

# Ashford CE Primary School



## Infection Control Policy

**Updated Policy: April 2023**

**Approved by FGB: 27 April 2023**

**01.09.2023 – Current for 2023-2024**

**Next full review: Autumn 2024**

Signed: \_\_\_\_\_ P Wells \_\_\_\_\_

Chair of Governors

# Infection Control Policy

## Our School Vision

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.

*Philippians 4v13*

## 1. AIM AND OBJECTIVES

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 coronavirus. It contains a checklist of actions to aid planning and preparing for a pandemic outbreak and clarifies communication procedures. The policy also provides practical prevention measures which apply to all staff in the school. This policy should also be read in conjunction with any risk assessments covering the outbreak of infectious illnesses and the Health & Safety Policy.

## 2. PRINCIPLES

Ashford CE Primary School recognises that infections such as influenza/coronavirus pandemics and outbreaks of Norovirus are not new. No-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community. 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. Advice would be sought from the Local Education Office (Area Schools’ Team) and the local Health Protection who are part of the UK Health security Agency (UKHSA). The local team is:

### **Surrey and Sussex HPT (South East)**

UK Health Security Agency  
County Hall North  
Chart Way  
Horsham  
West Sussex  
RH12 1XA

Email [ICC.KSS@ukhsa.gov.uk](mailto:ICC.KSS@ukhsa.gov.uk)

Telephone 0344 225 3861

Out of hours urgent enquiries 0844 967 0069

Email for PII [phe.sshpu@nhs.net](mailto:phe.sshpu@nhs.net)

### **3. PLANNING AND PREPARING**

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents to report to their GP and inform the Area Schools Team and HPT. The list of notifiable illnesses is contained on a poster in the medical room. Alternatively, the HPT may contact the school to advise us that a pupil or member of staff has sought medical attention and has been diagnosed as having an infectious (notifiable) illness. The school will follow the advice from the HPT regarding notifying parents/school community generally. However, they usually only recommend informing the school community once there have been several cases reported. Any staff who have been in contact with the infected person and are in the “at risk” category will be advised and given time off to seek medical advice.

During an outbreak of an infectious illness such as a pandemic the school will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether school should remain open or close will be based on medical evidence. This will be discussed with the HPT. It is likely that school will remain open but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels. The school may close or partially close, if lessons cannot be staffed or there is not adequate supervision for the children. Closures may also result from wider government decisions related to full lockdowns. Pupils will be asked to complete work at home using the school website or other educational websites. The guidance on the pandemic will be followed and a full risk assessment undertaken which will be published on the website or be available from the school office.

### **4. INFECTION CONTROL**

Infections are usually spread from person to person by close contact, for example:

- Infected people can pass a virus to others through droplets when coughing, sneezing or even talking within a close distance.
- Through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.
- By touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands.
- Viruses can survive on both hard surfaces and soft or absorbent surfaces. Each virus will have its own survival period and the measure to ensure high standards of cleaning will be covered within the appropriate risk assessment. Guidance on cleaning will be followed which could involve an enhanced cleaning regime and/or a deep clean. The school will also investigate whether additional sanitisation of surfaces for longer term protection would add an additional measure of protection.

**Staff and pupils are given the following advice about how to reduce the risk of passing on infections to others:**

- Wash hands regularly, particularly after coughing, sneezing or blowing nose. Hand sanitiser is also available in all classes and at point across the school.
- Minimise contact between the hands and face particularly mouth/nose/eyes.

- Cover the nose and mouth when coughing or sneezing. Use a tissue and dispose of it immediately in the bin. Bins will have liners and lids to avoid caretaking and cleaning staff coming into contact with soiled tissues.
- Do not attend school if you think you may have an infectious illness.
- If anyone feels ill during the day they should go to the medical room. Parents will be contacted if First Aiders feel that the individual is not well enough to be in school.
- These messages are promoted through posters around the school, in worship and through PSHE lessons.

