



Spencer Park Primary School Student Illness Procedure

ILLNESS

- Whilst during instruction time the following procedures apply:
 1. The teacher should check the child to ascertain his/her condition
 2. Upon the teacher deciding the child is in such a condition that he/she may require parental support, the teacher may send the child to the office with a proforma note (and supporting student if necessary) detailing the illness.
 3. Parents to be contacted if the student needs to go home.
 4. If parents and emergency person cannot be contacted the student shall be (i) if only mildly ill, returned to class or (ii) made comfortable in the office area if illness is reasonably serious. Office staff will continue to try to contact the parent throughout the remainder of the day.
- Whilst during a school recess:

A duty teacher dealing with a child who is ill should ask that child to see an administrator/first aider in the office area. Where possible the teacher should provide a note or supporting senior student (who can explain the child's plight). The classroom teacher will be notified of the child's condition by the office staff.

Note: Any child suspected of being ill shall have full and appropriate support from all staff.