

# EASTHAMPSTEAD PARK COMMUNITY SCHOOL

## Infection Control Policy



**Status of policy:** This is a Statutory Policy

**Consultation:** This policy has been developed following consultation with First Aiders, Senior Leadership Team and Facilities.

**Relationship with other policies:**

**This policy should be read in conjunction with:**

- Health and Safety Policy
- First Aid Policy
- DfEE Guidance on First Aid for School, Good Practice Guide 1998.

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## **Ethos statement**

Easthampstead Park Community School is committed to promoting the health and welfare of all members of the school community. Easthampstead Park Community School priorities lie in ensuring that all operations within the school environment, both educational and support, are delivered in a safe manner that complies fully not just with government guidance but with best practice. This Infection Control policy runs alongside the practices set down in the Easthampstead Park Community Health and Safety policy and the First Aid policy.

The close proximity of staff and students allows the spread of infection by direct contact, respiratory means, touching infected items, blood borne passed during first aid or gastrointestinal spread due to contamination of food or drink. Infections in this environment may spread faster due to:

- A young person's immune system being immature.
- No vaccinations or incomplete courses of vaccinations
- Young people often have close contact with other young people and staff.
- Young people can lack and understanding of good hygiene practices.

To reduce the risk of infection and its subsequent spread, the school encourages all students and staff to:

- Be up to date with all the immunisations recommended.
- Keep the environment clean.
- To have good hand washing practices (thorough and regular), spending at least 20 seconds washing hands thoroughly with soap and water. Where required, further hand sanitisation to take place.

## **Aims**

The Guidance and procedures contained in this policy are designed to ensure that everyone is healthy, and while we accept that there will be infectious illnesses that affect students, staff and visitors, the effects of any outbreak of illness are minimised to reduce the spread.

- That no student suffers an illness as a result of the care given, or staff working practices.
- Appropriate risk assessments, systems, checks and work practice in line with legal guidance and best practice are in place to prevent the spread of infection to students, staff, visitors, contractors or volunteers
- That any individuals suffering from an illness are treated appropriately and sympathetically to aid their recovery and to minimise the spread of infection to others.

Methods and Key principles. Most methods and practices reflect the guidance given in the Easthampstead Park Community School Health and Safety Policy and Health Protection in Schools and Other Childcare Facilities guidance.

## Definitions

Infection:	An illness or disease passed between students and/or staff.
Exclusion:	To isolate a person from work, an area or activity reducing the risk of infection to others.
PPE:	Personal Protective Equipment. Disposable gloves, aprons and other items to cover clothing and shoes.
Bodily Fluids:	Any emission from the body, including blood, saliva, urine, faeces, mucus and vomit.
Hand washing:	The process of cleaning hands in-line with NHS guidelines to remove contamination and reduce the spread of illness.
Outbreak:	Two or more linked cases with similar symptoms (or notifiable disease), such as: <ul style="list-style-type: none"><li>• Two or more cases of diarrhoea or vomiting or both</li><li>• Scabies</li><li>• Scarlet fever</li><li>• Impetigo 1</li></ul>
Immunisation:	The process of protecting a person from infectious disease by putting a substance into the body that makes it produce anti-bodies.
Food Handlers:	Staff that prepare food for students and other staff.
Training:	Courses provided to staff in order that they learn safe procedures and methods for carrying out tasks and dealing with varying circumstances within the course of their job role.

## **Specific Directions**

### **Hand washing**

Hand washing is one of the most important and effective ways of controlling the spread of infection, especially diarrhoea and vomiting and respiratory diseases.

Hand washing advice is in all staff toilets, taught on infection control training staff then teach students the correct way to wash their hands. Liquid soap and warm water with paper towels for drying are recommended. Staff and students are advised that they should wash their hands after using the toilet, before and after eating or handling food, after touching animals, when they leave work and periodically or as necessary during the day.

### **Personal Protective Equipment**

Wear disposable gloves (non-powdered vinyl or latex-free) and aprons where there is any risk of splashing or contamination with bodily fluids.

### **Food Handling**

The law requires that in all food businesses other than those engaged in primary production (e.g. farmers and growers) and associated operations:

“No person suffering from, or being a carrier of a disease likely to be transmitted through food or afflicted, for example, with infected wounds, skin infections, sores or diarrhoea is to be permitted to handle food or enter any food-handling area in any capacity if there is any likelihood of direct or indirect contamination.”

“Any person so affected and employed in a food business and who is likely to come into contact with food is to report immediately the illness or symptoms, and if possible, their causes, to their manager or supervisor.”

Due to the risk posed to staff and students by food handlers suffering from an illness or poor practices, the school requires anyone who handles food to:

- Follow training and procedures for hand washing.
- Follow training and procedures for washing, cleaning and disinfection of kitchens and the equipment in them.
- Informs their line manager if they have any infection or disease that could be transmitted through food and drink (typically diarrhoea or vomiting), and stays off work for 48 hours after the last episode of the illness would include:
  - Typhoid fever
  - Paratyphoid fever
  - Other salmonella infections
  - Dysentery
  - Shigellosis
  - Diarrhoea (any cause)
  - Infective jaundice
  - Staphylococcal infections e.g. impetigo, septic skin lesions, infected wounds and boils. E. coli VTEC infection.

Managers of food handling staff should report any of these illnesses amongst staff who handle food to Senior Leadership team. SLT will report any instance of a member of staff suffering from an illness likely to cause food poisoning to the Environmental Health Department. The member of staff would only be allowed back to their normal duties when cleared by the Environmental Health Officer.

### **Sanitary facilities**

Soap, toilet paper and hand towels where supplied are replenished throughout the day. In all toilet areas a hand drying facility is available.

