

KHALSA COLLEGE, BA

SICKNESS POLICY

1. For serious sickness and serious injuries on any child immediate referral and visit must be made to hospital for treatment of the child. All sick students will report to form teacher who will take child to the CPO for further actions..
2. For any minor sickness and minor disease with the child, the form teacher must be informed and arrangement must be made for child to be taken to the sick bay to rest for period till parents come.
3. A call must be made to the child's parents immediately to come to school to pick the child for child's treatment and rest at home.
4. The form teacher must make the call and inform the CPO immediately about the child's sickness. The AP will be made aware of the case by the CPO.
5. If the phone of the parents is on a diverted mode, then neighbours or other immediate relatives can be called.
6. A sickness record form has to be filled by the form teacher and forwarded to the CPO.
7. The parents will sign in the log book kept in the office once they take the child home.
8. Sick Bay – The sick child must be taken to the sick bay if unfit to participate in the lesson. The child will be attended to by the CPO and Form Teacher for monitoring and follow up on the state of child. The AP will be made aware of the child in the sick bay by the CPO.
9. The sick child will only be released in the hands of the parents or a legal guardian.
10. All sickness records will be filled by the form teacher and the CPO for the child.
11. The CPO shall be approached first before a sick child is taken to the sick bay.
12. The AP shall inform the school Principal of any case of a student falling sick in school.

Principal

13 April 2016

KHALSA COLLEGE, BA
SICKNESS RECORD

Date: _____

Day: _____

1. Name of sick child: _____ Year: _____

2. Phone contact of parents/ guardians: _____

3. Brief details of sickness: _____

4. Actions taken by form teacher: _____

5. Recommendations by the AP/VP: _____

6. Comments by Principal: _____

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Form Teacher's Signature

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CPO

Date: _____

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AP/VP's Signature

Date: _____

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Principal's Signature

Date: _____