

**Infection Control Policy**

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| **Version:** | 1 |
| **Authorised by:** | **S. Morrison CEO (Chief Executive Officer)** |
| **For use in:** | All Elmtree Learning Partnership sites |
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**Important coronavirus (COVID-19) update**

This policy has been updated in line with the current guidance from the UK government. We have included an amendment to the policy in [Appendix A](#_bookmark17) which provides detailed infection control considerations for the current circumstances. Please have due regard for the stipulations within this amendment.

The DfE coronavirus helpline is: 0800 046 8687 Monday to Friday from 8:00am to 6:00pm and weekends 10:00am to 4:00pm. You can also email the helpline on DfE.coronavirushelpline@education.gov.uk.

##

## Statement of intent

Infections can easily spread in a centre due to:

* Pupils’ immature immune systems.
* The close-contact nature of the environment.
* Some pupils having not yet received full vaccinations.
* Pupils’ poor understanding of good hygiene practices.

Infections commonly spread in the following ways:

* **Respiratory spread –** contact with coughs or other secretions from an infected person.
* **Direct contact spread –** direct contact with the infecting organism, e.g., skin-on-skin contact during sports.
* **Gastrointestinal spread –** contact with contaminated food or water or contact with infected faeces or unwashed hands.
* **Blood borne virus spread –** contact with infected blood or bodily fluids, e.g., via bites or used needles.

We actively prevent the spread of infection via the following measures:

* Maintaining high standards of personal hygiene and practice
* Maintaining a clean environment
* Routine immunisations
* Taking appropriate action when infection occurs

This policy aims to help centre staff prevent and manage infections in the centre. It is not intended to be used as a tool for diagnosing disease, but rather a series of procedures informing staff what steps to take to prevent infection and what actions to take when infection occurs.

## Legal framework

* 1. This policy has due regard to legislation including, but not limited to, the following:
		+ The Control of Substances Hazardous to Health Regulations (COSHH) 2002 (amended 2004)
		+ Health and Safety at Work etc. Act 1974
		+ The Management of Health and Safety at Work Regulations 1999
		+ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
		+ The Health Protection (Notification) Regulations 2010
		+ The Health Protection (Local Authority Powers) Regulations 2010
	2. This policy has due regard to statutory guidance including, but not limited to, the following
		+ Public Health England (PHE) (2019) ‘Health protection in schools and other childcare facilities’
		+ DfE (Department for Education) (2015) ‘Supporting pupils at school with medical conditions’
	3. This policy operates in conjunction with the following centre policies and documents:
		+ **Health and Safety Policy**
		+ **Supporting Pupils with Medical Conditions Policy**
		+ **Administering Medication Policy**
		+ **Animals in School Policy**
		+ **First Aid Policy**
		+ **Sharps Policy**
		+ **Swimming Risk Assessment**

# Preventative measures

## Ensuring a clean environment

**Sanitary facilities**

* 1. Wall-mounted soap dispensers are used in all toilets – bar soap is never used.
	2. A foot-operated wastepaper bin is always made available where disposable paper towels are used.
	3. Toilet paper is always available in cubicles.
	4. Suitable sanitary disposal facilities are provided where necessary.

**Continence aid facilities**

* 1. Pupils who use continence aids, e.g., continence pads and catheters are encouraged to be as independent as possible. Pads are changed in a designated area with adequate handwashing facilities, and disposable powder-free latex gloves and a disposable plastic apron are worn.

**Laundry**

* 1. All laundry is washed in a separate dedicated facility, and any soiled linens are washed separately.
	2. Manual sluicing of clothing is not permitted, and gloves and aprons are worn when handling soiled linen or clothing. Hands are thoroughly washed after gloves are removed.

**Cleaning contractors**

* 1. A cleaning contractor is employed to carry out rigorous cleaning of the premises. Cleaning equipment is maintained to a high standard and is colour coded according to area of use. The SBM is responsible for monitoring cleaning standards and discussing any issues that may arise with the contractor.

**Toys and equipment**

* 1. A written schedule is in place to ensure that toys and equipment are cleaned on a daily basis. Toys that are “soft,” e.g., modelling clay and ‘Play–doh,’ are discarded whenever they look dirty.
	2. Sandpits are covered when not in use and the sand is changed on a regular basis: four weeks for indoor sandpits and, for outdoor sandpits as soon as the sand becomes discoloured or malodorous. Sand is sieved or raked on a weekly basis.

**Handwashing**

* 1. All staff and pupils are advised to wash their hands after using the toilet, before eating or handling food, and after touching animals.

**Blood and other bodily fluids**

* 1. Cuts and abrasions are covered with waterproof dressings.
	2. When coughing or sneezing, all staff and pupils are encouraged to cover their nose and mouth with a disposable tissue and dispose of the tissue after use, and to wash their hands afterwards.
	3. Personal protective equipment (PPE) is worn where there is a risk of contamination with blood or bodily fluids during an activity. Gloves are disposable, non-powdered vinyl or latex and CE (Conformité Européene) marked. If there is a risk of splashing to the face, goggles are worn.
	4. Spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately. They are cleaned using a mixture of detergent and disinfectant. Paper towels or cloths are used, always wearing PPE, and they are disposed of after use. The school spillage kit is stored outside Principal’s office.

**Bites**

* 1. If a bite does not break the skin, the affected area is cleaned with soap and water.
	2. If a bite breaks the skin, the affected area is cleaned with soap and running water, the incident is recorded in the pupil accident log and medical advice is sought immediately.

**Hypodermic needles (sharps)**

* 1. Injuries incurred through sharps found on centre grounds will be treated in line with the centre’s Sharps Policy. All sharps found on centre premises will be disposed of in the sharps bin wearing PPE.

## Staff immunisation

* 1. All staff will undergo a full occupational health check prior to employment, which confirms they are up to date with their immunisations.
	2. Staff should be up to date with immunisations; in particular, we encourage the following:
		+ **Hepatitis B:** We do not recommend Hepatitis B vaccines for staff in routine contact with infected children; however, where staff are involved with the care of children with severe learning disabilities or challenging behaviour, we encourage immunisation.
		+ **Rubella:** Female staff of childbearing age are encouraged to check with their GP that they are immune to the rubella (German measles) virus. If they are not immune, we encourage them to be immunised with the MMR vaccine, except during pregnancy.

