotten, the child should take part in that lesson in uniform and parent contacted on Class Dojo by PE staff or form teacher.
* Calls about sickness should not be made directly by the child; the nurse must do so if deemed necessary
* We should not be arranging social playdates!
* \*If a child says they do not want to do enrichment, the matter must be discussed with a parent and the teacher who leads the enrichment, not for the decision to be taken by the child alone, even if it is for one week. They should then go to homework club, not call to be collected.
* \*If an enrichment is cancelled, parents should have received an email. If it is last minute (e.g. staff illness) the children should go to homework club. There is little point calling at 1.35 as the parents will probably not get here until nearly the end of enrichment anyway.
* Permission needs to be had to call if a form teacher cannot be there during the call. A card can be taken to Head of Year or Deputy Head. If they are not there, the card should be taken to reception. The receptionist will not permit a call without a card or message from teacher.