Clinical waste bins in first aid are emptied as necessary, by a specialist sanitary waste company.

Sanitary disposal facilities are provided in all female and disabled toilets these are also emptied by a specialist sanitary waste company on a regular basis.

### **Bites cuts and nose bleeds**

Staff should be aware of the school's Health and Safety and First Aid Policies and treat all bites, cuts and nosebleeds according to these and the parallel training. Any materials used in first aid treatment should be disposed of in the clinical waste bin.

#### **If bites do not break the skin:**

1. Wash the area with soap and water
2. Record the incident on School Pod (Behaviour Watch).
3. No further action is needed

#### **If the bite breaks the skin:**

1. Clean with soap and plenty of running water.
2. Record the incident on School Pod (Behaviour Watch).
3. Seek medical advice the same day (as soon as possible).
  - To treat any potential infection.
  - To protect from Hepatitis B.
  - To get reassurance over HIV.

### **Coughs, Sneezing and Spitting**

Coughs and Sneezes spread diseases. Staff and students should be encouraged to cover both nose and mouth with a disposable tissue and wash their hands for at least 20 seconds when they have disposed of the tissue.

Spitting should be discouraged, where this does occur staff will:

- Wash thoroughly with soap and warm water where it makes contact with their skin.
- Support other students to wash thoroughly with soap and warm water where it makes contact with their skin.
- Wipe off clothing with anti-bacterial wipe and wash clothing as soon as possible.
- Hard surfaces will be wiped with anti-bacterial wipes in the first instance.
- Cleaners will clean when students are out of the area using anti-bacterial cleaners and disinfectants as appropriate.
- Clinical waste bags will be provided for used anti-bacterial wipes.

## **Staying away from school**

Insistence on staying away from school may be used to reduce an infection spreading when students or staff are suffering from an infectious disease.

Diarrhoea and vomiting should have a 48 hour absence (for both students and staff) after the last episode.

## **Vulnerable students at particular risk from infection**

Any child considered vulnerable would have their needs assessed and a care plan in place that would be approved by medical professionals to ensure it was appropriate for their needs. This would be done on an individual basis for any student that was considered at risk.

## **Immunisation**

Staff should ensure they have had a full course of immunisation in addition any member of staff who does personal care, cleaning or maintenance should also have a Hepatitis B immunisation.

Students' parents and guardians would always be encouraged to follow NHS guidelines on immunisation and have students immunised according to the NHS guidance.

## **Pregnant Staff**

The greatest risk to pregnant staff comes from infections in their own household not the workplace. However, any pregnant member of staff who comes into contact with someone with an infection or rash should consult her midwife promptly. SLT and line managers would arrange their duties to avoid students with possible infectious illnesses. All pregnant staff would be excluded from animal contact.

All pregnant staff will receive a risk assessment on notification to HR of their pregnancy.

## **Contact with Animals**

All contact between students and animals is risk assessed and supervised appropriately.

### **Staff and students would be required to**

- Wash their hands thoroughly after contact.
- Keep their faces away from the animal.
- Refrain from putting hands in their mouths, eating or drinking.
- Avoid eating any animal feed.
- Kept away from faeces and hands washed thoroughly if touched.

### **Any animals coming on to the site or interacting with the students would be required to be:**

- Kept under control by an experienced handler.
- Vaccinated appropriately.

## Responsibilities

Easthampstead Park Community School	As they are ultimately responsible for the health of the staff and students they need to ensure this by developing policies in line with legal requirements and best practice.
Senior Leadership Team	Ensure that high quality training is given to staff, that procedures are followed, reviewed and developed. Coordinate any major outbreak that may occur including the contact of suitably qualified experts where necessary. Support staff to carry out their duties and responsibilities.
Teachers, Heads of Department and Line Managers	Ensure that the staff they manage put the Health of students first and never ask staff to perform a task that they are not trained and capable of doing. Inform SLT and parents of any outbreak of infectious illness as necessary. They are to support, advise, instruct and aid staff in their team to carry out their duties.
Lead First Aider	The Lead First Aider will offer advice and expertise on any outbreak or suspected infection. This may include examining students and liaising with other health professionals as required.
Staff	All staff are responsible for keeping the students and staff healthy. Staff must keep up their training in line with what is required for their role and not undertake tasks or procedures they are not trained for. It is imperative that staff cooperate with other staff and managers to keep students and staff healthy including but not limited to: hand washing and supporting students to wash their hands, keeping work areas and equipment clean, following good hygiene practices and procedures.
Students	May not be aware of potential or immediate dangers caused by poor hygiene they should, therefore, follow the guidance of staff.
Visitors and Parents	Should make staff aware of any infectious illnesses that have occurred while the student was in their care. While on site they should follow the guidance of staff.



## Further Information

### Related Policies

School's Health and Safety policy  
School's First Aid Policy  
GLT HR Policy  
School's Covid 19 Risk Assessment  
GLT Student Welfare Policy

### Further policies referenced

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/522337/Guidance\\_on\\_infection\\_control\\_in\\_schools.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/522337/Guidance_on_infection_control_in_schools.pdf)

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

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### Success Criteria

#### The policy may be deemed successful if:

- The school is a healthy environment for all students, staff and visitors.
- Any potential outbreak or actual outbreak is contained.
- Staff understand and follow procedures.
- No member of staff is left in a situation they are not trained for or unable to cope with.
- Easthampstead Park Community Health and Safety Policy is used as a reference tool to help staff.

### Review

This policy will be reviewed bi-annually, and as necessary, following investigations into incidents. It will then go to Senior Leadership and Governors.

**Reviewed and Revised:** September 2020

**Responsibility for implementation and review:** Curriculum Committee

**Date of next review:** September 2023