



# Medical Appointments

## **Medical Appointments**

Students may be required to attend medical and dental appointments during school hours.

## **St Catherine's Policy**

It is our policy that:

### **Urgent Medical Treatment**

Refer to our ***Accident/Medical Emergency Management Policy***.

### **Routine Medical Appointments**

- Arrangements for, and transport to, routine appointments are the responsibility of parents/carers and should be outside of school hours where possible.
- Where it is not possible for appointments to be made outside of school hours the parents/carers are responsible for providing St Catherine's with written notice of the appointment and for arranging safety transport to and from the appointment.

## **Employees' Responsibility**

All employees are responsible to ensure that:

- Students provide the necessary permissions from their parents/carers when requesting leave to attend appointments during school hours

## **Implementation**

This policy is implemented through a combination of:

- Effective communication procedures;
- Effective incident notification procedures;
- Effective record keeping procedures.

## **Discipline for Breach of Policy**

Where a staff member breaches this policy, St Catherine's will take disciplinary action.

## **Related Policies**

- ***Accident/Medical Emergency Management***

**Implementation Date:** August 2017

**Review Date:** July 2020