## Contact with pets and animals

* 1. Animals in centre are strictly controlled under our Animals in School Policy.
	2. The centre only considers the following animals as school pets: hamsters, guinea pigs and rabbits.
	3. Animals in centre are only permitted in the following areas: classrooms and the garden.
	4. Only mature and toilet trained animals are considered for school pets. Animals are always supervised when in contact with children, and anyone handling animals will wash their hands immediately afterwards.
	5. All animals receive recommended treatments and immunisations, are groomed daily, and checked for any signs of infection on a weekly basis by the principal.
	6. Bedding is changed on a weekly basis.
	7. Feeding areas are kept clean and pet food is stored away from human food. Any food that has not been consumed within 20 minutes is taken away or covered.
	8. The principal ensures that a knowledgeable person is responsible for each animal.
	9. Visits to farms are strictly controlled by the policies and protocols contained in our Farm Visit Risk Assessment.

## Water-based activities

**Swimming sessions**

* 1. General swimming sessions are governed by the control measures outlined in our Swimming Risk Assessment.
	2. Pupils who have experienced vomiting or diarrhoea in the week preceding their swimming session are not permitted to take part in their session.

**Other activities**

* 1. Children and staff cover all cuts, scratches, and abrasions with waterproof dressings before taking part, and hands are washed immediately after the activity. No food or drink is to be consumed until hands have been washed.
	2. If a member of staff or a pupil becomes ill within three to four weeks of an activity taking place, we encourage them to seek medical advice and inform their GP of their participation in these activities.

# In the event of infection

## Preventing the spread of infection

* 1. Parents will not bring their child to centre in the following circumstances:
		+ The child shows signs of being poorly and needing one-to-one care
		+ The child has taken, or needs to take, infant paracetamol, ibuprofen or ‘Calpol’
		+ The child has a high temperature or fever
		+ The child has been vomiting and/or had diarrhoea within the last 48 hours
		+ The child has an infection and the [minimum recommended exclusion period](#_bookmark20) has not yet passed

## Vulnerable pupils

* 1. Pupils with impaired immune defence mechanisms (known as immune- compromised) are more likely to acquire infections. In addition, the effect of an infection is likely to be more significant for such pupils. These pupils may have a disease that compromises their immune system or be undergoing treatment, e.g., chemotherapy, that has a similar effect.
	2. Parents are responsible for notifying the school if their child is “vulnerable.”
	3. If a vulnerable child is thought to have been exposed to an infectious disease, the child’s parents will be informed and encouraged to seek medical advice from their doctor or specialist.

## Procedures for unwell pupils and staff

* 1. Staff are required to know the warning signs of pupils becoming unwell including, but not limited to, the following:
* Not being themselves
* Not having a snack
* Not eating at lunchtimes
* Wanting more attention/sleep than usual
* Displaying physical signs of being unwell, e.g., watery eyes, a flushed face or clammy skin
	1. Where a staff member identifies a pupil as unwell, the pupil is taken to the principal’s office where their temperature will be retaken by SLT (Senior Leadership Team) member and the pupil’s parents will be informed of the situation.
	2. SLT staff member will:
* Attempt to cool the pupil down if they are too hot, by opening a window and suggesting that the pupil removes their top layers of clothing.
* Provide the pupil with a drink of water.
* Move the pupil to a quieter area of the classroom or school.
* Ensure there is a staff member available to comfort the pupil.
* Summon emergency medical help if required.
	1. Pupils and staff displaying any of the signs of becoming unwell outlined in [9.1](#_bookmark9) will be sent home, and we will recommend that they see a doctor.
	2. If a pupil is identified with sickness and diarrhoea, the pupil’s parents will be contacted immediately, and the child will be sent home and may only return after 48 hours have passed without symptoms.
	3. If a staff member is suffering from vomiting and diarrhoea, they will be sent home and may not return until 48 hours have passed without symptoms.
	4. If the centre is unable to contact a pupil’s parents in any situation, the pupil’s alternative emergency contacts will be contacted.

**Contaminated clothing**

* 1. If the clothing of the first-aider or a pupil becomes contaminated, the clothing is removed as soon as possible and placed in a plastic bag. The pupil’s clothing is sent home with the pupil, and parents are advised of the best way to launder the clothing.

## Exclusion

* 1. Pupils suffering from infectious diseases will be excluded from centre on medical grounds for the [minimum recommended period](#_bookmark20).
	2. If parents insist on their child returning to centre when the child still poses a risk to others, the LA may serve notice on the child’s parents to require them to keep the child away from centre until the child no longer poses a risk of infection.
	3. If a pupil is exposed to an infectious disease, but is not confirmed to be infected, this is not normally a valid reason for exclusion; however, the local health protection team (HPT) may be contacted to advise on a case-by-case basis.

## Medication

* 1. Where a pupil has been prescribed medication by a doctor, dentist, nurse, or pharmacist, the first dose will be given at home, in case the pupil has an adverse reaction.
	2. The pupil will only be allowed to return to centre 24 hours after the first dose of medication, to allow it time to take effect.
	3. All medicine provided in centre will be administered in line with the Administering Medication Policy.

## Outbreaks of infectious diseases

* 1. An incident is classed as on ‘outbreak’ where:
		+ Two or more people experiencing a similar illness are linked in time or place.
		+ A greater than expected rate of infection is present compared with the usual background rate, e.g.:
			- Two or more pupils in the same classroom are suffering from vomiting and diarrhoea.
			- A greater number of pupils than usual are diagnosed with scarlet fever.
			- There are two or more cases of measles at the centre.
	2. Suspected outbreaks of any of the diseases listed on the [List of Notifiable Diseases](#_bookmark23) will always be reported.
	3. As soon as an outbreak is suspected (even if it cannot be confirmed), the principal will contact the HPT to discuss the situation and agree if any actions are needed.
	4. The principal will provide the following information:
		+ The number of staff and children affected
		+ The symptoms present
		+ The date(s) the symptoms first appeared
		+ The number of classes affected
	5. If the Principal is unsure whether suspected cases of infectious diseases constitute an outbreak, they will contact the HPT.
	6. The HPT will provide the centre with draft letters and factsheets to distribute to parents.
	7. The HPT will always treat outbreaks in the strictest confidence; therefore, information provided to parents during an outbreak will never include names and other personal details.
	8. If a member of staff suspects the presence of an infectious disease in the centre, they will contact the principal who will seek further advice.
	9. If a parent informs the centre that their child carries an infectious disease, other pupils will be observed for similar symptoms by their learning mentors.
	10. A pupil returning to the centre following an infectious disease will be asked to contact the principal
	11. If a pupil is identified as having a notifiable disease, as outlined in [the guide to](#_bookmark21) [Infection Absence Periods](#_bookmark21), the centre will inform the parents, who should inform their child’s GP. It is a statutory requirement for doctors to then notify their local PHE centre.
	12. During an outbreak, enhanced cleaning protocols will be undertaken, following advice provided by the local HPT. The principal will liaise with the cleaning contractor to ensure these take place.

