



Carleton House

Preparatory School

Pandemic and Infection Control Policy



Written by Compliance Education
Health and safety Advisors

March 2023
To be reviewed March 2025

Pandemic and Infection Control Policy

Policy Statement

This policy is designed to work in conjunction with the school *Emergency Management Plan* for dealing with outbreaks of an infection, epidemic or pandemic.

The Aims of the Policy

The aim of this policy is to advise staff about the precautions needed when dealing with an infectious outbreak.

Human infections/epidemics/pandemics may have significant implications for the school, so this policy also considers the guidance from the World Health Organisation, Government, Department of Education (DfE), Public Health England (PHE), Local Educational Authority and Compliance Education.

Terminology

Infection

The invasion and multiplication of microorganisms such as bacteria, virus and parasites that are not normally present within the body. An infection may cause no symptoms and be subclinical or it may cause symptoms and be clinically apparent. An infection may remain localized, or it may spread through the blood or lymphatic vessels to become systemic (body wide). Microorganisms that live naturally in the body are not considered infections. For example, bacteria that normally live within the mouth and intestine are not infections.

Epidemic v Pandemic

An infection or disease can be declared an epidemic when it spreads over a wide area and many individuals are taken ill at the same time. If the spread escalates further, an epidemic can become a pandemic, which affects an even wider geographical area and a significant portion of the population becomes affected.

Key Areas

1. Suspected outbreak of an infection
2. Health and Safety
3. Communication
4. Continuity of Educational Provision
5. School Closure and Reopening

1. Suspected outbreak of an infection

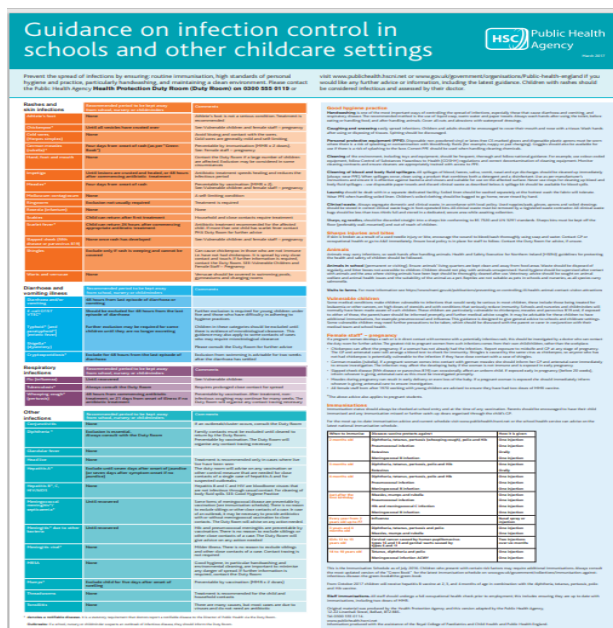
Carleton House Preparatory School recognises that staff and pupils will suffer from various types of illnesses and infections. However, no-one knows exactly when the school will be faced with having to deal with a potentially contagious illness amongst its community and therefore, we recognise the need 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 wellbeing through lessons and through conversations.

The Public Health England Guidance on Infectious Control in schools and other childcare settings poster will be consulted straightaway as it lists all the common infectious illness/diseases and provides information on how to prevent the spread of infection.



When to notify or seek advice from The Health Protection Team (HPT)

The Head Teacher will contact their local health protection team as soon as they are concerned that a several staff and/or pupils have fallen ill from the same infection or virus.

Classification of an outbreak

An outbreak or incident may be defined as:

- An incident in which 2 or more people experiencing a similar illness are linked in time or place.
- A greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred.
- A member of staff or pupil has tested positive with a pandemic virus.

When to report

The Head Teacher will contact the local health protection team as soon as they suspect an outbreak to discuss the situation and agree if any actions are needed. It is useful to have the information listed below available before this discussion as it will help to inform the size and nature of the outbreak:

- Total numbers affected (staff and children)
- Symptoms
- Date(s) when symptoms started
- Number of classes affected

Contact details for your nearest Health Protection Team

<https://www.gov.uk/health-protection-team>

PHE Cheshire and Merseyside Health Protection Team, Suite 3B 3rd Floor Cunard Building, Water Street, Liverpool, L3 1DS	0344 225 0562 option 1	0151 434 4819 Ask for public health on-call
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2. Health and Safety

Any staff or pupils exhibiting symptoms or suspecting they may have an infectious illness, epidemic/pandemic virus should stay at home. The incubation period will be as per Public Health England's Guidelines.

