



# Loreto Convent School

Gibraltar

## NURSERY & FOUNDATION STAGE ILLNESS POLICY

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***This policy reflects the ethos of Loreto Convent School and has been compiled and reviewed with the involvement of children, staff and Governors.***

The health and wellbeing of all the children who attend the Loreto Convent Nursery & Foundation Stage, their parents & siblings and all our staff is of paramount importance to us. For us to provide a clean and healthy environment within our school it is important for us all to follow detailed procedures.

Our aims within these procedures are as follows: -

- To ensure sick children are identified.
- To ensure sick children are cared for appropriately.
- To protect children and adults from preventable infection.
- To enable our staff and parents to be clear about the requirements and procedures when a child is unwell.
- To provide a safe, secure & hygienic environment. Stringent planned cleaning policies and procedures are to be followed including ongoing daily cleaning routines throughout the working day and deep and thorough cleaning following an infectious outbreak.
- To inform & advise all persons who have contact with the nursery, including parents, guardians and visitors of an outbreak and provide information relating to symptoms, prevention & treatment required.
- Report infectious outbreaks to the appropriate authorities.

Procedures followed by us: -

- If any child is thought to be unwell, we will assess the symptoms of the child and deal with them in an appropriate way dependent on those symptoms. The parent or emergency contact will be contacted and if deemed necessary requested to collect the child as soon as possible. The child will be comforted by the class teacher or classroom assistant until the arrival of the parent/carer

- If the staff suspect any child has an infectious or contagious disease, the parent/carer will be contacted to collect their child and advised to consult a doctor or pharmacist before returning to school. Exclusion from school will be for a required period as outlined in our guideline on illness/contagious diseases. (See Pages 4-6)
- Should the class teacher consider the illness or situation needs immediate medical attention, the emergency services will be contacted to take the child directly to hospital accompanied by a member of staff. The parents/carer will be contacted accordingly and asked to meet at the hospital. In the unlikely event the parents/carer are unavailable the most senior member of staff (class teacher) will assume control at the hospital until the parents arrive.
- Head Injuries: - If a child receives a significant bump to their head it is our policy to contact the parents/carer immediately and for the child to be collected or taken to A&E if thought necessary. If the child remains in school, he/she will be monitored closely for any side effects or concussion. All accidents are logged in our accident and report book, and a copy sent home.
- If a child has a raised temperature of 37.5° C/100° F or higher parents/carers will be contacted and requested to collect their child as soon as possible.
- If a child develops an unexplained rash parents/carer will be contacted to collect their child and requested to seek medical advice which they should follow before their child returns to nursery.
- If a child has ongoing discharge from their ear, nose or eyes the parents/carer will be advised to seek medical advice before their child can return to the nursery. In certain cases, a doctor's note may be required to ensure the child's wellbeing is being taken care of.
- In the case where we consider the child's symptoms to be indicative of conjunctivitis we will contact the parents/carer and ask them to collect their child immediately to avoid the spread of this virus, and to seek medical advice on the treatment required. The child may return to school once the infection has been treated for 24 hours and appears to be under control. However, this is at the discretion of the teacher after consultation with the parents/carer to ensure the spread of the infection is reduced to a minimum. If you decide not to use medication, then we request your child is kept away from nursery until they are symptom free and the eyes are completely clear.
- If a child has sickness or diarrhoea whilst at the nursery, we will request that they are collected as soon as possible. The child will only be allowed to return to nursery 48 hours after the last time they were sick or had a runny stool. (See our diarrhoea and vomiting exclusion 48-hour sickness rule, Page 9)

- Our staff will report any worries about a child's health or wellbeing to the parent/carer immediately. Likewise, parents/carers are responsible for keeping the nursery informed about their child's health.

### Parents' Responsibilities

- If your child is suffering from a contagious disease, we request that you do not send them into Nursery, and they should be excluded for the periods recommended. (Please see our guidelines on illness/contagious diseases). Coughs and colds do not necessarily require the child to be excluded from the nursery, but this will depend on the severity and how the child is able to cope with nursery routine. Please **do not** bring your child to school with a heavy cold.
- If your child has not been their normal self at home but is not showing signs of illness when brought into the nursery, please mention it to your child's class teacher and leave details of how you can be contacted during the day and how the staff can support your child whilst they are in nursery.
- We operate an 'open door' policy towards parents/carers in the nursery, so please feel free to discuss any concerns about your child with their class teacher.
- It is **very important** that we should be informed if you or any other members of your immediate family have any infectious/contagious diseases. Whilst your child may not be showing any symptoms, he or she may be incubating the disease and therefore infecting other nursery users and staff.