## **HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS**

### **Minimise sources of contamination**

Our kitchen is managed by Twelve-15 which is part of Surrey County Council. They will ensure relevant staff have Food Hygiene Certificate or other training in food handling. That they store food that requires refrigeration, covered and dated, within a refrigerator at a temperature of 5C or below. That temperatures are taken and recorded. These items are checked by the Borough Council Environmental Health Officers when they carry out kitchen inspections.

### **During cooking sessions as part of the curriculum**

- We wash hands before and after handling food.
- We clean and disinfect food storage and preparation areas.
- Food is bought from reputable sources and used by recommended date.

### **To control the spread of infection**

- We ensure good hand washing procedures (toilet, handling animals, soil, food)
- Everyone is encouraged to blow and wipe their own noses when necessary and to dispose of the soiled tissues hygienically. (Catch-it, Bin-it, Kill-it)
- We ensure different cloths, towels and mops etc are kept for different areas.
- We cover all cuts and open sores.
- We wear protective clothing when dealing with accidents. (e.g. gloves and apron, masks/visors are available)
- All water trays should be emptied daily.
- Sand and playdough type activities are removed during any outbreak of infection.

### **A protocol is in place that is followed regarding contact with blood and body fluids**

- Gloves should always be worn and aprons are available.
- Soiled articles sealed in a plastic bag.
- Staff aware of procedures for the prevention of infection from contact with bodily fluids.
- Medical waste is placed in a separate "yellow" bin and disposed of appropriately.

### **To raise awareness of hygiene procedures**

- Inform all attending adults of the existing policy and procedures.
- Ensure that pupil induction includes this information.

- Provide visual instructions where possible for ease of understanding.

### **To prevent cross-contamination**

- Ensure that adults and children have separate toilet facilities.

### **During outbreaks of diarrhoea and/or vomiting the following should be actioned**

- The use of play dough, sand and water should be suspended until 48 hours after the symptoms end and the play dough used prior to the outbreak is disposed of.
- Anyone who has had diarrhoea and/or vomiting should not attend school for 48 hours after the last incident of illness.

### **If a child is unwell in school**

- They should wait in the medical/isolation room until they are collected by their parents or carers.
- They should be closely monitored and should not wait in communal areas.
- The medical/isolation room should then be cleaned after they have left.

### **To prevent the persistence and further spread of infection**

- Be vigilant as to signs of infection persisting or recurring.
- Ask parents to keep their child at home if they have an infection, and to inform the school as to the nature of the infection.
- Remind parents not to bring a child to school who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

### **Farm visits**

Hand washing is essential throughout the visit and particularly after coming into contact with live stock. This will be included in the risk assessment for the trip or visit as well as any risk to pregnant staff/volunteers.

## **5. SUPPORT FOR STAFF, PUPILS, PARENTS AND CARERS**

The school has a high number of Qualified First Aiders who assess pupils and staff before recommending further action. Individuals who are believed to have an infectious illness are sent home and are advised to contact their GP or local hospital. All staff will have a short training session or reminder session on what constitutes good handwashing as outlined in Appendix A and B.

## **6. MONITORING AND EVALUATING**

SLT 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.

## Appendix A - Information on Handwashing



- Areas most frequently missed during hand washing
- Less frequently missed
- Not missed

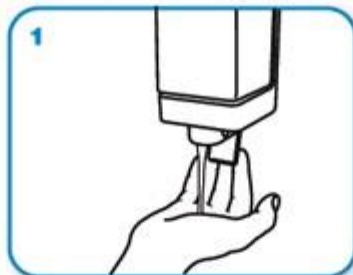
(Adapted from Taylor L (1978), An evaluation of handwashing techniques - I, Nursing Times, 12 January, pp 54-55)

## Appendix B - How do I wash my hands properly?

Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below.



