

St James Church Pre-School

Absence and Illness Policy



Absence

Please notify Pre-School if your child is absent through sickness or for any other reason.

Under the Wokingham Borough Council terms and conditions for funding, providers are required to notify the Council concerning any regular or lengthy unexplained absence of a child for whom funding is being claimed.

Unwell during Pre-School

When a child becomes ill during Pre-School, a member of staff will look after them in a quiet corner making them as comfortable as possible.

If staff suspect an infectious disease, a member of staff will take the child to a nearby room.

A supervisor will phone the parent / carer / emergency number to ask them to collect the child as soon as possible.

If no one is available to collect the child, staff will continue to monitor the child's condition until collected at the end of the session. An additional DBS checked adult may be needed to make up ratios.

If the child's condition deteriorates and parents / emergency contacts are still unavailable, the supervisor will call the child's GP or an ambulance.

Unwell at home

Parents may not bring any child into Pre-School who is ill.

This includes symptoms of sickness, diarrhoea, temperature and/or infectious diseases.

Parents are encouraged to let the Supervisors know if their child has been ill recently or if they suspect that they may become so during the session.

Exclusion periods for infectious diseases are posted on the board. Children suffering from diarrhoea and vomiting are required to be kept at home for 48 hours after the condition has stopped and until the child is well again.

Parents are asked to inform Pre-School of any infectious disease or a contagious condition from which their child is suffering so that we may alert other parents and observations can be made of any child who seems unwell.

Any important information relating to a case of an infectious disease or a contagious condition will be posted on the Pre-School door in a confidential manner.

We will disclose information such as symptoms, incubation period, special considerations and request that should their child become infected, parents contact us as soon as possible. The Supervisors will only give personal details on a need to know basis, e.g. the child's key worker.

Sand, water play and play dough activities may be suspended during outbreaks of viral infections or flu to help reduce and/or prevent the spread of infection.

Head lice

It is not uncommon for a child to pick up head lice whilst socialising at school. Should they notice this problem, parents are asked to inform the staff who can give advice if needed and discretely alert other parents to be on the lookout also. Advice is also available in our Head Lice Guide.

Official notifications

If Pre-School has reason to believe that any child is suffering from a serious illness/infectious notifiable disease, identified as such in the Public Health (Infection Diseases) Regulations 1988, they are required to inform Ofsted and the Local Authority Designated Officer for Early Years & Childcare settings:

LADO on Tel 0118 9746141 or email LADO@wokingham.gcsx.gov.uk

Pre-School must act on any advice given by the Public Health England Centre (0845 2799879) and inform Ofsted of any action taken.

A Link to the Public Health England's list of notifiable diseases is provided on their Website www.gov.uk/phe

The policy was adopted on 13th January 2004 by the Committee.

The policy was reviewed in April 2019 by the Committee. No changes were made.

Signed by: Jackie Turton..... On behalf of St. James Pre-School Committee