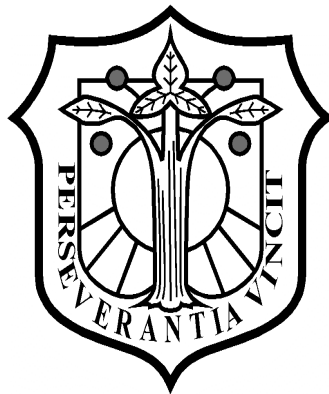
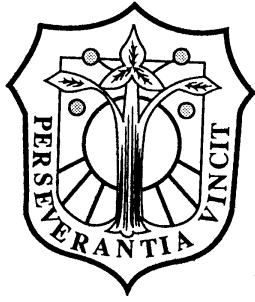


Berkhampstead School

Cheltenham



Common Childhood Illness Handbook



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Dear Parents,

This guide is designed to answer some of the more frequently asked health related questions that come up during the school year. Please retain it for future reference.

A common problem that all parents face concerns whether or not to send their child to school if they are not 100% fit. We hope that the following guidelines will assist you in making this decision.

Any child taken ill during the day will be cared for by Mrs Watkins and Mrs Addis, the Secretaries and may be sent to rest in the Sick Bay if necessary. We will contact you and ask that the child be collected as soon as possible. This is important because if a child is ill enough to be out of their lesson, then they should be with a person who knows them and can put them to bed if necessary, or arrange a doctor's appointment. The facilities at school are not really suitable for very ill children. IN addition we have a duty to protect the other children and staff from infection. **NB.** If an accident should happen we would need to contact you or an appointed carer immediately, **which is why we need up to date contact numbers and addresses.**

If a child is at home unwell, they should not be brought to school. Not only may they infect other children, but it is very miserable for a child who is genuinely ill to be in a classroom or the Sick Bay awaiting collection. If a child is to be kept off school, please notify the School Office before 9.00am. On their return, the child should hand a note to their Form Teacher explaining their absence.

Occasionally, as with any school, Head Lice are found. If dealt with promptly by all parents, this need not become a recurring problem (see later section for advice).

The information found in this handbook is not intended as medical advice, but is designed to provide guidelines to be followed until your doctor can be consulted.

If you have any questions or concerns regarding your child or a health issue at school please feel free to contact us.

Medical Forms



When joining the school, parents are asked to complete several registration forms which supply information necessary in case of an emergency or illness. The information will remain confidential and be shared only with designated staff. It is important the data we hold is up to date so if your phone number or mobile number changes, please inform the School Office.

The Pupil Information Form has a Medical Information section that covers past and present medical conditions and allergies. This too should be complete and current. If there is any change in the health status of your child during the school year, please inform the School Office of the change. This is important to ensure that your child's health needs are being met.

The Administration of Medicines

Should you need to send medication to school with your child, either over-the-counter or prescription medicine, you need to follow the school Medication Administration policy. This has been designed to ensure that the right dose is administered at the right time. We cannot give medication unless we have written consent as per the Medication Policy.

We do not hold our own supplies of any medication. Before the administration of any medicines, the school should have been given clear and precise instructions from parents on the *Medication Form* and medicine containers should have the dosage and pupil's name clearly marked on them. If in doubt, the parent will be contacted prior to administration. *Medication Forms* can be obtained from the School Office.

Summary of Procedure:

START OF DAY

1. Bring all medicines to the School Office in the morning (please ensure that they are clearly named and in date).
2. Complete a Medicine Administration Form for your child/children requiring medicine (the same as the name on the medicine please!)
3. The medicine will be administered as prescribed.

END OF DAY

4. Collect the medicines from the Office at the end of the day. This will be from the Office staff (up to 4.40pm) or the staff on duty at Late Club (from 4.40pm – 5.30pm).
5. Sign the Medicine Administration Form to acknowledge that the medicine has been given as instructed.

The Office Staff at Berkhamstead School care for all pupils, meeting their medical requirements, as necessary. All staff attend a one day First Aid Appointed Persons Course every three years.

The Office is staffed during term-time from Monday to Friday between 8:30 and 4:30. Office staff ensure that the pupil 's medical needs are met, maintaining confidentiality, but also keeping parents and the teaching staff informed when appropriate.

Medical and health records are kept securely in pupils' files. If pupils are ill during the day, they are taken to the School Office.

Procedure for Pupil to be Sent Home.

