



ST. ANDREW'S
COLLEGE
Cambridge

COLLEGE POLICY DOCUMENT

STUDENT SICKNESS POLICY

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Authorised by: Wayne Marshall Date: 24th July 2016	Signature: Wayne Marshall

Policy Statement

St Andrew's College is committed to providing a high standard of welfare to all of its students. It is therefore fundamental that all students advise the college when they are unwell so we can offer guidance and support, and help them to access medical services.

Students should contact the Attendance Officer on the first day that they are feeling unwell explaining the nature of their illness.

The Attendance Officer is Mr Richard Bradley

Mob: 07519 380743

Email: richard.bradley@standrewscambridge.co.uk

The attendance Officer will advise whether or not it is advisable to see a doctor. If deemed necessary, an appointment will be made at the Woodlands Surgery on Bateman Street.

A GP can help with persistent ear pain, persistent back pain, persistent vomiting and diarrhoea, allergic reactions, long-term conditions, counselling and emotional problems.

If students have a cough or cold, headache, sore throat, indigestion or diarrhoea, these can usually be treated at home with medicines from the pharmacy.

For each day that a student is sick, they must call Attendance Officer to let him know so he can authorise the absence.

If a student is absent from school for 3 consecutive days, the Attendance Officer will look to visit the student in their accommodation to assess their condition, and if necessary take them to a doctor. This part of the process will be reviewed on an individual student basis.

Students must not be absent from school for more than 1 week without evidence that they have visited a doctor, and the doctor has provided them with a letter signing them off from school.

If any member of staff has a concern regarding a student, they should report it to the Principal.

The Attendance Officer is in the office Monday – Friday from 8.30 – 10.30 AM. If you feel unwell in the evening or during the weekend and you feel that you cannot wait to speak to Attendance Officer, please call the emergency phone 07985 026835. The phone is held by Wayne Marshall (Principal) or Hanna Claydon (Director).

- For urgent medical attention outside of office hours, call Urgent Care Cambridge (UCC) on 03301 239131
- For 24 hour medical advice call 111.

Reviewed: 4th July 2014, 24th July 2015 and July 2016

Next review: August 2017.