

## NOTIFICATION OF PARENTS POLICY

### PURPOSE

This policy is aimed to ensure that a proper channel of communication is followed in case of medical emergencies involving a student, announcement of school events and other undertakings.

### SCOPE

The policy applies to all staff, students and whole school community.

### DURING MEDICAL EMERGENCIES

- For minor injuries such as cuts, abrasions, bumps, etc. – a parent note will be sent out to parents by the School Nurse indicating the treatment done in the clinic. Teachers will also verbally inform the parent/guardian during pick up time about the nature of the incident.
- The School Nurse will call the parents if, the child needs to be sent home due to illness, the child needs oral medication, the child has an injury that is a concern.
- If a critical emergency occurs, the School Nurse shall notify the Principal immediately and the nurse will urgently call an ambulance at 998 and to also contact the student's parents/guardians.
- If a non-critical emergency occurs, the School Nurse shall notify the Principal and the nurse will contact the parents/guardians. If the parents/guardians are not accessible, the nurse will contact the student's emergency contacts as indicated in their file.
- Proper and accurate documentation must be done in the Referral / Incident Form with input from witnesses if available.
- The School Nurse must follow up with the parents/guardian regarding the health condition of the student.

### COMPLAINTS AND APPEALS PROCEDURE

The school aims to act in the best interest of the children and adopt an open door policy should parents have any concerns. Below are the proper channels of communication:

- For any class related issues, arrange an appointment with the relevant class Teacher before after class timings.
- For any medical issues, consult the School Nurse.
- For any admissions concerns, address these with the Head of Admissions.
- For any faculty related issues that cannot be resolved by the Teacher, refer to the Curriculum Coordinator
- All financial issues should be referred to the Accountant.
- Any serious matter will be handled by the Principal.

**Implementation Date: September 2020**

**Review Date: September 2021**

**Reviewed by:** \_\_\_\_\_

**May Ann Angeles, DHA-RN**  
**Lead School Nurse**

**Approved By:** \_\_\_\_\_

**Zara Harrington**  
**Principal-TCGB**