## Pregnant staff members

* 1. If a pregnant staff member develops a rash or is in direct contact with someone who has a potentially contagious rash, we will strongly encourage her to speak to her doctor or midwife.
	2. **Chickenpox:** If a pregnant staff member has not already had chickenpox or shingles, becoming infected can affect the pregnancy. If a pregnant staff member believes they have been exposed to chickenpox or shingles and have not had either infection previously, she will speak to her midwife or GP as soon as possible. If a pregnant staff member is unsure whether they are immune, we encourage them to take a blood test.
	3. **Measles:** If a pregnant staff member is exposed to measles, she will inform her midwife immediately. All female staff under the age of 25, who work with young

children, are asked to provide evidence of two doses of MMR vaccine or a positive history of measles.

* 1. **Rubella (German measles):** If a pregnant staff member is exposed to rubella, she will inform her midwife immediately. All female staff under the age of 25, who work with young children, are asked to provide evidence of two doses of MMR vaccine or a positive history of Rubella.
	2. **Slapped cheek disease (Parvovirus B19):** If a pregnant staff member is exposed to slapped cheek disease, she will inform her midwife promptly.

## Staff handling food

* 1. Food handling staff suffering from transmittable diseases will be excluded from all food handling activity until advised by the local Environmental Health Officer that they are clear to return to work. Both food handling staff and midday assistants are not permitted to attend work if they are suffering from diarrhoea and/or vomiting. They are not permitted to return to work until 48 hours have passed since diarrhoea and/or vomiting occurred, or until advised by the local environmental health officer that they are allowed to return to work.
	2. The school will notify the local Environmental Health Department as soon as we are notified that a staff member engaged in the handling of food has become aware that they are suffering from, or likely to be carrying, an infection that may cause food poisoning.
	3. Food handlers are required by law to inform the school if they are suffering from any of the following:
		+ Typhoid fever
		+ Paratyphoid fever
		+ Other salmonella infections
		+ Dysentery
		+ Shigellosis
		+ Diarrhoea (where the cause of which has not been established)
		+ Infective jaundice
		+ Staphylococcal infections likely to cause food poisoning like impetigo, septic skin lesions, exposed infected wounds, boils
		+ E. coli VTEC infection
	4. ‘Formal’ exclusions will be issued where necessary, but employees are expected to provide voluntary ‘off work’ certificates from their GP.

## Managing specific infectious diseases

* 1. When an infectious disease occurs in the centre, we will follow the appropriate procedures set out in the [Managing Specific Infectious Diseases](#_bookmark20) appendix.

## Monitoring and review

* 1. All members of staff are required to familiarise themselves with this policy as part of their induction programme.
	2. The principal will review this policy on an annual basis and will make any changes necessary, taking into account the current effectiveness of infection control and prevention.
	3. The next scheduled review date is September 2024.
	4. Infection Control During the Coronavirus (COVID-19) Pandemic

[This appendix has been created in line with guidance from the DfE and PHE. You must ensure you amend this appendix as required so that it fits your school’s circumstances and reflects local advice.

Please note, we have updated this policy appendix in line with the DfE’s [guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) for schools during the national lockdown. The majority of the infection control measures in this guidance are the same as those schools have been implementing throughout the pandemic; however, we have highlighted any measures that only apply during the national lockdown, which started on 5 January 2021.]

## Statement of intent

We understand that we face a time of great uncertainty and, as a centre, we are doing all we can to provide clarity and safety for the school community. This appendix includes provisions which the school will have due regard for during the coronavirus (COVID-19) pandemic. The information in this section is under constant review and is updated to reflect changes to government guidance as it is released. This policy will be implemented alongside the Coronavirus (COVID-19): Risk Assessment for Schools and other relevant policies.

## Legal framework

* 1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
		+ DfE (2021) ‘Education and childcare settings: national lockdown from 5 January 2021’
		+ DfE (2021) ‘Restricting attendance during the national lockdown: schools’
		+ DfE (2020) ‘Safe working in education, childcare, and children’s social care settings, including the use of personal protective equipment (PPE)’
		+ DfE (2020) ‘Coronavirus (COVID-19): test kits for schools and FE providers’
		+ DfE (2021) ‘Coronavirus (COVID-19) asymptomatic testing in schools and colleges’
		+ DfE (2021) ‘Coronavirus (COVID-19) asymptomatic testing for staff in primary schools and nurseries’
		+ PHE (2020) ‘COVID-19: cleaning in non-healthcare settings outside the home
	2. This policy operates in accordance with the following school policies:
		+ **Staff Leave of Absence Policy**
		+ **Social Distancing Policy**
		+ **Behavioural Policy**
		+ **Coronavirus (COVID-19): Risk Assessment for Schools**
		+ **Coronavirus (COVID-19): Rapid Testing Policy**