### Medication

- Children's paracetamol (Calpol) may only be administered to children with temperature or for teething on receipt of the parent's consent. Parents will be contacted before Calpol is administered if staff are unsure when a previous dose has been given at home. A record of the Calpol given will be maintained and details passed onto the parent when the child is collected.

Calpol will not be administered for longer than 3 consecutive days unless medical attention has been sought. (As per the guidelines on the packet).

- We can only administer other medication that has been prescribed/advised by a doctor, nurse, or pharmacist. This medication should be: -
  - Brought in its original box with the leaflet enclosed and the child's name on the label where appropriate. If instructions are in Spanish we require an English translation. We will not administer any medication that has been decanted into another container.
  - All medication brought into nursery must have a letter of consent from the parent and details of dosage and times to be administered. Both the letter and the medication must

be handed directly to the class teacher. **Please do not leave any medication in nappy bags or children's school bags.**

Loreto Convent Nursery and Foundation Stage is committed to providing the highest standards of care for our children to ensure their health and wellbeing is always maintained.

We do understand the needs of working parents and will not exclude children from the nursery unnecessarily. Requesting the exclusion of a child for illness or infection is however, at the discretion of the staff, and that decision is final. Decisions will be made considering the needs of the child and other children within the group. We do this using GHA guidelines but also take into consideration the age of the child as this can change the level of action we need to take in order to support the needs of other children in our care.

Please refer to our guidelines below: -

### **Disease/ Illness Minimal Exclusion period**

- **Prescribed Antibiotics**- **48 hours from first dose**. This is to ensure the needs of the child are met and to reduce the risk of a secondary infection for the child whilst on medication and the immune system is reduced. This also ensures we reduce the risk of spreading the infection.
- **Coughs, colds & sore throats**. - **Until Improved**. Any child complaining of a sore throat or having uncontrollable fits of coughing or a severe runny nose cannot be accepted at nursery.
- **Chickenpox** - **Minimum of 5 days from onset of the rash, and only able to return if spots are scabbed over and dried up**. This is also dependent on how well the child is in his/herself and the age of the child and location of the spots.
- **Conjunctivitis** – **May return after 24 hours of commencing treatment providing the child is well in his or herself**. If your child is not being treated with medicine, we ask you keep him/her away from nursery until all the symptoms are gone and the eyes are clear.
- **Covid-19/Coronavirus**- **Please refer to our guidelines (Page 7)**
- **German Measles (Rubella)**- **MINIMUM of 4 days from onset of rash**. Please adhere to this as rubella can be harmful to expectant mothers.
- **Hand, Foot & Mouth** – **Keep at home until symptoms have ceased and ulcers on hands and around the mouth are dry**. This infection can spread very quickly amongst small children so please ensure the ulcers are dry before returning.
- **Head Lice** – **May return after treatment**. This is easily transmitted from head to head therefore we ask that you use a course of treatment recommended by the Chemist and inform the Nursery so we can inform other parents, (confidentiality is kept at all times). If a case is identified at Nursery, we ask that treatment be used immediately.
- **Hepatitis** - **until declared fit by a doctor**. We are **unable** to accept an infectious child until declared fit by a doctor.
- **Impetigo** (& other infectious skin disorders e.g. cold sores). **Keep at home until all scabs have cleared from the infected area**. These disorders are highly infectious.
- **Measles** – **Minimum of 7 days from the onset of the rash**.
- **Meningitis** – **until declared fit by a doctor**. We are **unable** to accept an infectious child until declared fit by a doctor.
- **Mumps** – **Minimum of 5 days**. A child must not return to nursery until swelling has gone down and temperature is back to normal.

- Plantar Warts –**No Exclusion**. Should be treated and covered.
- Poliomyelitis – ***The child cannot return until declared free from infection by the appropriate public health authority.***
- Ringworm of body - ***Exclusion seldom necessary.*** This is on the proviso that treatment is given. Must be covered if possible.
- Ringworm of scalp – ***Until cured.***
- Scabies - ***Can return after treatment has been applied.*** This is a red itchy rash between the fingers which requires immediate treatment.
- Scarlet Fever –***A child cannot return to nursery until fully recovered and a course of treatment completed.*** The bacteria can cause throat & ear infections; pinpoint rash and the skin becomes dry & flaky.
- Slapped Cheek Disease – ***A child cannot return to nursery until fully recovered.*** The virus may be harmful to expectant mothers. The child is not contagious when the rash comes out but to return they must be well in themselves.
- Threadworms – ***Exclusion not necessary,*** however prompt treatment is necessary for all the family. Please inform the nursery.
- Tonsillitis – ***The child cannot return until fully recovered and a course of treatment completed.*** Tonsils swell, become red and inflamed & may show white spots.
- Tuberculosis – ***The child cannot return until fully Recovered.*** Please liaise with the Gibraltar Health Authority.
- Typhoid – ***The child cannot return until declared free from infection by the appropriate public health official.***
- Whooping Cough – ***A child cannot return to nursery until fully recovered and a course of treatment is completed – usually 21 days from onset.***

