



# CHATHAM & CLARENDON GRAMMAR SCHOOL

## Infection Control Policy and Procedure

Agreed by Governors: October 2020

### 1. Ethos

The Board of Governors of Chatham & Clarendon School is committed to promoting the health and welfare of all members of the school community. Our 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 Health & Safety Policy and links to our Policies including First Aid, Safeguarding, Administering Medicine and corresponding Risk Assessments.

As students and staff work in close proximity with each other there may be situations that 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 an 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).

**Due to the global COVID19 Pandemic, it has been necessary to include detailed guidance on the management of the disease within this policy (appendix 6 on pages 13-14). A separate policy has been approved on the management of COVID19 as well as this guidance.**

## 2. 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:

- two or more cases of diarrhoea or vomiting or both
- corona virus
- scarlet fever
- impetigo

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.

## 3. Websites

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

[www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities](http://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities)

## 4. Appendices:

- Appendix 1 - Procedure for staff to reduce the spread of infection
- Appendix 2 – Cleaning of bodily fluids on floors walls and upholstery.
- Appendix 3 - Cleaning and Disinfection of Food preparation areas in Kitchen
- Appendix 4 - Cleaning of School in the event of an infectious illness being passed.
- Appendix 5 – Deep Cleaning the school
- Appendix 6 – COVID 19 Guidance

## 5. 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.

## 6. Methods and key principles

Most methods and practices reflect the guidance given by NHS; PHE; HSE; St Johns Ambulance and other healthcare/childcare organisations for schools. **The recent Corona Virus (COVID-19) pandemic has meant a vast increase in instructions, guidance and recommendations provided by the Government (Public Health England) and NHS. The most up to date instruction from PHE is shown at Appendix 6.**

### 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 toilets. 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. Plastic aprons can be worn to protect clothing during cleaning.

### 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.
- Inform their line manager if they have any infection or disease that could be transmitted through food & drink (typically diarrhoea or vomiting), and to stay off work for 48 hours after the last episode of the illness which would include:
  - o Typhoid fever
  - o Paratyphoid fever
  - o Other salmonella infections
  - o Dysentery
  - o Shigellosis

- o Diarrhoea (any cause)
- o Jaundice
- o Staphylococcal infections e.g. impetigo, septic skin lesions, infected wounds and boils.
- o E. coli 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 Environmental Health.

### **Sanitary facilities.**

Soap, toilet paper hand dryers and paper towels are available in toilets.

Clinical waste bins are emptied daily and as necessary, by cleaning staff and disposed of into non-hazardous clinical waste bins.

Sanitary disposal facilities are provided in the staff and female toilets and are emptied regularly.

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

Staff should be aware of the school's Health & Safety and First Aid Policies and treat all bites, cuts and nosebleeds according to these. Any materials used in first aid treatment should be disposed of in-line with the guidelines.

### **Coughing and sneezing**

Staff and students should be encouraged to cover both nose and mouth with a disposable tissue and wash their hands when they have disposed of the tissue.

### **Exclusion**

Exclusion 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 exclusion (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.

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

### **Pregnant Staff**

A greater 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.

### **Contact with animals**

All contact between students and animals is risk assessed and supervised appropriately. Where students go out to animal parks these are reputable establishments which cooperate with schools to achieve good infection control and Health & Safety procedures.

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 manure 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.

### **Water Activities and Sports**

The swimming pools used by the school are governed by procedures which ensure chemical levels are correct for disinfection, any contamination is dealt with promptly and effectively and chemical tests are carried out regularly to ensure the quality of the water. While it is accepted that there maybe a risk of infection from both internal swimming activities and external swimming, water sports and activities, the risks can be mitigated by the following:

- All cuts and wounds covered with a waterproof dressing.
- Students shower after canoeing and open water activities.
- Suitable footwear worn to reduce the risk of cuts and grazes
- If any illness occurs within a two-week period of the water activity their doctor should be informed.

## **7. Responsibilities**

**Governing Body:** As they are ultimately responsible for the health and safety of the staff and students they need to ensure this by developing policies in line with legal requirements and best practice. Appoint a member of the Senior Leadership Team to apply the policies and meet regularly to monitor and discuss implementation of policies.

