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# Pupil Illness Policy

Sambo's Tots  
Pupil Illness Policy

## 1. Introduction

This policy 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.

It is very important to keep the school informed if your child is going to be absent. Please ensure to report any absence due to illness or holiday to the office as soon as possible.

## 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 or emails the school office between **8.00 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 after 1 day of absence.

## 3. Decisions regarding attendance or absence

Please 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, please keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff? If so, please keep your child at home.
- Would you take a day off work if you had this condition? If so, please 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 judgment. 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 Doctor, 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 and have no fever.

**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 Doctor 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 Doctor.

**Vomiting and diarrhea** – 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 Doctor.

**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, or has a raised temperature the child should stay at home and **not** come to school.

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

<b>DISEASE/ILLNESS</b>	<b>MINIMAL EXCLUSION PERIOD</b>
Chickenpox and shingles	5 days after onset of the rash. Children can only return to school after all blisters have crusted over. Immuno-compromised children / adults – should take separate advice from their Doctor
Conjunctivitis (pink eye)	A child should stay away if eye is discharging until treated for 24 hours and/or eye(s) appear normal again
Cold Sore	No period of exclusion but please encourage your child not to touch the blister or kiss anyone while they have the cold sore, or to share things like cups and towels. Please ensure to advise the office.
Dengue Fever	Please check with your child's doctor before they return to school.
Diarrhea & Vomiting	Until there has been no diarrhea or vomiting for <b>48 hours</b>
Ear infection	If your child has an ear infection and a fever or severe earache, keep them off school until they're feeling better or their fever goes away.
German Measles (Rubella) or Measles	5 days from onset of rash and until child feels well
Hand, Foot & Mouth	All blisters must be fully healed, child have no fever and child feels well.
Head lice	If child has lice they must be immediately treated with special lice treatment shampoo at home and checked daily for 5 days after exposure.
Impetigo	Once the spots have healed and sores have crusted over and been given 48 hours of antibiotics and the child feels well.

Japanese encephalitis	Please check with your child's doctor before they return to school.
Malaria	The incubation period for malaria is the time between the mosquito bite and the release of parasites from the liver. Please check with your child's doctor before they return to school.
Mumps	7 days from onset of swollen glands and child feels well.
Rabies	Please check with your child's doctor before they return to school.
Ringworm	If your child has ringworm, see your pharmacist unless it's on their scalp, in which case you should see your doctor.  It is fine for your child to go to school once they have started treatment.
Scabies	Child can return to school the day after treated.
Scarlet Fever	When child feels well, and 48 hours after start of antibiotics. Child cannot return to school until they have started course 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.**

#### **What Sambo's Tots will do if an outbreak occurs:**

Please note if an outbreak of a contagion such as Hand, Foot and Mouth disease occurs, Sambo's Tots staff will check children's temperature before entering the school playground and administer hand sanitizer. If the child has any of the contagion symptoms we will call the parent to take their child home immediately. The child can then return to school following the guidelines set above. If several children are reported by their doctor to have a contagion, Sambo's Tots will email all parents advising of an outbreak and what symptoms to look out for.

#### **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 numbers or any change of home arrangements or doctor's details.

Teaching/support staff should send the ill child to the school office having given the office team 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 School Team 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 take the child to the Doctors Clinic which has been stated on the child's registration form where they will meet up with parents. If appropriate, and the severity demands, the school will take the child directly to the US Embassy Hope Clinic on #18 St 228.

If a minor accident occurs at school a member of staff will complete the school accident form with details such as how it occurred, what was the problem, any action taken and whether they are to stay at school or go home. Depending on the severity of the injury the school office will also call the parent to advise them of the incident. Otherwise a member of staff will advise the parent/guardian during pick up time.

## **5. Administration of Medication**

If your child requires medication during the school day for a minor illness such as a cough please remember the following guidelines:

### **Responsibilities of parents:**

Parents are responsible for:

- Advising the school office immediately if your child is required to take medication during the school day
- Providing the medication in the original labeled container to the office team
- Ensuring the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken
- Advising the condition for which the medication is required
- Advising any specific guidelines for administration

**Under no circumstance should any medication be placed in your child's backpack. Please assist our team by bringing medicine straight to the office, where it will be kept for the day. Please ensure to then collect your child's medication from the office at the end of the day.**

## **6. Allergies**

Sambo's Tots recognises that a number of students may suffer from potentially life-threatening allergies or intolerances to certain foods. If your child has any form of allergy or food intolerance please ensure this is stated on your child's registration form and both the office team and your child's teacher are aware.

If your child has any medication which is to be administered in the case of an allergic reaction, please ensure it is given to the office team on the first day of school and rules for medication followed as stated in point 5.

### **Administration of Medication.**

**We thank parents in advance for their cooperation.**