If the Office or teaching staff believe that the pupil is not well enough to be at school, he/she will:

- ring the parents and arrange for the child to be collected.
- allow the pupil to rest in the Sick Bay if it is not possible for him/her to be collected immediately.

Hygiene and Infection Control

All staff are familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment.

Medical Care Plan

If your child has any long-term medical needs, you will need to provide written details of these in order that we can care for them properly at school/. This is particularly the case where we hold at school any medication eg. EPI-Pens and Inhalers. Parents should complete a Medical Care Plan for this purpose and request that, if your son or daughter has a medical condition that we should be aware of – or we hold medication at school for them on a long-term basis - you complete the form. Any medication should be clearly labelled.



Common Cold

The common cold is the most frequent illness suffered by school age children. It may be caused by many different types of viruses. Symptoms can be mild to severe, and include stuffy nose, sneezing, sore throat, chest congestion, achy feeling all over, chills and cough. Children may attend school with a cold. However, your child should be kept at home if a fever is present. Complications may be a sinus infection or earache. It is helpful to increase fluids and treat fever and body aches.

Influenza

Influenza may consist of high fever (102-104⁰ F) for 3-4 days, chest congestion, cough, headache, general aches and pains, and exhaustion. It may or may not be accompanied by a sore throat and stuffy nose. Treatment includes medical attention if chest congestion and cough interferes with normal breathing patterns (severe shortness of breath and wheezing may be a sign of pneumonia or bronchitis).

Swine Flu

Swine Flu is an infection by any one of several types of swine influenza virus. Symptoms of swine flu include a fever, cough, headache, weakness and fatigue, aching muscles and joints, sore throat and a runny nose. Anyone who has been ill with such symptoms must remain off school until they are completely symptom free. However, the virus is now widespread in the community and no special measures are required where cases are suspected. Pupils and staff that are not showing symptoms do not need to be absent from school, even if they believe they may have come into contact with an infected person. The virus remains generally mild in the majority of cases and sensible hygiene practices and regular hand washing with soap and adherence to the, "Catch it. Bin it. Kill it." Advice will help to prevent the spread of the virus".

Gastroenteritis

Gastroenteritis may consist of nausea, vomiting, abdominal cramping/stomach ache, and diarrhoea. **Your child should be kept home for vomiting or persistent diarrhoea for a full 24 hours after it stops.** For persistent stomach ache you should consult a doctor. Dehydration can occur rapidly in small children so remember to give plenty of fluids and consult your doctor if vomiting or diarrhoea persists.

Stomach Ache



Stomach ache or complaints that "my tummy hurts" is the most common childhood complaint. Usually your child can go to school. Consult your doctor if your child has a stomach ache, which continues or is severe enough to interfere with their activities. It may be due to another childhood illness, poor food digestion (such as spicy food), or possibly anxiety.

Diarrhoea

A child with diarrhoea (loose stools) should be kept at home. Children should not return to school until bowel movements are of normal consistency. Most cases are mild and will be resolved without treatment. If high fever, cramping stomach ache, vomiting, or diarrhoea continues, consult your doctor immediately. **Your child should be kept home for persistent diarrhoea for a full 24 hours after it stops.**

Vomiting

Almost any illness can cause a child to vomit. If your child vomits during the night, do not send them to school the next day. **Your child should be kept home for vomiting for a full 24 hours after it stops.** Vomiting along with fever or stomach cramps require a doctor visit. Vomiting with tablespoon amounts of blood requires immediate medical attention.

Sore Throat

If your child complains of a sore throat and has no other symptoms they may attend school. If fever is present or white spots can be seen in the back of the throat, you need to consult your doctor.

Strep throat, which is caused by bacteria, is a common illness in children. Strep throat is easily spread when an infected person coughs or sneezes contaminated droplets into the air and another person inhales them. A person can also be infected from touching these secretions and then touching their mouth or nose. Symptoms of strep throat infections may include severe sore throat, fever, headache, and swollen glands. If not treated, strep infections can lead to scarlet fever, rheumatic fever, pneumonia, as well as skin, bloodstream, and ear infections. A bright red, rough textured rash that spreads all over the child's body characterizes scarlet fever.

If your child has strep throat they need to be absent from school for 24 hours after the antibiotic is started or until no fever is present.

German Measles (Rubella)

Children are infectious just before the rash appears and for at least 7 days afterwards. There is no need to exclude children from school except whilst the rash is present.