## Infection control measures

* 1. The centre will conduct risk assessments to identify appropriate infection control measures that need to be implemented to protect the health and safety of staff and pupils. Risk assessments will be treated as live documents and will be kept under review to ensure they have regard to the latest guidance and circumstances.
	2. The centre will update its relevant risk assessments, building on learning to date and the practices that have already been developed.
	3. The centre will ensure strict infection control measures can be put in place to protect clinically extremely vulnerable individuals.
	4. All staff and pupils will be:
		+ Told to frequently wash their hands with soap and hot water for at least 20 seconds or use an alcohol-based sanitiser.
		+ Encouraged not to touch their faces.
		+ Told to use a tissue or their elbow to catch coughs and sneezes, and to use bins for tissue waste.
	5. Pupils who have difficulty washing their hands will be supported by a member of staff, with social distancing in place where possible.
	6. The centre will promote good respiratory hygiene practices, e.g., the ‘catch it, bin it, kill it’ approach, throughout the school.
	7. Disposable tissues will be available in every classroom and lidded bins in the bathroom. As the classroom does not have a sink with hot water and soap, the school will endeavour to make hand sanitiser available.
	8. Handwashing and sanitiser stations will be available across the centre.
	9. Staff will have access to a clear face covering in order for the children to be able to read and see facial expressions.
	10. The centre will be sensitive and accommodating towards the needs of individuals who are exempt from wearing face coverings, including those who cannot put on or wear a face covering because of a physical or mental illness, impairment, or disability, and those who rely on lip-reading, clear sound or facial expressions to communicate.
	11. Sharing food, drink, utensils, and equipment will be avoided as much as possible. Frequently touched surfaces will be cleaned and disinfected more often than usual.
	12. Classroom-based resources, e.g., books and games, will be used and shared within bubbles and cleaned regularly; however, individual, and very frequently used equipment, such as pencils or pens, will not be shared.
	13. The frequency of cleaning will increase, particularly for outdoor playground equipment and surfaces in classrooms, within toilet blocks and in changing rooms, in accordance with PHE’s ‘COVID-19: cleaning of non-healthcare settings outside the home’ guidance and the school’s Cleaning Risk Assessment.
	14. Equipment and furniture, including tables, chairs, door handles, light switches, and bannisters, will be cleaned and disinfected regularly.

## Preventing the further spread of infection

* 1. During the national lockdown, only vulnerable pupils and the children of critical workers will be able to attend onsite provision.
	2. Following the reintroduction of shielding, clinically extremely vulnerable staff will be supported to work from home. Staff living with someone who is clinically extremely vulnerable can still attend the school where homeworking is not possible.
	3. Clinically vulnerable staff, including pregnant staff members, can continue to attend the school where it is not possible for them to work from home. The school will ensure stringent infection control measures are implemented to minimise the risk of transmission.
	4. Staff who may otherwise be at increased risk from coronavirus can still attend the school where it is not possible for them to work from home. The school will ensure measures are in place to protect these staff members.
	5. Staff, pupils, parents, and visitors will be told not to enter the premises if they are displaying symptoms of coronavirus.
	6. Anyone who is showing symptoms of coronavirus or has tested positive within the last 10 days will be told to self-isolate at home for 10 days from the day where their symptoms first began. If the individual has not had symptoms, but tests positive for coronavirus, they will be told to self-isolate for 10 days from the day they had the test. If they subsequently develop symptoms after having a test, they will be told to self-isolate for 10 days from the day their symptoms began. Anyone displaying symptoms will be encouraged to get tested if they have not done so already. Further actions to take following testing are outlined in [section 4](#_bookmark18) of this appendix.
	7. Anyone who lives with someone with a confirmed case of coronavirus, or coronavirus symptoms, will be told to self-isolate for 10 days from the day the ill individual developed symptoms or had a test. If they subsequently develop symptoms, they will be told to follow the procedure in 3.7.
	8. The centre will encourage all staff and pupils aged 16 and over to download the NHS COVID-19 app to ensure that those who need to self-isolate after contact with an infected individual will be notified and can begin their self- isolation as soon as possible. The principal will ensure that staff familiarise themselves and pupils with the features of the app.
	9. Anyone contacted by NHS Test and Trace will self-isolate for the specified amount of time – if an individual is identified as a close contact of an infected person, this is likely to be 10 days.
	10. If anyone becomes unwell with the symptoms of coronavirus, they will be sent home and advised to follow PHE’s ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’.
	11. If a pupil is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on their age and needs, and receive adult supervision if required. Where possible, a window will be opened for ventilation.
	12. Where isolation is not possible, the pupil will be moved to an area which is at least two metres from anyone else.
	13. If the pupil needs to use the toilet whilst waiting to go home, they will be required to use a separate bathroom, where possible. This bathroom will be cleaned and disinfected using standard cleaning products before anyone else uses it.
	14. If a member of staff has helped someone who is unwell with coronavirus symptoms, they will not be sent home unless they develop symptoms themselves, the symptomatic person subsequently tests positive, or they have been required to do so by NHS Test and Trace.
	15. Staff will wear PPE, including gloves, a face mask, and an apron, if direct personal care or close contact with an unwell pupil is necessary, and if a two- metre distance apart cannot be maintained. If deemed necessary, eye protection will also be worn.
	16. After removing their PPE, staff will wash their hands thoroughly for at least 20 seconds following any contact with someone who is unwell.
	17. All used PPE will be placed in a refuse bag and be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus.
	18. When cleaning an area where a person with possible or confirmed coronavirus has been, staff will use disposable gloves and an apron. Staff will wash their hands with soap and water for at least 20 seconds after all PPE has been removed.
	19. If there is visible contamination to an area, e.g., with bodily fluids, cleaning staff will use additional PPE to protect their eyes, mouth, and nose.
	20. Areas where a symptomatic individual has passed through and spent minimal time, e.g., corridors, but which are not visibly contaminated with bodily fluids, will be cleaned thoroughly with normal cleaning products.
	21. All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, including objects which are visibly contaminated and those which are potentially contaminated, e.g., door handles.
	22. Disposable cloths or paper rolls and disposable mop heads will be used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, using one of the following options:
		+ A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorines (1000 ppm av.cl)
		+ A household detergent followed by disinfection (1000 ppm av.cl), following the manufacturer’s instructions for dilution, application and contact times
		+ An alternative disinfectant which is checked to ensure it is effective against enveloped viruses
	23. Cleaning staff will be asked to:
		+ Avoid creating splashes and spray when cleaning.
		+ Dispose of any cloths and mop heads used by putting them into waste bags.
		+ Steam clean items, using a mist disinfectant, that cannot be cleaned using detergents, e.g., upholstered furniture.
		+ Dispose of items that are heavily contaminated with body fluids and cannot be cleaned by washing.
		+ Ensure that bins are emptied throughout the day.
	24. Used PPE and waste from possible cases and the cleaning of potentially infected areas will be put into a plastic rubbish bag which will be tied when full. The plastic bag will then be placed into a second tied bin bag, put in a suitable and secure place, and stored for 72 hours or more to reduce the risk to waste disposal workers.

