

1. Introduction

This guidance outlines procedures to be followed in the event of a pupil illness. As illnesses are diverse in nature it will not be able to cover all eventualities.

Making sure your child attends school is your legal responsibility as a parent/guardian. It is also crucial for your child's education and future. Full attendance lets your child make the most of their education. Children who miss days at school risk not understanding classes and performing poorly in exams. By law, only the school can authorise your child's absence. It's important to keep the school informed if your child is going to be absent.

2. Absence Reporting Procedure

There is a clear process for you to follow to inform the school that your child will not be attending:

1. Parent/guardian phones the school office between **8.45 and 9.15am** to inform school that their child is absent and of the cause of the absence. The school will ask about the nature of the illness and the expected duration of the absence.
2. If the school receives no phone call, school phones home to ascertain the child's whereabouts and reason for absence. If school can't contact the parent at home, school will contact other emergency contacts until whereabouts of the child and their well-being can be confirmed.
3. If school can't contact anyone who can confirm the child is safe and well, the school will follow up the absence using information known about the pupil and their specific circumstances.

3. Decisions regarding attendance or absence

Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself:

- Is your child well enough to carry out the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, keep your child at home.
- Would you take a day off work if you had this condition? If so, keep your child at home.

Common Conditions

Most illnesses can be classified as one of a few minor health conditions. Whether or not you send your child to school will depend on how severe you judge the illness to be. This guidance can help you to make that judgement. If you're concerned about your child's health, please consult a health professional.

Cough & cold – a child with a minor cough or cold may attend school. If the cold is accompanied by shivers or drowsiness, the child should stay off school, and return to school **24 hours after** they are feeling better. If your child has a more severe and long-lasting cough, consult your GP, who can provide guidance on whether the child should stay off school.

Raised temperature – if your child has a raised temperature or is feeling ill with signs of an acute illness, they should not attend school. They can return when they are feeling better.

Rash – rashes can be the first sign of many infectious illnesses such as chickenpox and measles. Children with these conditions should not attend school. If your child has a rash, check with your GP or Practice Nurse before sending them to school.

Headaches – a child with a minor headache does not usually need to be kept off school. If the headache is more severe or is accompanied by other symptoms such as raised temperature or drowsiness, then keep the child off school and consult your GP.

Vomiting and diarrhoea – children with these conditions should be kept off school. They can return **48 hours after their symptoms have settled**. Most cases get better without treatment, but if symptoms persist consult your GP.

Sore throat – a child with a sore throat alone does not have to be kept from school. If your child is feeling ill with it, the child should stay at home.

To minimise the risk of transmission of infection to other children, and staff, the following guidelines are suggested.

DISEASE/ILLNESS MINIMAL EXCLUSION PERIOD

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| Chickenpox and shingles | 5 days after onset of the rash. |
| Immuno-compromised children / adults | should take separate advice from their GP |
| Conjunctivitis (pink eye) | A child should stay away if eye is discharging until treated for 24 hours and/or eye(s) appear normal again |
| Diarrhoea & Vomiting | Until there has been no diarrhoea or vomiting for 48 hours |
| German measles (Rubella) or Measles | 5 days from onset of rash and until child feels well |
| Head Lice | No period of exclusion but helpful to let school know |
| Impetigo | Once the spots have crusted or healed or 48 hours of antibiotics and the child feels well |
| Mumps | 7 days from onset of swollen glands and child feels well |
| Scabies | Child can return to school the day after treated |

DISEASE/ILLNESS MINIMAL EXCLUSION PERIOD

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| Scarlet Fever | When child feels well, and 48 hours after start of antibiotics |
| Threadworm | Child may return the day after treatment |
| Verruca | Child does not need to stay away from school and can go swimming if verruca is covered with a waterproof plaster |
| Whooping Cough | 5 days from commencing antibiotics or 21 days without treatment |

If in any doubt, professional medical advice should be sought.

Other References: www.hpa.org.uk

4. Pupils who become Unwell at School

If a child becomes ill at school, every effort will be made to contact their parents/ guardians and failing that, their emergency contacts. It is therefore important to keep the school informed of any changes to home/mobile nos. or any change of home arrangements.

Teaching/support staff should send the ill child to the school office having given the clerical assistant the precise nature of the symptoms and reason for the pupil being sent home, so that this message can be relayed home. A member of school staff will stay with the child until they are collected by parents/guardians or a known adult nominated by the parent/guardian.

In the event of a pupil having an accident during school hours, the first aiders will assess the severity of the accident and make the decision to apply first aid if appropriate. Any significant injury or accident will be reported to the parent immediately and on occasions where a prompt response is required, the school may take the decision to call for paramedics or an ambulance.

5. Administration of Medication Policy

For children who require medication during the school day, our separate Administration of Medication Proocols requires that parents, bringing medication to the school office, must do so, in the original container, it should be clearly labelled, and within its expiry date. It is the responsibility of the parent to ensure that medications held, are within their expiry date. A school form must be completed by the parent giving details of the illness, the medication and dosage and the duration of the medication. The parent must also sign the form to give permission to administer the medicine.

Medications must be dispensed and stored in the school office or the fridge in the medical room.. There is a supply of basic first aid equipment held in the school. Full details are contained in the Administration of Medication Policy.

We hope that this Policy offers you some help in assessing whether or not to send your child to school in the event that they may not be well. In issuing these guidelines, we wish to reassure you that your child's health is important to us too.