Any staff or pupils with pre-existing health conditions, or anyone over the age of 65, is advised to shield at home until further information regarding the epidemic/pandemic is known.

Further information can be obtained from the NHS website or respected medical advice websites (British Heart Foundation, Asthma UK etc).

Pregnant staff are advised to consult with their own medical professional or mid-wife as some childhood illnesses (Chickenpox, German Measles, Slapped Cheek) etc can affect their unborn child.

Immunisation, Vaccines and Testing:

- Immunisation and Vaccines – Where possible staff and pupils eligible or advised to (due to existing medical condition) should ensure their immunisation or vaccines are kept up to date.
- Testing – Where tests are available all staff and pupils showing symptoms should ensure they are tested in line with Government and Public Health England's guidelines.

General Hygiene at school

The Head Teacher together with the Senior Leadership Team (SLT), Caretaker, Cleaning Contractors, Catering Manager will discuss roles and responsibilities:

Teaching Staff

- Will ensure that pupils follow hygiene guidelines.
- Provide help and guidance when necessary to help young or vulnerable children.
- Will deliver an age appropriate lesson on "The Importance of Good Personal Hygiene" to the pupils. (Personal and Social Education lessons)

School Caretaker and Cleaning Contractor

- Will ensure that there are adequate supplies of tissues, soap, hot water, paper towels and that bins are emptied regularly.
- Will ensure all hand dryers are deactivated (isolated or the fuse removed)
- Will decommission water fountains.
- Will ensure alcohol (>60%) hand sanitiser/gel is made available to the whole school for more hygienic hand washing

- The Infectious Control cleaning routine is implemented for both general daily cleaning and the deep cleaning of the school.
- Rota's are implemented or adapted to ensure the school is cleaned and maintained regularly throughout the day
- Will check cleaning product, handwashing/drying, hand sanitizer and PPE stock levels are maintained.
- Will ensure Material Safety Data Sheets (MSDS) and COSHH Risk Assessments are obtained for all cleaning products used.
- Will ensure they use and dilute the cleaning products as per the product information sheet and/or the MSDS and COSHH risk assessment.

Catering Manager and Kitchen Staff

- Will ensure relevant staff have Food Hygiene Certificates or other training in Food Handling.
- Will ensure all stored food that requires refrigeration, is covered and dated within a refrigerator, at a temperature of 5°C or below.
- Will ensure food is bought from reputable sources and used by recommended date.
- Will ensure personal hygiene and handwashing is maintained.
- Will adjust the kitchen cleaning rota and routine to ensure the kitchen is cleaned thoroughly throughout the day.
- Will clean and disinfect food storage and preparation areas.
- Will ensure a clean uniform is worn each day.
- Will ensure PPE is worn when preparing and serving food (gloves, hair net/hat, apron)

Catering and Food Supply

The Head Teacher together with the School Catering Manager will discuss the provision of food and refreshments:

- The provision of food whilst the school is open.
- Revising the menu to reduce the number of catering staff in the school kitchen at any one time.
- Staggering mealtimes to reduce the number of staff and pupils eating in the dining hall at any one time.

Medical and PPE

The Head Teacher together with the Senior Leadership Team (SLT), will discuss the location of an isolation room, First Aid provision within the school and the provision of Personal Protective Equipment.

Isolation room

During an outbreak of an infectious illness/virus the school will allocate a room which will be used to isolate an unwell member of staff or pupil until medical assistance and/or arrangements are made for the person to be collected and taken home.

The isolation room:

- Has been allocated. So, the ill person can be monitored from a safe distance.
- Is well ventilated.
- Is located near to a toilet (whilst the isolation room is occupied the toilet is not used by anybody else and is deep cleaned after the person has left the building).

- Is equipped with a personal protection Equipment (PPE) pack, washing facilities or alcohol hand sanitiser.

First Aiders

- Will ensure an adequate number of First Aiders (Paediatric First Aid, First Aid at Work, Emergency First Aid) are always available.
- Will ensure staff requalification dates have not lapsed.
- Will ensure all First Aiders receive refresher training to ensure they are:
 - Aware of the risks to themselves and others when approaching a casualty and the risk of cross contamination.
 - Aware of the importance to keep themselves safe (wear PPE, hand washing, CRP safety) etc.
 - Aware of the importance to keep up to date with relevant First Aid Advice
 - Aware of their own capabilities.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR)

Some pandemics are reportable to the Health and Safety Executive therefore, all incidents when a member of staff or pupil has been confirmed of having the illness will be reported immediately to The School Governors and Compliance Education.