## Testing

* 1. As part of the government’s asymptomatic testing in schools' initiative, all staff are offered twice weekly lateral flow testing. Participation in this testing is strongly encouraged; however, it is not mandatory. Lateral flow testing is conducted in line with the schools Coronavirus (COVID-19): Rapid Testing Policy.
	2. To meet our duty to engage with the NHS Test and Trace process, the school will ensure that staff members and parents understand that they must be ready and willing to:
		+ Book a test if they, or their child, are displaying symptoms of coronavirus.
		+ If they, or their child, were to test positive or contacted by NHS Test and Trace, provide details of anyone they have been in close contact with.
		+ Self-isolate if they have been in close contact with someone who develops symptoms of, or tests positive for, coronavirus.
	3. The centre has been provided with a supply of coronavirus home-testing kits which will be distributed to parents of symptomatic pupils and staff members in exceptional circumstances, e.g., if there is reason to believe that they will face barriers to obtaining a test through the usual routes.
	4. The centre will not provide tests for asymptomatic pupils or staff, nor will testing take place on-site. Any home-testing kits for pupils will be given directly to their parent to take home; parents will be made aware that they will be responsible for administering the test at home if their child is under the age of 11.
	5. Where a symptomatic staff member is self-isolating and cannot access testing quickly, the centre will consider, on a case-by-case basis, offering home- testing kits to the staff member to ensure they can return to work as quickly as possible. This approach will not be used for pupils.
	6. Parents and staff will be asked to inform the school immediately of any test results. If their test is negative, the staff member or pupil can return to school after self-isolation. If their test is positive, the staff member or pupil will stay in self-isolation and be allowed to return to centre only once they do not have symptoms other than a cough, or loss of or change in their sense of smell or taste.
	7. If a staff member or pupil is confirmed to have coronavirus, we will contact the dedicated PHE/NHS advice service through the DfE helpline as soon as possible. We will work with the team of advisors to understand the action we need to take – this may involve receiving help and advice from PHE’s local health protection team (HPT), if escalated. Parents will be informed of any plans in writing.
	8. We will report all confirmed cases of coronavirus through the DfE’s online attendance form daily return, and inform the LA.
	9. If multiple coronavirus cases are confirmed within the school, PHE will conduct an investigation and advise the appropriate action, which may include a wider group being asked to self-isolate, e.g., a whole year group.
	10. To prepare for the possibility of multiple cases, we will keep a record of all pupils and staff members in each bubble, and any close contact that takes place between pupils and staff within and between bubbles.

## Local lockdowns

* 1. If the centre’s local area is placed under local lockdown, the centre will adhere to the government’s local lockdown guidance, in line with the school’s Coronavirus (COVID-19): Contingency Plan.
	2. In the event that the local area moves to a ‘high’ or ‘very high’ local COVID alert level, face coverings will be worn by adults when moving around the premises outside of classrooms, e.g., in corridors and communal areas where social distancing cannot be easily maintained.
	3. The centre will communicate arrangements for the use of face coverings quickly and clearly to staff, parents, and pupils.

## Communication with parents

* 1. The centre will inform parents about the measures being taken and request they provide support with implementation, e.g., by encouraging measures to continue at home.

## Pupils with SEND (Special Educational Needs and Disability)

* 1. The centre will work with the LA and parents to decide how best to continue supporting pupils with EHC plans whilst ensuring they stay healthy and safe.
	2. Some pupils with SEND or complex needs may be unable to follow infection control guidelines. In these circumstances, staff will increase their level of self- protection by minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.

## Monitoring and review

* 1. The principal is responsible for continually monitoring local advice and updating this appendix in line with any changes to government guidance.
	2. Any changes to this appendix will be communicated to all staff, parents, and relevant stakeholders.

## Managing Specific Infectious Diseases

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| **Disease** | **Symptoms** | **Considerations** | **Exclusion period** |
| Athlete’s foot | Scaling or cracking of the skin, particularly between the toes, or blisters containing fluid. Theinfection may be itchy. | Cases are advised to see their GP for advice and treatment. | Exclusion is not necessary. |
| Chicken pox | Sudden onset of fever with a runny nose, cough, and generalised rash. The rash then blisters and scabs over. Several blisters may develop at once, so there may be scabs in various stages of development. Some mild infections may not present symptoms. | Cases are advised to consult their GP. | Chickenpox is infectious from 48 hours prior to a rash appearing up to five days after the onset of a rash.Cases will be excluded from school for five days from the onset of a rash.It is not necessary for all the spots to have healed before the case returns toschool. |
| Cold sores | The first signs of cold sores are tingling, burning, or itching in the affected area. Around 24 hours after the first signs appear the area will redden and swell, resulting in a fluid-filled blister. Afterblistering, they break down to form ulcers then dry up and crust over. | Cases are advised not to touch the cold sore, or to break or pick the blisters.Sufferers of cold sores should avoid kissing people and should not shareitems such as cups, towels, and facecloths. | Exclusion is not necessary. |
| Conjunctivitis | The eye(s) become reddened and swollen, and there may be a yellow or green discharge. Eyes may feel itchy and ‘gritty.’ | Cases are encouraged to seek advice, wash their hands frequently and not to rub their eyes.Parents will be advised to seek advice and treatment.The HPT will be contacted if an outbreak occurs. | Exclusion is not necessary; cases can be managed by implementing simple infection control measures.In the case of an unmanageable outbreak, exclusion may become necessary, as per the HPT’s advice. |
| Coronavirus (COVID-19) | A new, continuous cough, a high temperature and a loss of, or change in, sense of smell or taste are the main symptoms of coronavirus. | Cases will be sent home and advised to self-isolate for 10 days and encouraged to get a coronavirus test.The DfE helpline and, in some cases, thelocal HPT will be contacted if an outbreak occurs. | Cases will be required to self-isolate at home for 10 days. |
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| **Disease** | **Symptoms** | **Considerations** | **Exclusion period** |
| Food poisoning | Symptoms normally appear within one to two days of contaminated food being consumed, although they may start at any point between a few hours and several weeks later. The main symptoms are likely to be nausea, vomiting, diarrhoea, stomach cramps and fever. | Cases will be sent home.The HPT will be contacted where two or more cases with similar symptoms are reported.The cause of a food poisoning outbreak will always be investigated. | Cases will be excluded until 48 hours have passed since symptoms were present.For some infections, longer exclusion periods may be required. The HPT will advise in such cases. |
| Giardia | Symptoms include abdominal pain, bloating, fatigue and pale, loose stools. | Cases will be sent home.The HPT will be contacted where two or more cases with similar symptoms arereported. | Cases will be excluded until 48 hours have passed since symptoms were present. |
| Salmonella | Symptoms include diarrhoea, headache, fever and, in some cases, vomiting. | Cases will be sent home.The HPT will be contacted where two or more cases with similar symptoms arereported. | Cases will be excluded until 48 hours have passed since symptoms were present. |
| Typhoid and paratyphoid fever | Symptoms include tiredness, fever, and constipation. The symptoms or paratyphoid fever include fever, diarrhoea, and vomiting. | All cases will be immediately reported to the HPT. | Cases will be excluded whilst symptomatic and for 48 hours after symptoms have resolved.Environmental health officers or the HPT may advise the school to issue alengthened exclusion period. |
| E. coli (verocytotoxigenicor VTEC) | Symptoms vary but include diarrhoea, abdominal cramps, headaches, and bloody diarrhoea. | Cases will immediately be sent home and advised to speak to their GP. | Cases will be excluded whilst symptomatic and for 48 hours after symptoms have resolved.Where the sufferer poses an increased risk, for example, food handlers, they will be excluded until a negative stool sample has been confirmed.The HPT will be consulted in all cases. |

