



**Parents' Handbook: Health and Safeguarding**

**Health**

If a child is not feeling well or has had an accident they are taken, to the school secretary or designated first aider, who may call upon our paediatric first aiders. In most cases we can cater for the child in school. When children are clearly unwell parents are called to take them home. In the case of sickness and diarrhoea, parents are asked to wait for 48 hours, after the last sickness bout, before allowing their child to return to school.

Parents should keep children at home if they are not well as viruses spread quickly in such a small community.

**Guide to illnesses:**

DISEASE	USUAL INCUBATION PERIOD (DAYS)	INTERVAL BETWEEN ONSET OF ILLNESS & RASH	MINIMUM EXCLUSION
Chickenpox	10-12	0-2	7 days from appearance of rash. All scabs need not have separated.
Dysentery	1-7	-	48 hrs after cessation of diarrhoea
Food Poisoning	0-2	-	Until declared fit
German Measles	14-21	0-2	Until clinically recovered
Infective Jaundice	14-42	-	Until clinically recovered
Measles	7-21	3-5	Until clinically recovered
Meningitis	2-10	-	Until clinically recovered and bacteriology examination is clear
Mumps	12-28	-	Until disappearance of swelling
Scarlet Fever	2-5	1-2	Until clinically recovered
Whooping Cough	5-14	-	Until clinically recovered
Impetigo	-	-	Until spots have healed unless lesions can be covered
Head Lice	-	-	Until treatment has been carried out effectively
Verruca	-	-	Exclusion from barefoot activities until certified free from infection
Athlete's Foot	-	-	Exclusion from barefoot activities until certified free from infection
Ringworm	-	-	Until adequate treatment instituted, provided lesions are covered
Threadworm	-	-	Until adequately treated
Scabies	-	-	Until adequately treated
Conjunctivitis	-	-	Until clear
Norovirus	24 - 48 hours		Those who have been infected should be excluded for up to 48 hours after their symptoms have ceased.
Flu			Until fully recovered

**Medicine**

There are frequent occasions where children need to have medicine at school, usually temporarily whilst they complete a course of treatment, but sometimes as a longer term health measure. Whenever possible, children who are prescribed medication should receive their dose at home. However, if a child must complete a course of medication in school, parents are required to complete an 'Administration of Medicine Form' prior to any medication being given (available from Mrs Sheaves or on the website). All medicines must be provided by the parent/carer in the pharmacist's original container clearly labelled with the

contents, child's name, dosage and timing of administration, dates of issue and expiry. Mrs Sheaves checks the accuracy of the name and date. A child must not carry medicine into school as parents must sign a consent form and it is the responsibility of the parent/guardian to collect the medicine at the end of each day.

All medicine is kept in the locked storage cupboard in the office. Mrs Sheaves, class teacher or the Head may administer medicine and will date, time and sign the medication record to acknowledge that it has been given. If for any reason a child refuses to take their medication, staff will not attempt to force them to do so against their wishes, and their parent/carer will be notified.

A separate request form must be completed for each medicine or subsequent bout of illness. If a pupil requires medication on a school trip, the lead teacher on the trip will hold the medicine and administer as required and an individual risk assessment considering the child's medical needs, medication requirements, physical needs, emergency treatment etc. will be conducted.

**Parents/carers should be aware there is no contractual obligation for support staff, teachers or head teachers to administer medication.**

### **Absence**

If your child is unwell please let Mrs Sheaves, the School Secretary, know either by email or telephone as soon as possible on the morning of absence. Should your child have a medical or dentist's' appointment please let their class teacher and Mrs Sheaves know in advance.

There will be times when you have to take your child out of school for a specific event but we do very much discourage holidays during term time and they will be registered as unauthorised absences. Ultimately the decision is yours but if children spend a week looking forward to the break and a week recovering afterwards they are losing a considerable amount of school time and can fall behind even if they have 'work' to do when they are away.

There are of course once in a lifetime opportunities but these are different....

### **Child Safeguarding**

The Child Safeguarding Officers are Mrs Uttley and Mrs Carroll and the school's Safeguarding Policy can be found on the school website.

With regard to the issue of children having inappropriate access to websites may we strongly recommend that parents closely monitor their children's use of the internet and that you do not allow access to social networking sites such as Facebook, Instagram, WhatsApp etc

Parents are asked to regard the most up to date information from the school with regards to the taking of images or video of children.

Parents are asked to ensure mobile devices that they are using on site are connected to our Guest network (password : guest)