**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/Support staff:** Ensure they put the health of students first and never try to perform a task that they are not trained or 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.

**Staff:** All staff are responsible for keeping the students & 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 is in their care. While on site they should follow the guidance of staff.

## 8. 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.

## 9. Procedures

Procedures are communicated through training and practice and are provided through the local Authority; local Health Authority and other health care organisations employed by the school.

## 10. Review

This policy will be reviewed termly..

## Appendix 1

### Procedure for staff to reduce the spread of infection

Daily precautions:

1. All staff should wash their hands according to the infection control protocol: on entering the site, after using the toilet, before preparing/handling food, before and after personal care, after sneezing, and at regular intervals throughout the day.
2. Staff should support and encourage students to wash their hands: on entering the site, after using the toilet, before preparing/handling food, before and after personal care and at regular intervals throughout the day.
3. Personal Protective Equipment (PPE) should be in plentiful supply and worn. This must include disposable gloves and a disposable plastic apron. All used PPE should be disposed of into a bag then put in the yellow clinical waste.
4. Any contamination by bodily fluids should be isolated and reported immediately to the Senior Caretaker - cleaners will be dispatched to clean the area.
5. Work areas should be cleaned/wiped down daily/ after use.
6. During the COVID19 Pandemic, Science equipment, DT Equipment, Art equipment and PE equipment should all be cleaned daily if used. Staff and Students should use hand sanitiser gel before and after using equipment.
7. Any Specialist rooms such as the First Aid, Quiet rooms, etc. should be left clean and any contamination reported to the Business Manager; the room will be out of use until thoroughly deep cleaned.

### In the event of an infectious illness

1. Staff should be fastidious over their hand washing procedures and encourage students to be the same.
2. Staff and Students should be kept out of the kitchens as far as possible.
3. Staff should wipe down door handles, taps, toilet handle and toilet after using the toilet themselves or a student using the toilet in the event of an outbreak of diarrhoea and/or vomiting (cleaning products will be made available).
4. Staff will be asked to use disposable plastic cups for water or personal disposable water bottles in the event of an outbreak of diarrhoea or/and vomiting.
5. Disposable anti-bacterial wipes and hand sanitizer will be available in the staffroom kitchen to be used by all staff before and after using the area.
6. Staff will be responsible for wiping down their work station and area twice daily with the disposable wipes.
7. Staff should wash clothing daily and ensure they wipe down keys, bags, phones (personal and school) and any other equipment.
8. School equipment should be cleaned and wiped with disinfectant after every use.

## **Appendix 2**

### **Cleaning of bodily fluids on floors walls and upholstery**

All Bodily Fluids are potentially hazardous and should be treated in accordance with the procedure to avoid contamination and infection:

1. Isolate the area keep students and other staff away.
2. Put on Personal Protective Equipment (PPE) gloves, face mask, safety goggles/visor and apron. Collect together clinical waste bags, disposable paper towel, disposable cloths, bucket of hot water (with mop if appropriate) and disinfectant.
3. Remove any object or clothing etc. and put in the clinical waste bag.
4. Clear up as much as possible using the paper towels, putting them straight into the clinical waste bag.
5. Spray the area with disinfectant spray.
6. Wipe up using wet cloth or mop. Regularly rinsing mop/cloth, until the area is clean.
7. Re-spray the area with disinfectant cleaner.
8. Change the water in the bucket emptying into cleaning sink (not kitchen).
9. Use a clean cloth or rinse the mop thoroughly before repeating step 6.
10. Use a dry cloth to absorb as much moisture as possible.
11. If upholstery or carpet, spray disinfectant cleaner over the area.

12. Mops and mop buckets should be rinsed and mops put to soak in a solution of disinfectant.

13. Put all cloths and PPE in clinical waste bag (gloves into a bag first) seal and dispose of into the correct bin.

14. Wash hands thoroughly with ~~anti-bacterial~~ soap.

15. Leave area cleaned to dry.



## Appendix 3

### Cleaning and Disinfection of Food Preparation Areas in Kitchen

Food preparation areas need cleaning and disinfecting both before and after use to prevent food poisoning and cross contamination.