Personal Protective Equipment (PPE)

The school will ensure adequate and appropriate stock levels of PPE is provided for all staff:

- Suitable PPE for cleaners as per MSDS and/or COSHH risk assessments.
- Suitable PPE for cleaners when completing a Deep Clean
- Suitable PPE for cleaning up bodily waste
- Suitable PPE for Nappy/Pad Changing
- Suitable PPE for First Aiders.

Types of PPE

- Gloves – Are to be worn to protect your hands
- Face Masks/Coverings – Are worn to protect/prevent the spread of a respiratory virus when close contact with another person cannot be avoided.
- Eye Protection or Shields – Are worn when there is a risk of bodily fluids splashing up into your face.
- Aprons – Are worn to protect your clothing from becoming soiled.
- Overshoes – Are worn when cleaning up bodily fluids when walking into the spill cannot be avoided.

3. Communication

The Head Teacher together with the Senior Leadership Team (SLT) will maintain good communication links with Staff, Parents and Pupils.

Communication Platforms:

- Face-to-Face and/or E-Learning Training
- Safety Information Handouts
- Risk Assessments
- The school website
- Letter

- Email
- Text
- Social Media -Twitter

4. Continuity of Education Provision

The Head Teacher together with the Senior Leadership Team (SLT) will activate their **Educational Continuity Plan** in cases where the school has been asked to close or partially close to pupils.

This will take the form of:

- An online course managements system
- Remote learning environments using e-platforms
- Web links to which Parents and Pupils can access educational materials from home.
- Training packs which can be picked up or dropped off to pupils who do not have access to the internet or a computer.

5. Closure and Reopening of the School

School Closure

Closing the school may be necessary in exceptional circumstances in order to control an infection. However, school will strive to remain open unless advised otherwise by Public Health England or Government (School Governors will always be consulted in relation to school closure and, subject to available information at the time and extenuating circumstances, may determine school closure is required prior to communication being received by PHE and government.)

During school closure

If the school is due to be unoccupied for any length of time the school will ensure:

- The school is inspected weekly to maintain the security of the building
- All statutory checks are completed
- All non-critical business infrastructure electrical appliances are turned off and plugs removed from the sockets,
- All water supplies isolated at the mains and where possible we will drain down all water systems.
- All waste is removed, and external bins are securely placed away from the building.

Reopening the School.

Dependant on the type and severity of the Infection/Epidemic/Pandemic, school will consult with the School Governors following discussions with the Local Educational Authority and Compliance Education regarding procedural steps that should be implemented and at what time. School must not reopen without the approval of the School Governors.

Complete reopening no additional procedural steps required.

- School is Deep Cleaned before reopening.

Partial Reopening with some additional procedural steps.

- School is Deep Cleaned before reopening
- A partial Health and Safety reopening plan and risk assessment will be created following guidance and advice from external organisations. (Government, Public Health England, Department of Education, Local Educational Authority and Compliance Education). The

partial reopening plans and risk assessment may require consultation, e.g. unions, as well as approval from the School Governors prior to implementation.

- Communication links between staff, cleaning contractors, catering staff, parents/cares and pupils will be put in place.
- The Schools Educational Continuity Plan will be shared with the School Governors and then implemented to provide schooling to all children regardless of whether they are in school or at home.

Phased Reopening with additional procedural steps

- School is Deep Cleaned before reopening
- A Phased Health and Safety reopening plan and risk assessment will be created following guidance and advice from external organisations. (Government, Public Health England, Department of Education, Local Educational Authority and Compliance Education). The phased reopening plans and risk assessment may require consultation, e.g. unions, as well as approval from the School Governors prior to implementation.

The Phased Health and Safety Reopening Plan will cover

- Staff Numbers and Eligibility
 - Pupil Numbers
 - Classroom provision and space (Capacity calculations)
 - Communication
 - Staff Resources (SLT, Caretakers, Cleaners, Catering Manager, First Aiders, etc)
 - Transport
 - Layout of Classrooms
 - Children who require intimate care
 - Signage
 - Entry on and off site
 - Access in and out of classrooms
 - Staff and Pupils Register
 - Access and Egress of Main Entrance (Reception)
 - Movement around school (Internal, Entrances and Exits, Toilet Facilities, Refreshments)
 - Lunchtime Provision
 - Breaktime and Playtime Provision
 - Hygiene
 - Isolation Room
 - First Aid
 - Fire Procedures
 - Routine daily, weekly, monthly checks
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- Communication links between staff, cleaning staff/contractor, catering staff/ contractor, parents/carers and pupils will be put in place.
 - The School's Educational Continuity Plan will be shared with the School Governors and then implemented to provide schooling to all children regardless of whether they are in school or at home.