Measles

Children are very infectious 2-5 days following onset of rash. They should be kept home from school for a period of 4 – 9 days whilst they remain infectious.

Mumps

Children are infectious 6 days before the symptoms appear and remain infectious for 9 days after the swelling starts. They should be kept home from school whilst they remain infectious.

Whooping Cough

This is very infectious in the first week and less so subsequently. Exclusion should be for a period of 21 days from the onset of the characteristic paroxysmal cough. Children may often continue to whoop for long after they cease to be infectious.

Earache

Hearing is a very important sense of learning. Never ignore an earache; it is important that you consult your doctor about any earache. Earaches can be a serious sign of infection, and if left untreated, can lead to hearing loss. Symptoms of an ear infection may include fever, persistent crying, tugging at the ear, irritability, and diminished hearing. Vomiting, diarrhoea and nausea may accompany these symptoms. A child with an earache does not need to be kept home from school unless they have a fever.

Headache



Depending on the severity of the headache, you may need to consult your doctor. A child with a mild headache need not be kept home from school.

Slapped Cheek

Slapped Cheek is a mild rash that occurs most commonly in children. The ill child has a “slapped cheek” rash on the face and a lacy red rash on the trunk and limbs. The ill child may also have a low-grade fever, malaise, or a cold a few days before the rash breaks out. The child is usually not very ill, and the rash will resolve in 7 to 10 days. Occasionally, the rash may itch. A person infected with this virus is contagious during the early part of the illness, before the rash appears. A susceptible person usually becomes ill 4 to 14 days after being infected with the virus, but may become ill for as long as 20 days after infection. **A child who has been diagnosed with slapped cheek need not be kept home from school.**

Rashes

A rash may be the first sign of many common childhood illnesses, such as Chickenpox, Rosella, and Strep Throat. Rashes can be limited to one area of the body or cover the entire body. **Take your child’s temperature if they have a rash, if it is 100° F or greater, keep your child home.**

Impetigo

Impetigo is a skin infection usually caused by one or two types of bacteria. It appears as a blistery rash. When the blisters open, they produce a thick, golden-yellow discharge that dries, crusts, and adheres to the skin. It is spread from person to person through direct contact with discharge from the lesion. **If you suspect your child has impetigo you need to consult your doctor for treatment.**

Chickenpox

May present with sudden onset of mild fever, malaise, and itching rash progressing to vesicular lesions, which last three to four days before scabbing. The incubation period is 10-21 days after exposure. Children are infectious 1-5 days before rash appears. **Children must be kept home from school until all vesicles have become dry. This may be 5-10 days.**



Ringworm

Ringworm is a fungal infection of the scalp or skin. Symptoms include a rash that is often itchy and flaky. If the infection occurs on the scalp it can leave a bald spot. On other areas of the skin, ringworm causes reddish, ringlike rash that may itch or burn. The area may be dry and scaly or it may be moist or crusted. A child with ringworm is infectious as long as the fungus remains present in the skin lesion. **A child must be kept from school until 24 hours after treatment begins**

Hand, Foot and Mouth Disease

An illness that causes small blisters inside the mouth. It may also occur on hands and feet. It is usually associated with rise in temperature. It is a viral infection. Blisters in mouth are infectious for about one week. Any infected child **must be kept from school for not less than 5 days after the eruption of the last vesicles become dry.**

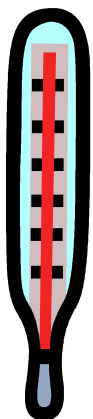
Parasites



Headlice. Occasionally, as with any school, Head Lice are found. **If dealt with promptly by all parents, this need not become a recurring problem.** Check the scalp, particularly behind the ears and at the nape of the neck for signs of head lice. Nits are tiny white eggs attached to the hair shaft that cannot be or are difficult to remove unlike dandruff, which flakes off easily. Careful checking and treatment by combing – the Nitty Gritty comb is particularly effective – and/or shampoo is vital.

Scabies are a burrowing mite that causes redness, swelling and blisters. These are usually located on the forearms, back of hands, armpits, elbow creases and back of the knees.

Fever



Fever is our body's way of telling us that something is not right. It is the elevation of the body's normal temperature (98.6⁰F or 37⁰C.). The definition of a fever is anything over 99.9⁰F. The only way to measure a fever is with a thermometer. Some physical signs of a fever may include reddened cheeks, glassy eyes, pale skin colour and warm to touch. **A child should not return to school for 24 hours after a fever.**