

KAHAROA SCHOOL SICKNESS AND ABSENCE GUIDELINES

Purpose:

1. To ensure all students, staff, caregivers and visitors are communicated with at the onset of an outbreak and know the steps to minimise the risk of spread of illness. These illness include but are not limited to: Campylobacter, Chickenpox, Conjunctivitis, Croup, Cryptosporidium, Gastroenteritis, Giardia, Glandular Fever, Hand, Foot & Mouth, Hepatitis A, Hepatitis B, Impetigo (School Sores).
2. To ensure that Board of Trustees are communicated with at the onset of an outbreak.
3. To provide clear expectations and guidelines for staff and students to adhere to and practise with an infectious outbreak. See [Ministry of Health - School Exclusion](#)
4. To ensure that disinfectant cleaning guidelines are used in bathrooms and food areas.
5. To have a clear set of records at school.
6. To contact Public Health

By ensuring that:

1. Staff and students are informed of the outbreak immediately.
2. All caregivers are informed via email of the outbreak and subsequent updates.
3. Board of Trustees; specifically Board Chair and Board Health and Safety representative, are informed of an outbreak of any illness that affects staff and/or students in excess of 10 or more at any one time in one class or in one team or throughout school.
4. Public Health are contacted.
5. Teachers check that there is sanitiser and a bacterial spray in each classroom. Office staff and caretaker to ensure there is sanitiser in staff, board, toilet areas.
6. Teachers explain to children the importance of hand hygiene and are shown how to wash and dry hands thoroughly and are aware of the need to do this before eating and after going to the toilet.
7. Any children who display symptoms to be sent to the sick bay and parents contacted immediately to take children home.
8. Any staff member who display symptoms to go home immediately after informing office and management.
9. Any children or staff who have been ill do not return to school for **at least 48 hours after the symptoms cease**. If a child does return to school before this time parents will be contacted to come to collect their child in the interests of health and safety of all.
10. To keep a illness log of all those affected.
11. To fill out the 'Outbreak Management Checklist.'

Everyone has a duty of care to protect themselves. The principal has a duty of care to protect all children and staff in the event of a vomiting and diarrhoea outbreak. Staff and parents should disclose relevant information (symptoms, etc) and take the necessary actions to prevent the spread of disease.

Guidelines

1. Copy of the Sickness and Absence Guidelines will be sent to all parent/caregivers.
2. Parents/caregivers emailed immediately if an infectious outbreak occurs.

3. Actively teach lessons on hand hygiene. Lesson plan Public Health Lesson Plan from Cameron Huxley - Public Health. Glo Box and items associated with lesson available on loan from Toi Te Ora Public Health.

[Guidelines for Schools in Responding to Gastroenteritis Outbreaks](#)