These times/days are all guidelines and recovery may take longer in each individual case. It is important to stress that even though the required number of days exclusion may have passed, return is dependent on how your child feels and how he or she can cope with the nursery environment.



# Loreto Convent School

Gibraltar

## HEALTH AND SAFETY PROTOCOLS – COVID 19

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### GENERAL:

- Hand Sanitizer to be used by all children and adults on entering Loreto.
- Social distancing to be maintained in school as far as reasonably possible.
- Visitors to wear facemasks when entering /moving around the school
- Hands to be washed regularly for 20 seconds or sanitizer used:
  - After coughing, sneezing or blowing nose
  - After toilet breaks
  - Before and after touching any food / snacks
  - Before leaving class.
- Face-masks, aprons and gloves will be available for use when necessary.
- Points of frequent contact, door handles, taps etc. will be disinfected regularly
- Toys will be used on a rotational system and then sterilised or quarantined for 3 days
- All supplies entering school will be cleaned or quarantined for three days before use
- Soft furnishings have been removed from classrooms
- Classrooms will be cleaned while children are at lunch and windows kept open
- Random temperature checks will be made frequently
- The school will keep updated with Government and Health Authority guidelines.

### PUPILS: Any child feeling unwell in any way is not to attend school.

- Any pupil showing symptoms of Coronavirus, or who has been in contact with anyone infected **must stay at home and quarantine for two weeks.**
- If your child has been in an area or with a group of people at particularly high risk, **please ensure that they are Covid tested before school begins.**
- Parents of any child becoming unwell at school with symptoms of Coronavirus will be notified immediately. The child will be isolated and attended by staff wearing PPE. 111 will be called if deemed necessary and classroom cleaned
- No toys from home are to be brought into school
- Children **from Y2 up** should bring:
  - **Marked** pencil case with pencil, pen, rubber, ruler, colouring pencils and
  - sharpener to avoid sharing
  - **Marked** refillable water bottle
  - Own **marked** bottle of hand sanitizer
- Children **from Year 1 down** are NOT to bring in pencils etc from home. These will be provided by the teacher and kept in a named and sealed bag for their sole use.

## ARRIVAL:

- Nursery** - drop-off available from 8.15 with teacher in end classroom.
- Rest of School**
  - Children to be dropped off at bottom gate from 8.30.am.
  - Staff will be available to help but please ensure that your child is ready to leave the car when you pull in.
  - Social distancing to be maintained at all times and parents to wear **masks when dropping off /collecting children or moving around the school**
  - **Children travelling on school buses must wear masks.**

**NB:** If you would like your child to use the bus service please ensure you contact Parodytur on 200 76070 before 2<sup>nd</sup> September to register and secure a place.

## LUNCHES:

- Hot lunches will be available - email and lunch-letter to follow
- Packed lunches to be kept simple - reheating food will not be possible
- There will be four lunch sittings and lunchroom will be cleaned between sittings
- Children will be allocated different playgrounds for after-lunch play time
- A one-way system will operate within the school

## DISMISSAL:

- Children using the bus service will be accompanied to the buses by teachers.
- The playground gate will be opened at 3.00pm.
- **Nursery children** to be collected at **3.00pm from Mrs Wallace's class**
- Other years will be dismissed by their class- teacher from the main school playground at the following times:
  - - Foundation Stage 2 - 3.15 pm
    - Year 1 & Year 2 - 3.20 pm
    - Years 3 &4 - 3.30 pm
    - Years 5 & 6 - 3.35 pm
- Parents are asked to collect their children punctually at the correct time from the Main Playground. Parents will no longer be able to pull in and collect, but will have to park elsewhere and walk up to the playground to meet children – as we used to do before works commenced on the Sports Hall.
- A crossing service will be provided by GPMS.
- Children in Years 4, 5 & 6 may walk home with **written** permission from parents
- The drop-off area is NOT to be used for parking
- **Social distancing guidelines are to be respected at all times and parents to wear masks when dropping /collecting children or moving around school**

**NB: Children are NOT to be sent to school if they or any other member of their household is feeling unwell. School office to be advised asap.**