

Godstone Primary & Nursery School



Infection Control Policy

REVIEW DATE: December 2022

REVIEWED BY: Governing Body

NEXT REVIEW: December 2023

WRITTEN BY: Nick Usher

Headteacher:

Nick Usher

Chair of Governors:

Liam McGivern

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1. Aims and Objectives

This policy has been written following guidance from Public Health England guidance on infection control. This policy aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic influenza or any contagious illness.

It should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

The practice in this policy applies to the whole school, and is carried out in conjunction with the following other policies and legal frameworks:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- First Aid Policy

- Public Health England (2016) 'Guidance on Infection Control in Schools and other Childcare Settings'
- Control of Substances Hazardous to Health Regulations 2002 (As amended 2004)
- Health and Safety at Work etc. Act 1974

2. Principles

The school recognises that infections such as influenza pandemics are not new. We recognise the need to be prepared. Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However we will strive to remain open unless advised otherwise.

Good pastoral care includes promoting healthy living. School staff will give pupils positive messages about health and well being through lessons and through conversations with pupils.

Schools have a legal responsibility to help manage infectious diseases in their facilities. Schools also have an important role to play in supporting the prevention and control of transmission of infectious diseases through:

- Abiding by legislated requirements for school exclusion, infectious disease notification and immunisation status recording
- Supporting the personal hygiene routines of students, for example, provision of hand hygiene facilities
- Ensuring procedures are in place to safely manage the handling of spills of blood and other body fluids or substances.

Note: Primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities. Schools are not expected to provide expert advice or treat students, which is the role of medical practitioners and health authorities as appropriate.

3. Planning and Preparing

Staff are made aware of the school's infection control procedures in relation to infectious diseases via email. Parents are made aware of the school's infection control procedures in relation to infectious diseases via letter and social media – they are informed that they must not send their child to school if the child develops symptoms related to an infectious disease or if another household member develops these symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national [Stay at Home](#) guidance.

Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of an infectious disease.

Specific guidance on managing infectious diseases can be found below:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

4. Infection Control

To minimise the sources of contamination, prevent cross contamination and to control the spread of an infection, the following measures will be put in to place:

4.1 Implementing social distancing

In order to implement social distancing, there will be reduced class groups, as described in the 'class or group sizes' DfE guidelines. Classrooms and other learning environments will be organised to maintain space between seats and desks where possible.

A revised timetable to implement this where possible, will include:

- Plan for lessons or activities which limit movement between areas
- Maximum number of lessons or classroom activities which could take place outdoors
- Staggered assembly groups
- Break times (including lunch) are staggered so that all children are not moving around the school at the same time
- Drop-off and collection times are staggered
- Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact
- Small groups of children are together throughout the day and avoid mixing with larger groups of children

Unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere. Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed.

Cohorts will be kept together where possible and children and young people will be in the same small groups at all times each day. Different groups will not be mixed during the day, or on subsequent days. The teacher(s) and other staff that are assigned to each group will, as far as possible, stay the same during the day and on subsequent days.

Children and young people will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Children will be seated at the same desk.

Mixing within education or childcare setting is minimised by:

- Accessing rooms directly from outside where possible
- Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors
- Staggering lunch breaks and children and young people clean their hands beforehand and enter in the groups they are already in or children are brought their lunch in their classrooms
- The number of children using the toilet at any one time is limited
- The use of shared space such as halls is limited and there is cleaning between use by different groups
- The use of staff rooms and offices is staggered to limit occupancy

4.2 Hygiene practice

Ensure that sufficient handwashing facilities are available. Where hand washing facilities are not available, hand sanitisers will be provided in classrooms and other learning environments. Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal.

All adults and children are told to:

- Frequently wash their hands with soap and water for 20 seconds and dry thoroughly;
- Clean their hands on arrival at school, before and after eating, and after sneezing or coughing;
- Not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')

Help is available for children and young people who have trouble cleaning their hands independently. Young children are encouraged to learn and practise these habits through games, songs and repetition.

Bins for tissues are emptied throughout the day and the use of shared resources such as stationery and other equipment is limited and disinfected. Play equipment is cleaned between uses and not used simultaneously by different groups. The amount of shared resources that are taken and brought in from home is limited.

All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible. Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.

Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.

Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead. Pupils will be given direction by staff when washing their hands to ensure it is done correctly.

Pupils do not share cutlery, cups or food and all utensils are thoroughly cleaned before and after use. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.

The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk

4.3 Ill Health

Staff are informed of the symptoms of a possible infection. For example, coronavirus symptoms are listed on the Gov.uk website. Any pupil who displays signs of being unwell is immediately referred to the designated member of staff or SLT.

