



K N & P LIMITED

SICKNESS POLICY

Policy agreed (date):	20.10.23
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Next review (date):	20.10.24

Introduction

This policy has been written to provide information about what happens when a staff member or student is too unwell to attend. We are mindful that some of our students have additional medical needs which must be considered when deciding if you, as a member of staff, or your child if you are reading this as a parent/carer, is well enough to attend.

Sickness/Absence

If your child is unable to attend their planned session, we ask that you let us know as soon as possible, and preferably, prior to their session start time. Please call the office on 07716883051 as soon as is reasonably possible to inform us of the absence and the reason why.

Any member of staff that is unable to attend work MUST let the office know by 7am on the day of their absence or the day before, if they already anticipate that they will be off the following day.

Sickness/diarrhoea

Any staff member or student suffering with either sickness/diarrhoea must NOT attend the provision for 48 hours following the last incident of either sickness or diarrhoea. Please inform the office as above.



Covid

We are aware that there are currently no government guidelines in place around Covid, however we have students attending the provision with medical needs and request that if your child is displaying symptoms that they are tested using a lateral flow testing kit. If the student tests positive, we ask that they remain off site for 5 days or until they no longer have a temperature and feel well enough to attend.

We reserve the right to ask that any student displaying symptoms or a temperature whilst at the provision, is collected by their parent/carer.

We have an electronic forehead thermometer on site and if a student is unwell or we suspect a temperature, we reserve the right to check their temperature and take necessary steps, as above, if this confirms a temperature of above 37.5 degrees Celsius.

Staff must also follow this policy in regard to covid symptoms and testing and let the office know immediately of a positive test result.