

Waterthorpe
Nursery Infant School



Short-term illness Policy
September 2017

Approved by: Steering Committee

Date: 12/10/17

Next Review Date: Autumn 2021

Waterthorpe NI School will notify Sheffield Health Protection Team, local child protection agencies and/or the Local Authority Health and Safety Officer of any serious accident or injury to, or serious illness of, or the death of, any child whilst in their care, and act on any advice given. To fail to comply with this requirement, without reasonable excuse, is to commit an offence.

Staff will discuss with parents/carers the procedure for children who are ill or infectious. This will include the possibility of exclusion as well as the protocol for contacting parents or another adult designated by the parent if a child becomes ill or receives minor injuries whilst in the provider's care.

If staff observe any signs of illness in a child, the school office should be contacted immediately. The office staff will ensure that a first aider examines the child carefully, looking for signs of pallor, skin irregularities and taking the temperature. If the child has sickness or diarrhoea, or a slight rise in temperature, staff will contact the parents/carers and inform them of the situation. They may be asked to attend immediately if the First Aider feels it is necessary. Staff will remain calm and be reassuring.

If the child is showing signs of being very unwell, staff will contact the parents/carers or another adult designated by the parent/carer and the child's doctor. An ambulance will be called if the child is having a fit, is choking or collapses. The parents or another adult designated by the parent/carer will be advised and reassured that a member of staff will accompany the child to the hospital and wait there until the parent arrives. When the child (and the parents/carers) have been handed over to medical experts, or returned home in the case of a less serious illness, a report will be written in the Accident and Incident Log. Staff will keep in touch with the child's parents/carers and be prepared to answer any queries from other parents at the school.

Exclusion for Infectious Illnesses

Children and staff will be excluded for infectious illnesses, such as sickness and diarrhoea or chicken pox – see attached guide for list of communicable illnesses and suggested periods of exclusion. All parents/carers within either the Nursery or the school will be informed by a notice if a child or staff member who attends nursery/school develops an infectious illness (see attached guide to communicable diseases).

If a child who has developed an infectious illness returns to the school still unwell or before the recommended exclusion period is completed then this will be discussed with the parent/carer. If this does not resolve the situation then advice will be sought from the Headteacher, doctor, health visitor or Health Protection Agency.

The Local Authority Health Protection Agency will be notified of any food poisoning incident affecting 2 or more of children looked after on the premises, of any child with meningitis or of the outbreak of any notifiable disease identified as such in the Public Health (Control of Disease) Act 1984. Guidance will be sought from the Health & Safety Executive in this instance.

Head lice

The school has a Head lice Control Policy.

Review date: Autumn 2021

Equality Impact Assessment Template

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|---|--------|
| Name of policy or project being assessed? | Date |
| Short term illness | 1/9/17 |

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|----------------|---|
| Priority Level | |
| High | X |
| Medium | |
| Low | |

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| Lead Officer: Helen Stokes |
| Members of the assessment team: Helen Stokes & Suzanne Marriott |
| Others involved in the assessment (peer review/external challenge): Steering Committee members |

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| <p>What are the aims of the policy or project? To ensure that correct measures are taken when children become ill in school To prevent the spread of infectious diseases</p> |
| <p>Who is the intended customer/service user of this project or policy? Staff and children</p> |
| <p>What are the desired outcomes from this project or policy? To support pupils in the event they are unavoidably absent due to sickness or injury</p> |
| <p>List any other key policies, procedures, projects or strategies that this policy/project has implications on: Equal opportunities, Equality policy, Inclusion</p> |

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| <p><i>What are the racial, disability and gender equality implications of the policy or project?</i> To ensure that pupils who are absent due to disability receive support in line with that of sick children</p> |
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| <p>Does the policy or project have any significant positive impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls | No |
| <p>Does the policy or project have any significant adverse impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls | No |
| Do you have any evidence? | |
| Is there any way that you could reduce or eliminate the adverse impact or increase positive impact? | |

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| Action to take | | | |
| If you have indicated there is a negative impact, can it be justified? | YES | NO | |
| If you have indicated there is a negative impact and it cannot be justified, is it discrimination? | YES | NO | |
| If you have answered YES, please list all the changes that you have made to eliminate this discrimination: | | | |
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| Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy | | | |
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| Signed (Person completing the form): <i>Helen Stokes</i> | Date: 1/9/17 |
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