

## **Protocol for Transporting Sick Children Home from School**

### **Objective:**

This protocol outlines the procedure for safely and responsibly transporting sick children home from school. It prioritizes the well-being of the child and ensures they are accompanied by a responsible adult during transit.

#### *1. Identification of Sick Children:*

- a. Designate trained staff members, such as school nurses or designated health personnel, to assess and identify sick children exhibiting symptoms of illness.
- b. Encourage teachers and staff to promptly report any signs of illness observed in students to the designated personnel.

#### *2. Assessment and Communication:*

- a. Upon identifying a sick child, assess their condition to determine if they are fit to remain at school or require transportation home.
- b. Contact the child's parent or guardian to inform them of their child's condition and request immediate pickup.
- c. Conditions requiring immediate pickup include; fever of 37.8 and above, vomiting, diarrhea, severe injury, any other condition deemed necessary by the school nurse.

#### *3. Parent/Guardian Notification:*

- a. Inform the child's parent or guardian of the need for immediate pickup due to illness.
- b. All parent contact numbers must be up to date and verified on an annual basis.
- b. Clearly communicate that a responsible adult must pick up the child and that taxi services are not permissible for transporting sick children home.

#### *4. Designation of Accompanying Staff:*

- a. Assign a staff member, preferably a trained healthcare provider or responsible school staff member, to accompany the sick child until they are picked up.
- b. Ensure that the accompanying staff member is briefed on the child's condition and any necessary precautions to be taken during transit, such as a mask or sick bowl.

#### *5. Comfort and Support:*

a. Provide a comfortable and quiet area for the sick child to wait until their parent or guardian arrives for pickup.

b. If multiple children are in the sick bay at a given time consider separating children with communicable diseases to prevent spread.

b. Offer reassurance and support to the sick child to alleviate any anxiety or discomfort while awaiting pickup.

#### *6. Hygiene and Safety Measures:*

a. Provide the sick child with a mask to wear while waiting for pickup to minimize the spread of illness if appropriate.

b. Ensure that the waiting area is clean and sanitized, with access to handwashing facilities and hand sanitizers.

#### *7. Parent/Guardian Arrival:*

a. Verify the identity of the parent or guardian who arrives for pickup and ensure they are a responsible adult authorized to take the child home.

b. Provide the parent or guardian with any necessary information or instructions regarding the child's condition and follow-up care.

#### *8. Documentation and Follow-Up:*

a. Document the process of notifying the parent or guardian, the child's condition, and the pickup arrangements for school records.

b. Follow up with the child's parent or guardian after pickup to confirm their well-being and address any further concerns or needs if necessary. This is particularly important after injury at school or severe illness requiring hospitalisation.

#### *9. Staff Training and Review:*

a. Provide training to school staff members involved in managing sick children, emphasizing protocols for assessment, communication, and transportation procedures.

b. Conduct periodic reviews of the protocol to identify areas for improvement and ensure compliance with updated health and safety guidelines.

By adhering to this protocol, the school can ensure the safe and responsible transportation of sick children home, prioritizing their well-being and minimizing the risk of illness transmission within the school environment.