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| **Disease** | **Symptoms** | **Considerations** | **Exclusion period** |
| Gastroenteritis | Symptoms include three or more liquid or semi- liquid stools in a 24-hour period. | The HPT will be contacted where there are more cases than usual. | Cases will be excluded until 48 hours have passed since symptoms were present.If medication is prescribed, the full course must be completed and there must be no further symptoms displayed for 48 hours following completion of the course before the cases may return to school.Cases will be excluded from swimming for two weeks following their lastepisode of diarrhoea. |
| Bacillary dysentery (Shigella) | Symptoms include bloody diarrhoea, vomiting, abdominal pain, and fever. It lasts four to sevendays on average, but potentially several weeks. | The school will contact the HPT. | Microbiological clearance is required for some types of shigella. The HPT willadvise. |
| Campylobacter | Symptoms include diarrhoea, headache, fever and, in some cases, vomiting. |  | Cases will be excluded until 48 hourshave passed since symptoms were present. |
| Cryptosporidiosis | Symptoms include abdominal pain, diarrhoea, and occasional vomiting. |  | Cases will be excluded until 48 hours have passed since symptoms werepresent. |
| Glandular fever | Symptoms include severe tiredness, aching muscles, sore throat, fever, swollen glands and occasionally jaundice. | The sufferer may feel unwell for several months and the school will providereasonable adjustments where necessary. | Exclusion is not necessary, and cases can return to school as soon as they feel well. |
| Hand, foot, and mouth disease | Symptoms include a fever, reduced appetite and generally feeling unwell. One or two days later, arash with blisters will develop on cheeks, hands, and feet. Not all cases will have symptoms. |  | Exclusion is not necessary, and cases can return to school as soon as they feel well. |
| Head lice | Other than the detection of live lice or nits, there are no immediate symptoms until two to three weeks after infection, where itching and scratching of the scalp occurs. | Treatment is only necessary when live lice are seen.Staff are not permitted to inspect any pupil’s hair for head lice.If a staff member incidentally notices head lice in a pupil’s hair, they will inform the pupil’s parents and advise them to treat their child’s hair.Upon noticing, staff members are not required to send the pupil home; the pupil is permitted to stay in school for the remainder of the day.When a pupil has been identified as having a case of head lice, a letter will be sent home to all parents notifying them that a case of head lice has been reported and asking all parents to checktheir children’s hair. | Exclusion is not necessary, as headlice are not considered a health hazard.In severe, ongoing cases, the LA does have the power to exclude. This use of power must be carefully considered, and exclusion should not be overused. |
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| **Disease** | **Symptoms** | **Considerations** | **Exclusion period** |
| Hepatitis A | Symptoms include abdominal pain, loss of appetite, nausea, fever, and tiredness, followed by jaundice, dark urine and pale faeces. | The illness in children usually lasts one to two weeks but can last longer and be more severe in adults. | Cases are excluded while unwell and for seven days after the onset of jaundice (or the onset of symptoms if no jaundice presents), the case is under five years of age or where hygiene is poor.There is no need to exclude older children with good hygiene. |
| Hepatitis B | Symptoms include general tiredness, nausea, vomiting, loss of appetite, fever and dark urine, and older cases may develop jaundice. | The HPT will be contacted where advice is required.The procedures for dealing with blood and other bodily fluids will always be followed.The accident book will always be completed with details of injuries oradverse events related to cases. | Acute cases will be too ill to attend school and their doctor will advise when they are fit to return.Chronic cases will not be excluded or have their activities restricted.Staff with chronic hepatitis B infections will not be excluded. |

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| **Disease** | **Symptoms** | **Considerations** | **Exclusion period** |
| Hepatitis C | Symptoms are often vague but may include loss of appetite, fatigue, nausea, and abdominal pain. Less commonly, jaundice may occur. | The procedures for dealing with blood and other bodily fluids will always be followed.The accident book will always be completed with details of injuries oradverse events related to cases. | Cases will not be excluded or have their activities restricted. |
| Impetigo | Symptoms include lesions on the face, flexures, and limbs. | Towels, facecloths and eating utensils will not be shared by pupils.Toys and play equipment will be cleaned thoroughly. | Cases will be excluded until lesions have healed and crusted or 48 hours after commencing antibiotic treatment. |
| Influenza | Symptoms include headache, fever, cough, sore throat, aching muscles and joints, and tiredness. | Those in risk groups will be encouraged to have the influenza vaccine.Anyone with flu-like symptoms will stay home until they have recovered.Pupils under 16 will not be given aspirin. | Cases will remain home until they have fully recovered. |
| Measles | Symptoms include a runny nose, cough, conjunctivitis, high fever, and small white spots around the cheeks. Around the third day, a rash of flat red or brown blotches may appear on the face then spread around the body. | All pupils are encouraged to have MMR immunisations in line with the national schedule.Staff members should be up to date with their MMR vaccinations.Pregnant staff members and those with weak immune systems will be encouraged to contact their GP immediately for advice if they come intocontact with measles. | Cases are excluded for four days after the onset of a rash. |
| Meningitis | Symptoms include fever, severe headaches,photophobia, stiff neck, non-blanching rash, vomiting and drowsiness. | Meningitis is a notifiable disease. | Once a case has received anynecessary treatment, they can return to school. |
| Meningococcal meningitis andmeningitis septicaemia | Symptoms include fever, severe headaches, photophobia, stiff neck, and a non-blanching rash. | Medical advice will be sought immediately. The confidentiality of the case will always be respected.The HPT and school health advisor will be notified of a case of meningococcal disease in the school. The HPT will conduct a risk assessment and organise antibiotics for household and close contacts.The HPT will be notified if two cases of meningococcal disease occur in the school within four weeks. | When the case has been treated and recovered, they can return to school. Exclusion is not necessary for household or close contacts unless they have symptoms suggestive of meningococcal infection. |