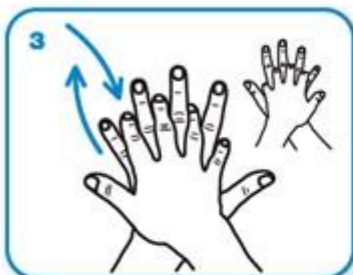
Wet hands with water



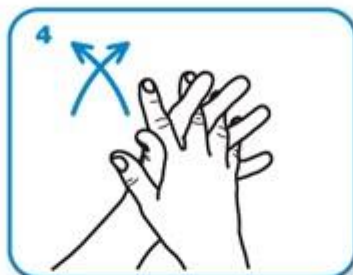
apply enough soap to cover all hand surfaces.



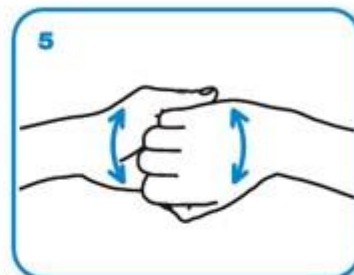
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



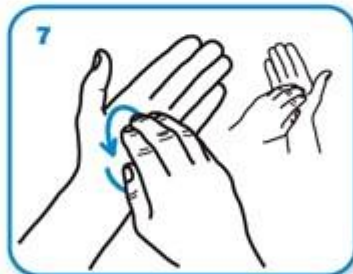
palm to palm with fingers interlaced



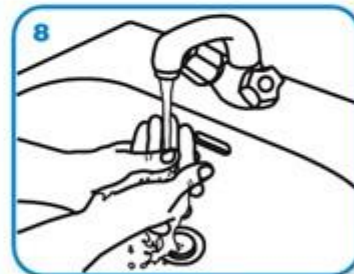
backs of fingers to opposing palms with fingers interlocked



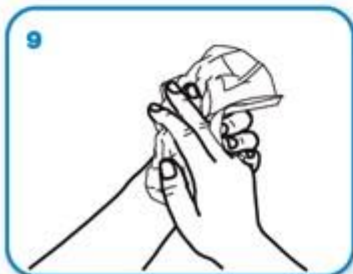
rotational rubbing of left thumb clasped in right palm and vice versa



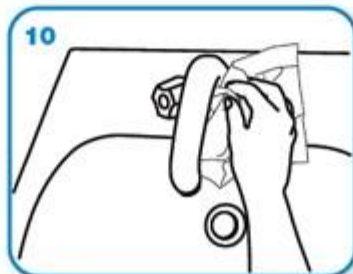
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



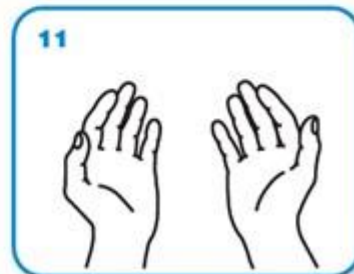
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

# Do I need to keep my child off school?

<b>Chicken Pox</b> Until all spots have crusted over	<b>Conjunctivitis</b> No need to stay off but school or nursery should be informed	<b>Diarrhoea &amp; Vomiting</b> 48 hours from last episode	<b>Glandular Fever</b> No need to stay off but school or nursery should be informed	<b>Hand, foot &amp; mouth</b> No need to stay off but school or nursery should be informed	<b>Impetigo</b> Until lesions are crusted & healed or 48 Hours after commencing antibiotics
<b>Measles or German Measles</b> 4 days from onset of rash	<b>Mumps</b> 5 days from onset of swelling	<b>Scabies</b> Until after first treatment	<b>Scarlet Fever</b> 24 hours after commencing antibiotics	<b>Slapped Cheek</b> No need to stay off but school or nursery should be informed	<b>Whooping Cough</b> 48 Hours after commencing antibiotics
	<b>Flu</b> Until recovered	<b>Head Lice</b> No need to stay off but school or nursery should be informed	<b>Threadworms</b> No need to stay off but school or nursery should be informed	<b>Tonsillitis</b> No need to stay off but school or nursery should be informed	