Only disinfectants complying with BS EN1276:2009 or BS EN13697:2001 should be used (check your bottles).

1. Fill your sink with hot water and washing up liquid diluted according to the manufacturer's instructions.
2. Using a clean cloth, dipping and rinsing regularly in your hot soapy water, wipe down the food preparation area. Make sure all visible dirt, grease, debris and food particles are removed.
3. Let the water out of your sink, rinse sink and cloth in running water. Refill the sink with clean water, no detergent.
4. Wipe down food preparation surfaces again to remove residues.
5. Spray/apply disinfectant in accordance with manufacturer's instructions and leave for the time specified.
6. With a clean cloth rinsed in warm water wipe the food preparation area.
7. Area is now ready for food preparation.
8. Repeat steps 1 – 6 after preparing food.

## Appendix 4

### Cleaning of School in the event of an infectious illness being passed

Soap, disposable wipes, paper towels and hand sanitizer will be distributed to classes and offices by cleaner-in-charge.

Personal Protective Equipment (PPE) should be in plentiful supply and worn. This must include disposable gloves and a disposable plastic apron. All used PPE should be disposed of into a bag then put in the yellow clinical waste.

All bodily fluids would be treated as a priority by the cleaners and cleaned in accordance with the method statement for bodily fluids cleaning.

Cleaners will clean all toilets twice a day using disinfectant ~~and anti-bacterial~~ cleaners in accordance with manufacturers' instructions.

5. Cleaners will wipe down all common touch points including: door handles, doors (including glass), hand rails, taps and toilet handles using a disinfectant twice daily and as necessary.

6. Cleaners will clean the staff room kitchen daily using disinfectant ~~and anti-bacterial~~ cleaners in accordance with manufacturers' instructions. This will include nozzles on the water machine.

7. Staff will be asked to use personal water bottles instead of glasses/cups.

8. Disposable ~~anti-bacterial~~ wipes and hand sanitizer will be left in the staff room kitchen to be used by all staff.

9. Staff will be responsible for wiping down their work station and area twice daily with the disposable wipes.

10. Staff should wash clothing daily and ensure they wipe down keys, bags and other equipment.

## Appendix 5

### Deep Cleaning of School

1. All soft furnishings that can have covers removed or fit in the washing machine should be taken and washed on the hottest cycle the fabric will stand. When removed from the wash they should go into a clean laundry basket.
2. Book covers and equipment should be wiped clean with a suitable cleaning product then disinfected using a dilute bleach solution (Hypochlorite at 1000ppm), and left to dry.
3. Pencil, pens and other low-cost items that cannot easily be disinfected would be put in the rubbish in a terminal clean or put away ready for a deep clean.
4. All hard surfaces, paintwork, walls (where necessary) doors, cupboards, window cills, chairs and tables should be washed down with a suitable cleaning product then disinfected using a dilute bleach solution (Hypochlorite at 1000ppm), and left to dry.
5. Windows glass and mirrors cleaned.
6. Sinks, taps and fridges (all food thrown away) cleaned with a suitable cleaning product then disinfected using a dilute bleach solution, as per manufacturers guidance, (Hypochlorite at 1000ppm), and left to dry. Disinfectant solution should be poured into the drain and overflow.
7. Floors and soft furnishings should be vacuumed then cleaned using the steam cleaner allowing the surface to get hot. Where possible a carpet cleaner (washer extractor) would be used on carpets.
8. All removed cleaned and disinfected items should be replaced in the classroom tidily.

## Appendix 6

### **Covid-19 (Corona virus)**

Due to the global spread of the corona virus, schools need to include the following guidance within their infection control policy. The information below should be read in conjunction with official government guidance for schools in dealing with suspected or confirmed cases of COVID-19. This is available online: [www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19](http://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)

#### **What to do if a student or staff member develops symptoms**

Anyone with symptoms should inform the school as soon as is possible; or if at school they should be sent home.

Symptoms include one or more of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

More detail is available online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

The individual should be tested for COVID-19; this can be arranged online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>

They should consider alerting the people with whom they had close contact with in the last 48 hours to let them know they have symptoms of COVID-19.