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| **Disease** | **Symptoms** | **Considerations** | **Exclusion period** |
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| Meningitis (viral) | Symptoms include headache, fever, gastrointestinal or upper respiratory tract involvement and, in some cases, a rash. | The case will be encouraged to consult their GP.If more than once case occurs, the HPT will be consulted. | No exclusion is required. |
| Methicillin resistantstaphylococcus aureus (MRSA) | Symptoms are rare but include skin infections and boils. | All infected wounds will be covered. | No exclusion is required. |
| Mumps | Symptoms include a raised temperature and general malaise. Then, stiffness or pain in the jaws and neck is common. Following this, the glands in the cheeks and under the jaw swell up and cause pain (this can be on one or both sides).Mumps may also cause swelling of the testicles. | The case will be encouraged to consult their GP.Parents are encouraged to immunise their children against mumps. | Cases can return to school five days after the onset of swelling if they feel able to do so. |
| Ringworm | Symptoms vary depending on the area of the body affected. | Pupils with ringworm of the feet will wear socks and trainers at all times and cover their feet during physical education. | No exclusion is usually necessary.For infections of the skin and scalp, cases can return to school once theyhave received treatment. |
| Rotavirus | Symptoms include severe diarrhoea, stomach cramps, vomiting, dehydration, and mild fever. | Cases will be sent home if unwell and encouraged to speak to their GP. | Cases will be excluded until 48 hourshave passed since symptoms were present. |
| Rubella (German Measles) | Symptoms are usually mild, with a rash being the first indication. There may also be mild catarrh, headaches or vomiting. There may be a slightfever and some tenderness in the neck, armpits or groin, and there may be joint pains. | MMR vaccines are promoted to all pupils. | Cases will be excluded for six days from the appearance of the rash. |

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| **Disease** | **Symptoms** | **Considerations** | **Exclusion period** |
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| Scabies | Symptoms include tiny pimples and nodules on a rash, with burrows commonly seen on the wrists, palms, elbows, genitalia, and buttocks. | All household contacts and any other very close contacts should have one treatment at the same time as the second treatment of the case.The second treatment must not be missed and should be carried out oneweek after the first treatment. | Cases will be excluded until after the first treatment has been carried out. |
| Scarlet Fever | Symptoms include acute inflammation of the pharynx or tonsils, with tonsils reddening in colour and becoming partially covered with a thick, yellowish exudate. In severe cases, there may be a high fever, difficulty swallowing and tender, enlarged lymph nodes. A rash develops on the first day of fever and is red, generalised, pinhead in size and gives the skin a sandpaper-liketexture, with the tongue developing a strawberry- like appearance. | Antibiotic treatment is recommended, as a person is infectious for two to three weeks if antibiotics are not administered.If two or more cases occur, the HPT will be contacted. | Cases are excluded for 24 hours following appropriate antibiotic treatment. |
| Slapped cheek syndrome, Parvovirus B19,Fifth’s Disease | Where symptoms develop, they include a rose- red rash making the cheeks appear bright red. | Cases will be encouraged to visit their GP. | Exclusion is not required. |
| Threadworm | Symptoms include itching around the anus, particularly at night. | Cases will be encouraged to visit their GP. | Exclusion is not required. |
| Tuberculosis (TB) | Symptoms include cough, loss of appetite, weight loss, fever, sweating (particularly at night), breathlessness and pains in the chest. TB in parts of the body other than the lungs may produce a painful lump or swelling. | Advice will be sought from the HPT before taking any action, and regarding exclusion periods. | Cases with infectious TB can return to school after two weeks of treatment if well enough to do so, and as long as they have responded to anti-TB therapy.Cases with non-pulmonary TB, and cases with pulmonary TB who haveeffectively completed two weeks of treatment as confirmed by TB nurses, will not be excluded. |

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| **Disease** | **Symptoms** | **Considerations** | **Exclusion period** |
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| Whooping cough (pertussis) | Symptoms include a heavy cold with a persistent cough. The cough generally worsens and develops the characteristic ‘whoop.’ Coughing spasms may be worse at night and may be associated with vomiting. | Cases will be advised to see their GP. Parents are advised to have their children immunised against whooping cough. | Cases will not return to school until they have had 48 hours of appropriate treatment with antibiotics and feel well enough to do so, or 21 days from the onset of illness if no antibiotic treatment is given.Cases will be allowed to return in theabove circumstances, even if they are still coughing. |

**Infection Absence Periods**

This table details the minimum required period for staff and pupils to stay away from school following an infection, as recommended by PHE.

\*Identifies a notifiable disease. It is a statutory requirement that doctors report these diseases to their local PHE centre.

