

# SICK BAY

## Information

The school operates a medical facility with a full time qualified nurse.

### Procedure if a student feels unwell

If students are feeling unwell during a lesson, they should tell their teacher who can issue them with a pass to leave the class and go directly to Sick Bay.

If students feel unwell during the morning break or at lunch time they should go directly to Sick Bay.

The nurse will assess the nature of the condition, administer medication as necessary and decide whether or not it is appropriate for parents/carers to be called to collect their child. Students must then respect the decision of the nurse and not call home if they are judged fit to return to lessons.

Students are not allowed to use their mobile phones to call parents to ask to be collected early, particularly if they have decided not to seek medical attention from the nurse.

We have a duty of care for our students, so we cannot permit them to leave the site with their parents without our knowledge.

Please be advised that if school procedures are not followed, absence may be recorded as unauthorised on a student's record. Thank you in anticipation of your support in this matter.

### Diarrhoea and Sickness -

Please make sure your child is 48 hours clear of vomiting and diarrhoea before returning to school.

### Procedure if a student is using crutches

If a student is on crutches please telephone the nurse at least 24 hours before your son/daughter returns to school. If they are non-weight bearing then we may look at the possibility of them working in the Student Support Centre. If they are weight bearing they will need to be assessed by the nurse to see if they are safe to access the stairs.

### Medical Conditions

Please inform the nurse of any changes in medical conditions, new illnesses or hospital admissions. If you wish to speak to the nurse to discuss your child's medical condition or have any queries please contact her on:-

Contact: - Nicole Adams  
Telephone 01580 764222 Ext 297  
Email [sickbay@homewood.kent.sch.uk](mailto:sickbay@homewood.kent.sch.uk)

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### CHANGE OF DETAILS

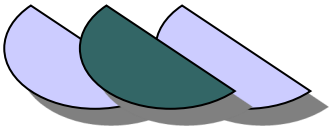
If **any** of your child's details change or your contact numbers change please send a signed letter with all amendments to Student Reception.

FIND US IN 'G' BLOCK

# STUDENT SERVICES and SICK BAY



TEL: 01580 764222  
ext 296 for STUDENT RECEPTION  
and  
ext 297 for SICK BAY



## ATTENDANCE

On the **first** day of your child's absence please call the absence line on **01580 767048**. Leave a message stating your child's name, tutor group and reason for absence. Please call on **everyday** of your child's absence unless you know your child is going to be off for more than one day. In this case please state the expected length of absence on your first call. Alternatively you can email this information to:

[absenceline@homewood.kent.sch.uk](mailto:absenceline@homewood.kent.sch.uk)

On your child's return to school, please provide written confirmation of the reason for their absence.

## TRUANCY CALLS

On the days that truancy call is activated (it may NOT be run every day), if your child has not registered and we have had no notification of where your child is, an automated truancy procedure will be activated. A text message or call will be made to you. Please respond to the message/call as soon as possible. This is to make sure your child is safe.

## SIGNING IN AND OUT

If your child is late into school they must sign in at Mansion Reception. If they need to leave school during the day they must bring a note into school stating their name, year, tutor group and reason for leaving. The note must be signed by a parent/carer and then their form tutor and then used to sign out at Student Reception.

## STUDENT LUNCHES

As you are aware, students now pay for their lunches using their thumb prints in the canteen. Please note that if you have any queries regarding students lunch accounts, please phone our canteen Pabulum, on this number :

01580 764222 Ext 268

## FREE SCHOOL MEALS

**You can now apply online through the Kent County Council Website (This is the fastest method of doing it) or -**

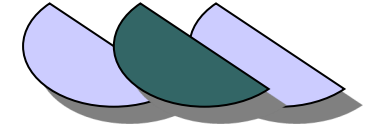
Free School Meal applications are available from Student Reception. We would be more than happy to post one out to you or leave one in an envelope in Mansion Reception for collection.

You can then either:

1. Post it straight off to the address at the bottom of the form.
2. Put in an envelope addressed to Student Reception and we will fax it off to Kent County Council for you. This will save you the postage and may also speed up the whole process.

If you would like a form posted home or you have any queries, please contact Mrs Taylor on :

01580 764222 Ext 296



## INFORMATION

Student Reception is also a point of contact for students if they are lost, not sure who to speak to about problems or feel upset. The staff in Student Reception will ensure that the appropriate people are contacted.