#### **What to do following a positive test**

**If the individual tests negative they can return to school. However, in the event of positive test result, they must self-isolate at home for seven days and follow the guidance available online:**

[www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidancefor-households-with-possible-coronavirus-covid-19-infection](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidancefor-households-with-possible-coronavirus-covid-19-infection)

The individual will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts. Other individuals may also need to self-isolate for 14 days; in most cases this will include the rest of their class or group, however, PHE will support the school to identify those close contacts who will need to be advised to self-isolate and any further testing required.

#### **Cleaning and handwashing**

Schools are encouraged to promote regular hand washing for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Also ensure the practice of good respiratory hygiene by promoting the catch it, bin it, kill it approach:

[www.england.nhs.uk/south/wpcontent/uploads/sites/6/2017/09/catch-bin-kill.pdf](http://www.england.nhs.uk/south/wpcontent/uploads/sites/6/2017/09/catch-bin-kill.pdf)

The spread of the virus can also be reduced by regular cleaning of frequently touched surfaces, such as door handles, handrails, table-tops, play equipment and toys using standard products, including detergents and bleach; this is especially important following a confirmed case. There is more detailed guidance available online:

[www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings](http://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings)

**If you are told of a student or staff member have tested positive for COVID-19, you, or a member of your staff, should contact:**

**Public Health England, South East Health Protection Team:**

- 1. In hours (Monday – Friday 9am to 5pm) 0344 225 3861**
- 2. Out of hours number between 5pm to 9pm and 8am – 9am (Kent) 0844 967 0085**
- 3. Weekends and Bank holidays out of hours number between 8am to 9pm  
Local Education Authority - Marisa White – East Kent Area Education Officer –  
07834841560**

**This is an evolving situation and schools need to keep up to date with the guidance as published and updated regularly by the government. We will share more information with you when it becomes available.**

**Angela Baker, MSc PH, BSc (hons) specialist practitioner, RSCN, RGN, UKPHR  
Specialist  
Deputy Director, Health and Wellbeing  
Public Health England, South East  
Didcot  
OX11 0RQ**

**Direct Line Telephone: 01235 825513**

**Mobile Telephone: 07825 356656**

**angela.baker@phe.gov.uk [www.gov.uk/phe](http://www.gov.uk/phe)**

### **Use of Face Masks**

It is now a requirement that all staff and students, who do not suffer from a severe respiratory disease or other reason why they cannot wear a face mask, to wear a face mask whilst walking around the school buildings (e.g. in corridors or communal areas). They are not needed to be worn outside of the school buildings or in the classroom. Students must not enter the marked off areas within the classroom which are dedicated as 'teaching space' – these areas are for teaching staff only.

Staff and students who use public transport to travel to or from school must wear a face mask whilst travelling.

## **Appendix 6 (contd)**

### **Information education settings should have to hand when they call for advice on a positive case**

Public Health England's (PHE) dedicated advice service, delivered by NHS Business Services Authority, is available to early years settings, schools, colleges and out of school settings. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).

It can be reached by calling the Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1 to report a positive test within your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts, and will inform you what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of your circumstances during the call.

Phone: 0800 046 8687 – option 1 to report a positive test within your setting

Opening hours: Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 4pm

When you call for advice, please have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:

- › the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known)
- › the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site
- › for key stage 2, 3, 4 and 5, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person
- › for key stage 2, 3, 4 and 5, if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students

- if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting

This dedicated advice service is designed to expand the options available for support to education settings, and we would expect that most education settings would contact this service in the first instance. This approach will free up capacity of PHE's regional health protection teams to deal with more complex cases and outbreaks. You should continue to inform your local authority of a positive case in your setting.

We recognise that some local authorities have put more detailed local arrangements in place for their education settings with their local authority health protection team. Where those local arrangements are available and working, you can continue to receive support through that route to take action in response to a positive case.

### **Department for Education coronavirus (COVID-19) helpline opening hours**

The Department for Education coronavirus (COVID-19) helpline remains available to answer questions about coronavirus (COVID-19) relating to education and children's social care. Please listen carefully to the available options and select the most appropriate to your nursery, school, or college's current situation.

Staff, parents and young people can contact this helpline by calling:

Phone: 0800 046 8687

Opening hours: Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 4pm