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| --- | --- | --- |
| **Infection** | **Recommended minimum period to****stay away from school** | **Comments** |
| Athlete’s foot | None | Treatment is recommended; however, this is not a serious condition. |
| Chicken pox | Until all vesicles have crusted over | Follow procedures for vulnerable children and pregnant staff. |
| Cold sores | None | Avoid contact with the sores. |
| Conjunctivitis | None | If an outbreak occurs, consult the HPT. In the case of an unmanageable outbreak, the HPT may advise exclusions. |
| Coronavirus (COVID-19) | Until fully recovered and no other member of the same household is presenting symptoms (10 days if livingalone, 14 days if living with others) | If coronavirus is suspected, consult the local HPT. |
| Diarrhoea and/or vomiting | Whilst symptomatic and 48 hours from the last episode | GPs should be contacted if diarrhoea or vomiting occur after taking part in water- based activities. |
| Diphtheria\* | Exclusion is essential. | Family contacts must be excluded until cleared by the HPT and the HPT must always by consulted. |
| Flu (influenza) | Until recovered | Report outbreaks to the HPT. |

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| **Infection** | **Recommended minimum period to****stay away from school** | **Comments** |
| Glandular fever | None |  |
| Hand foot and mouth | None | Contact the HPT if a large number of children are affected. Exclusion may be considered in some circumstances. |
| Head lice | None | Treatment recommended only when live lice seen. Exclusion is not normally permitted. In severe, ongoing cases, the LA does have the power to exclude; however, exclusion should not be overused. |
| Hepatitis A\* | Seven days after onset of jaundice or other symptoms | If it is an outbreak, the HPT will advise on control measures. |
| Hepatitis B\*, C\* and HIV | None | Not infectious through casual contact. Procedures for bodily fluid spills must be followed. |
| Impetigo | 48 hours after commencing antibiotic treatment, or when lesions are crusted and healed | Antibiotic treatment is recommended to speed healing and reduce the infectious period. |
| Measles\* | Four days from onset of rash | Preventable by vaccination (MMR). Follow procedures for vulnerable children and pregnant staff. |
| Meningococcal meningitis\*/ septicaemia\* | Until recovered | Meningitis ACWY and B are preventable by vaccination.The HPT will advise on any action needed. |
| Meningitis\* due to other bacteria | Until recovered | Hib and pneumococcal meningitis are preventable by vaccination. The HPT will advise on any action needed. |
| Meningitis viral\* | None | As this is a milder form of meningitis, there is no reason to exclude those who have been in close contact with infected persons. |

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| **Infection** | **Recommended minimum period to****stay away from school** | **Comments** |
| MRSA | None | Good hygiene, in particular environmental cleaning and handwashing is important to minimise the spread. The local HPT should be consulted. |
| Mumps\* | Five days after onset of swelling | Preventable by vaccination with two doses of MMR. |
| Ringworm | Exclusion is not usually required | Treatment is required. |
| Rubella (German measles) | Four days from onset of rash | Preventable by two doses of immunisation (MMR). Follow procedures for pregnant staff. |
| Scarlet fever | 24 hours after commencing antibiotic treatment | Antibiotic treatment is recommended, as a person is infectious for two to threeweeks if antibiotics are not administered. If two or more cases occur, the HPT should be contacted. |
| Scabies | Can return to school after first treatment | The infected person’s household and those who have been in close contact will also require treatment. |
| Slapped cheek/Fifth disease/Parvo Virus B19 | None (once rash has developed) | Follow procedures for vulnerable children and pregnant staff. |
| Threadworms | None | Treatment recommended for the infected person and household contacts. |
| Tonsillitis | None | There are many causes, but most causes are virus-based and do not require antibiotics. |
| Tuberculosis (TB) | Pupils with infectious TB can return to school after two weeks of treatment if well enough to do so, and as long as they have responded to anti-TB therapy. | Only pulmonary (lung) TB is infectious. It requires prolonged close contact to spread. Cases with non-pulmonary TB, and cases with pulmonary TB who have effectively completed two weeks of treatment as confirmed by TB nurses, should not be excluded. Consult the local HPT before disseminating information to staffand parents. |
| Warts and verrucae | None | Verrucae should be covered in swimming pools, gymnasiums and changing rooms. |
| Whooping cough (pertussis)\* | Two days from commencing antibiotic treatment, or 21 days from the onset of illness if no antibiotic treatment is given | Preventable by vaccination. Non-infectious coughing can continue for many weeks after treatment. The HPT will organise any necessary contact tracing. |

## Diarrhoea and Vomiting Outbreak Action Checklist

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| --- | --- |
| **Date:** |  |
| **Completed by:** |  |

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| --- | --- | --- |
|  | **Action taken?** |  |
| **Action** | **Yes** | **No** | **Comments** |
| A 48-hour exclusion rule has beenenforced. |  |  |  |
| Liquid soap and paper hand towels areavailable. |  |  |  |
| Enhanced cleaning is undertaken twicedaily, and an appropriate disinfectant is used. |  |  |  |
| Appropriate personal protective equipment(PPE) is available. |  |  |  |
| Appropriate waste disposal systems areavailable for removing infectious waste. |  |  |  |
| Toys are cleaned and disinfected on adaily basis. |  |  |  |
| Infected linen is segregated, and dissolvable laundry bags are used wherepossible. |  |  |  |
| Visitors are restricted, and essentialvisitors are informed of the outbreak. |  |  |  |
| New children joining the school aredelayed from joining. |  |  |  |
| The health protection team (HPT) has been informed of any infected foodhandlers. |  |  |  |
| Staff work in dedicated areas and foodhandling is restricted. |  |  |  |
| All staff (including agency) are asked ifthey are unwell. |  |  |  |
| Staff are restricted from workingelsewhere. |  |  |  |
| The HPT is informed of any plannedevents at the school. |  |  |  |
| Ofsted are informed if necessary. |  |  |  |

**List of Notifiable Diseases**

Under the Health Protection (Notification) Regulations 2010, the following diseases will always be reported to the health protection team (HPT):

* Acute encephalitis
* Acute meningitis
* Acute poliomyelitis
* Acute infectious hepatitis
* Anthrax
* Botulism
* Brucellosis
* Cholera
* Coronavirus COVID-19
* Diphtheria
* Enteric fever (typhoid or paratyphoid fever)
* Food poisoning
* Haemolytic uraemic syndrome (HUS)
* Infectious bloody diarrhoea
* Invasive group A streptococcal disease and scarlet fever
* Legionnaires’ disease
* Leprosy
* Malaria
* Measles
* Meningococcal septicaemia
* Mumps
* Plague
* Rabies
* Rubella
* SARS
* Smallpox
* Tetanus
* Tuberculosis
* Typhus
* Viral haemorrhagic fever (VHF)
* Whooping cough
* Yellow fever