

Where a child arrives at the preschool ill or has become ill, the following procedure will be used.

Staff will determine whether the illness is minor, very significant or serious.

- **Minor illness** - *runny nose or chesty cough, head lice.*
- **Very significant** - *high temperature, vomiting or diarrhoea, infectious disease.*
- **Serious** - *febrile convulsions, loss of consciousness, seizures, asthma episode.*

If the parents are still present, any child illness should be discussed with them, and the option of the child being excluded from the session decided before the parents leave.

### In the event of a minor illness, staff will

1. Monitor and record the illness on the Storypark app – under Health
2. Advise the parent by text or phone call. The parents will be asked to read/view the incident report on the Storypark app.

### Head lice

When a staff member notices a child has head lice, a notice will be sent home with information on how to obtain free treatment and asked to apply treatment as soon as possible. Prior to pick-up, staff will try to eliminate as much head-to-head contact with other children, as is possible. The child is then able to return the following morning after treatment. If live lice are again noticed, the parent will be contacted again for further treatment (or given the option of allowing us to treat them in preschool with written permission)

### In the event of a very significant illness, staff will

1. Alert another staff member to the situation and illness symptoms. Staff need to agree that it is a significant illness
2. The child will be isolated from other children. (A bed, bedding and first aid supplies are available in the teacher's office). One staff member will always remain with them
3. Contact the parents or emergency contact to advise them of the illness and request pick up of the child without delay.
4. Monitor and record the child's temperature and temperature every 15 minutes. This information will be recorded on the kitchen diary or the Storypark app.
  - If the child is found to have a temperature over 38 degrees, the attending staff member will endeavour to cool them down by removing some items of clothing. In the event of a fever, all clothing can be removed.
5. When the child is picked up, the parent is to be provided with the incident record on The Storypark app and asked to view this.

**NB: If a child has had vomiting or diarrhoea, they must wait for 48 hours after the symptoms have passed before they can return to preschool.**

### In the event of a serious illness, staff will

1. Contact the parents or emergency contact to advise them of the illness.
2. Seek medical advice or treatment. If the child requires an ambulance, a **senior manager** will be called to assist.
  - a. Where the child illness is the result of a chronic illness, the staff member will refer to their “Individual Health Plan” which is kept in their file. A copy is displayed on the kitchen wall, and a copy is stored in the Health and Safety Microsoft Teams channel.

The attending staff member will record the illness into the Storypark App. A report will be generated on the Storypark platform and reviewed at the end of every term or as appropriate. The aim of review is to determine:

- Determine any patterns and reducing risk or frequency of illness
- Provide recommendations

**Appendix:**

Infectious diseases for criterion HS120 [Schedule 1](#)

Reviewed	April 2026
Review partners	Lead Teacher, Staff, Parents
Next review date	April 2029
Signed:	
Preschool Lead	Susan Swolfs