

## STUDENT SICKNESS POLICY

**Issue:** 3

**Document Number:** SEL034

**Issue Date:** January 2017

**Originator:** Rebecca Schoeman

**Review Date:** January 2019

**Responsibility:** Nadine Kaminska

Select English 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 Nadine Kaminska, Director of Studies before 9am on the first day that they are feeling unwell explaining the nature of their illness.

Tel: 01223 315359

Email: [nadine.kaminska@selectenglish.co.uk](mailto:nadine.kaminska@selectenglish.co.uk)

The Director of Studies 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 are 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 be treated at home with medicines from the pharmacy.

For each day that a student is sick, they must call or email the Director of Studies to let her know so she can authorise the absence.

If a student is absent from school for 3 consecutive days, the Director of Studies will either visit them in their accommodation to assess their condition, or speak to the homestay host and if necessary take them to a doctor.

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 Director of Studies.

If you feel unwell in the evening or during the weekend and you feel that you cannot wait to speak to the Director of Studies, 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 NHS 111

The Director of Studies is Nadine Kaminska

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