



# Child Illness, Exclusion & Medication Policy

**Effective Date:** 01/01/2025

**Applies To:** All prospective and enrolled families at **Besige Bytjie Akademie**

## 1. Purpose

The purpose of this policy is to protect the **health, safety, and wellbeing** of all children, staff, and visitors at Besige Bytjie Akademie. It provides clear guidelines for:

- Managing childhood illness and communicable diseases
- Exclusion and return-to-school requirements
- Immunizations
- Safe administration of medication
- Emergency medical procedures

## 2. Scope

This policy applies to:

- All children attending Besige Bytjie Akademie
- All staff responsible for supervising, caring for, or administering medication to children
- Parents, guardians, and authorised caregivers

## 3. Guiding Principles

1. **Child Health & Safety:** Prevent the spread of infectious disease and protect vulnerable children.
2. **Parental Responsibility:** Parents/guardians must inform the school of illness before attendance and provide medical documentation as required.
3. **Staff Vigilance:** Staff actively monitor children for symptoms and act promptly.
4. **Regulatory Compliance:** Exclusion periods follow South African Department of Health guidelines.

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5. **Hygiene & Prevention:** Regular checks and preventative care are encouraged, including immunizations, hair checks, and nail hygiene.

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## 4. General Exclusion Guidelines

Children must **not attend school** if they:

- Have a fever of 38°C or higher (return 24 hours after fever subsides without medication)
- Are experiencing vomiting or diarrhoea (return 48 hours after last episode)
- Have contagious conditions such as conjunctivitis, chickenpox, measles, mumps, hand-foot-mouth disease, or head lice
- Show severe cold or flu symptoms (persistent cough, breathing difficulty, extreme lethargy)
- Are too unwell to participate in normal activities or require one-on-one care

**Notes:**

- Children must tolerate fluids before returning after vomiting or diarrhoea.
- Medical clearance may be required before re-admittance for some conditions.
- Children with head lice must be treated with an approved product twice (24 hours apart) before returning.

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## 5. Specific Illness & Exclusion Periods

Illness / Condition	Minimum Exclusion Period	Additional Notes
Fever $\geq 38^{\circ}\text{C}$	24 hours after fever resolves	No fever-reducing medication allowed
Vomiting	48 hours after last episode	Child must tolerate fluids
Diarrhoea	48 hours after last episode	Notify staff if contagious
Conjunctivitis (pink eye)	Until treated and eyes are clear	Medical treatment advised
Chickenpox	Until all blisters crusted	$\pm 5-7$ days
Measles	4 days after rash	Doctor clearance required
Hand, Foot & Mouth	Until blisters healed	Follow medical advice
Severe respiratory infection	Until symptoms improve	Child must participate
Head lice	Until treatment completed	Proof of treatment required
Impetigo / skin infection	Until healed or treated	Lesions covered if needed

**Staff discretion** may be used for mild illnesses if the child is alert, comfortable, and not contagious.

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## 6. Immunization

- All children must have age-appropriate immunizations.
- Written notarized documentation is required if parents opt out.

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## 7. Medication Policy

### 7.1 General Guidelines

- No medication will be administered without parental consent.
- Medication **must not** be left in a child's backpack. It must be handed to the office with a completed **Medication Consent Form**.
- All medication must be clearly labeled with: child's name, dosage, times, and instructions.

### 7.2 Prescription Medication

- Written instructions from a licensed physician are required.
- Pre-packed medication is preferred; liquid medication must be administered with proper verification.

### 7.3 Non-Prescription / Over-the-Counter Medication

Parental permission is required for:

- Antihistamines
- Non-aspirin pain relievers and fever reducers
- Cough medicine
- Decongestants
- Anti-itch creams
- Diaper ointments and powders
- Sunscreen and insect repellent

### 7.4 Antibiotic Policy (STRICT)

- Antibiotics are **not allowed for general illness**.
- Allowed only for: tooth infections, ear infections, or injury prevention, with a doctor's note.

### 7.5 Pain & Fever Medication

- Only allowed for teething or injury, with parental permission and a doctor's note if applicable.
- Fever must always be checked before administration.

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## 8. Medication Administration Procedure

1. Complete and sign the **Medication Consent Form**.
2. Collect medication from parent/guardian.
3. Verify child's identity and medication details with a **second staff member**.
4. Check expiry/use-by dates.
5. Administer medication following manufacturer/doctor instructions.
6. Document in the **Medication Register** with staff signatures.
7. Return child to class and store remaining medication securely.
8. All medication must go home with parent at the end of the day.

**Emergency:** If parents/guardians cannot be reached, a medical practitioner may be contacted for verbal or written instructions, documented in the medication record.

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## 9. Emergency Medical Attention & Transportation

- Parents will be contacted immediately for medical emergencies.
- The school may transport a child in an emergency without prior written consent; proper car/booster seats and seat belts will be used.
- All medical expenses are the responsibility of the parent/guardian.

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## 10. Hygiene & Extra Measures

- Hair must be checked regularly for lice; treated children may return after approved treatment.
- Nails must be short and clean; no nail polish allowed.
- Cuts, abrasions, or lesions must be properly covered.
- Children unable to play outside should remain at home.
- Staff will call parents immediately if a child shows symptoms of illness or contagious conditions.

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## 11. Parental Responsibilities

- Inform school of illness prior to attendance.
- Collect child promptly when contacted.
- Provide medical notes or clearance if requested.

- Keep emergency contact details updated.

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## 12. Staff Responsibilities

- Follow hygiene and PPE procedures.
- Apply exclusion and medication rules consistently.
- Maintain confidentiality of health information.
- Ensure all medication procedures are strictly followed.

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## 13. Legal & Regulatory Compliance

This policy aligns with:

- **Children's Act 38 of 2005**
- **South African Department of Health guidelines**
- **Health & Safety standards for ECD centres**

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## 14. Summary

Besige Bytjie Akademie is committed to maintaining a safe, healthy environment through **clear illness management, exclusion practices, immunization adherence, and strict medication controls** to protect children, families, and staff.