



Sickness

Policy Statement

Cricklade Pre-School Playgroup has a duty of care to its staff, pupils and parents with regard to the illness of any of our members.

The same policy and exclusions will apply to both staff and pupils equally.

Procedures

- When setting exclusion/attendance periods the pre-school has considered the well-being of all our pupils and staff.
- You must not attend Pre-School if you are contagious or infectious to pupils or staff, with the exception of common colds.
- You must not attend if you are running a temperature.
- You must not attend pre-school if you have had any sickness or diarrhoea within the last 48 hours.
- You must not attend with chickenpox until all the scabs have dried up, with a minimum period of 5 days since the first spots appeared.
- You must not attend with shingles until all the spots have dried up and spots must be covered until they disappear.
- You must not attend if you have any disease that could cause food poisoning.
- You may attend with conjunctivitis – but only from 24 hours after treatment has started.
- You may attend with impetigo once the lesions have healed or 48 hours after antibiotic treatment has started.
- For all other illnesses the advice given on the Health Protection Agency poster, displayed in the lobby, will be followed.
- If the illness is not included on the poster, advice will be sort from a medical professional. Please see 'Staff' folder for contact details and information.

For Staff Only

It is the Pre-School's practice to support employees who are genuinely sick or unable to work. The Pre-School manages attendance by:

- Reviewing sickness records to assess what actions should be taken
- Consulting with staff.

When staff are absent due to illness they must complete the "Self-certification and return to work form", when they return. This form will be held in the employees file.

If staff are absent for more than 7 days they must complete the self-certification form as before but they must attach Doctors Certificates for the remaining period of absence.

Agreed by the committee of Cricklade Pre-School Playgroup on

Signed by the Chairperson on behalf of the Committee

Date to be reviewedJanuary 2021.....