

	<h1>HEADWAY</h1>	
	10435-76 Street NW, Edmonton, Alberta, Canada T6A 3B1	Phone: 780-466-7733 780-757-3456 Fax: 780-485-0507
	Visit us at: <a href="http://www.headwayschool.org">www.headwayschool.org</a> email <a href="mailto:headman@telus.net">headman@telus.net</a>	

## Sick Child in the Classroom Policy

[1] Unless there's an EMERGENCY, [in which case 911 must be dialed],  
**please fill this form BEFORE anything else is done whenever:**

- the teacher notices that a child is 'sick' or
- a child complains that he/she is sick .

[2] Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

[3] Symptoms: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[4] Sign it and SUBMIT it to the Office Administrator: Teacher: \_\_\_\_\_

[5] The Office Administrator discussed the above with the student, and consulted with School Administration to make the following decision:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

[6] Were the parents notified: Yes  No

[7] A copy of this form was sent back to the teacher after the decision: Yes  No

[8] The teacher discussed this matter further with School Administration: Yes  No

\_\_\_\_\_

\_\_\_\_\_

Office Administrator: \_\_\_\_\_ School Administration: \_\_\_\_\_ Date: \_\_\_\_\_