



Hockering Lane, Bawburgh
Norfolk NR9 3LR
Headteacher: Mrs J.A. Staff

Tel: 01603 742329
E-mail: office@bawburgh.norfolk.sch.uk

9th December 2014

Dear Parents,

As the winter approaches, I would like to take this opportunity to inform you of our policy and procedure when children have sickness and/or diarrhoea.

It is vital that you inform the school if your child is going to be absent. On the first day of illness, please telephone or email the school to advise us of their illness. LA procedures mean you also need to contact us on subsequent days.

Please keep your child at home for 48 hours after the last episode of sickness or diarrhoea. If your child is taken ill during the day, we will contact you and ask you to collect them immediately to help prevent the spread of infection.

Good hygiene is essential and hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. Children should always wash their hands before eating and after using the toilet; we would be grateful if you could continue to reinforce this message at home. Thank you.

Not every illness needs to keep your child from School and more details on the recommended period your child should be kept away from school can be found on the Public Health England website. If your child should develop any allergies or skin conditions, it is advisable to seek medical advice from your GP and to advise a member of staff accordingly.

I would also like to remind you that if your child needs on-going medication (e.g. an inhaler), you will need to complete a form from the Office, so that storage etc. can be arranged. Children with asthma should always have an inhaler in school.

If a child is well enough to return to school but needs medication for a short amount of time, parents may come into school to administer the medication at appropriate times.

Thank you for your co-operation.

Yours sincerely,

J.A. Staff

Mrs J.A. Staff
Headteacher