Where a designated member of staff is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent/carer to collect them. Pupils displaying symptoms of coronavirus will not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.

The designated member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. The parents of an unwell pupil are informed as soon as possible of the situation by a designated member of staff. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. Areas that are used by unwell pupils who need to go home will be thoroughly cleaned once vacated. If unwell pupils are waiting to go home, they are

instructed to use different toilets to the rest of the school to minimise the spread of infection. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.

4.4 Spread of infection

Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the [Cleaning in non-healthcare settings](#) guidance. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. Pupils will then clean their hands after they have coughed or sneezed.

Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to an infectious disease such as, coronavirus. Children who have displayed symptoms of coronavirus must self-isolate for 14 days before returning to school. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.

4.5 Management of infectious diseases

Staff are vigilant and report concerns about a pupil's symptoms to a designated member of staff or SLT. The school is consistent in its approach to the management of suspected and confirmed cases of an infectious disease.

Social distancing measures are implemented as much as possible throughout the school and there are plans in place for the movement of children around the school (as above). The timetable is adapted to stagger play and lunch times (as above). The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.

4.6 Parental Engagement

Parents are informed that if their child needs to be accompanied to school then only one parent can attend. Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use). Parents are told that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely).

4.7 Communication

Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of an infectious disease. In the case of coronavirus, use the following guidance:

[COVID-19: guidance for households with possible coronavirus infection](#)

A designated member of staff or SLT will report immediately to the headteacher about any cases of suspected infectious disease, even if they are unsure. The headteacher will then contact the Area Schools Officer immediately about any suspected cases of an infectious disease, even if they are unsure, and discuss if any further action needs to be taken. The headteacher may also call the Department of Education Schools helpline.

Schools contact their Area Schools Officer if there are any specific recommendations for their school. Godstone Primary and Nursery School will keep pupils and parents adequately updated about any changes to infection control procedures as necessary. Communication with contractors and suppliers that need to prepare for opening (e.g cleaning, catering, food supplies, hygiene suppliers) will be briefed as early as possible regarding the reopening requirements.

4.8 Partial school closure

The school will communicate with parents via letter/email regarding any updates to school procedures which are affected by an outbreak of an infectious diseases. These measures include:

- Pupils working from home are assigned work to complete to a timeframe set by their teacher
- The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school
- The Behaviour Policy and Staff Code of Conduct are adhered to at all times, even while working remotely
- The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home
- The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required
- The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy, e.g. collecting emails to send schoolwork to pupils.
- The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close

- The headteacher accepts pupils from other schools where necessary to help children access essential education during an infectious disease pandemic.

4.9 Emergencies

All pupils' emergency contact details will be kept up-to-date, including alternative emergency contact details, where required. Pupils' parents will be contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts will be called where their primary emergency contact cannot be contacted. Godstone Primary and Nursery School has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.

4.10 Managing School Transport

Parents, children and young people are encouraged to walk or cycle to Godstone Primary and Nursery School setting where possible. Transport arrangements are organised to cater for any changes to start and finish times. Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).

5. First Aid

First aiders will thoroughly wash their hands with soap and warm water before and after giving first aid. Disposable gloves are provided in all first aid boxes and will be worn for all tasks involving bodily fluids. All cuts and abrasions will be covered with waterproof dressings.

Splashes of blood and/or bodily fluids from another person, which enter the eyes or mouth of the first aider, will be immediately washed out using copious amount of water. Splashes of blood and/or bodily fluids that fall on the skin of the first aider will be washed thoroughly with soap and water. Where the skin has been pierced, and it is possible that there has been contact with blood from another person, the first aider will encourage the wound to bleed, then wash the area thoroughly and cover with a waterproof plaster.

All First Aid measures are to be carried out in line with the First Aid Policy.

6. Pregnant Staff

- All female staff under the age of 25 are advised to ensure they have had two doses of MMR vaccine.
- The workplace can pose a risk of infection to pregnant women. If a pregnant member of staff develops a rash or is in direct contact with someone with a potentially infectious rash, it is recommended that they see a doctor.

- If a pregnant woman has been exposed to chicken pox and she has not already had the infection, she will be advised to report the exposure to her GP and midwife.
- If a pregnant woman comes into contact with German measles or measles, she will be advised to inform her GP immediately and antenatal carer for investigation.
- If a pregnant woman is exposed to slapped cheek (fifth disease or parvovirus B19) before she is 20 weeks pregnant, she will be advised to inform her antenatal carer to allow prompt investigation.

7. Monitoring and Evaluating

Senior staff and Governors will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any current concerns. These will be shared with staff, parents/carers and pupils.