



Preventing and Managing Sickness including Outbreaks

Risk Procedures and Risk Assessment

Progression of restrictions/ Staged response

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At Woodfield Infant and St. George's Junior Schools, we have 4 stages for when dealing with medical incidents/ outbreaks. Depending on the nature of the situation action can commence from any point.

Response stage	Trigger	Key Actions	Who	Notes
STAGE 1- General (everyday hygiene procedures)	None	-General reminders for hygiene -Effective handwashing facilities and soap available -Follow usual absence periods for sickness	EHT to oversee compliance	
STAGE 2- Prevention	<u>Where an increased risk is present</u> -Increased absence rate of pupils or staff - Local increases in sickness e.g. flu, gastric, covid-19 - Public Health alerts -Suspected cases of specific illness in school or within the community (e.g covid/ gastric)	-Increase hygiene procedures -Communication with key people including key information (staff, pupils and families, users of the site) -Specific hygiene lessons in class -Increased enforced use of handwashing -Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea - consider the types of trips and events and make changes as necessary (e.g. close contact/ touch points) -Review core control measures and make changes as necessary- Daily review of situation	SLT Admin Staff	

STAGE 3- Mitigation/ Delay	<u>Where a significant risk is present</u> - Direct case of increased likelihood of cases -Public health advice for restrictions	Consider reducing contact situations: -Assemblies -Carpet time -School events -Trips Consider: -Any screening measures e.g. use of a thermometer in school -Increase time of exclusion from school for those with symptoms (beyond 48hrs) -Additional cleaning including deeper cleans	SLT	
STAGE 4- Containment	<u>Where specific and/ or significant changes or restrictions need to be in place</u> -High levels of sickness -High rates of absence -significance of danger of disease or illness	-Part/ full closures of site/ classes (DfE/ PH must be contacted -Deep cleans -Closure of lettings and building use -Reduction or exclusion of visitors	EHT CEO DfE PH	

Covid 19 Key Action (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	-Contact relevant agencies e.g. LA/ Public Health -Deep clean core areas -Inform staff -Core reminders of hygiene -Contact parents- general information about sickness etc	SLT	
Confirmed case in school	-Deep clean core areas -Inform staff -core reminders of hygiene -Contact parents- general information about sickness etc and the key next steps e.g. closure of a class/ school/ or carry on etc	SLT Site/ Cleaning Team	
Suspected case in a family	-Parents to ensure child washes hands before leaving the house -Child to wash hands immediately after coming into school -Increase monitoring of pupils. Parent to contact 111 and follow guidance	Families/ staff/ admin	

Confirmed case in a family	-Children in family to remain at home for a fixed period of time -Deep clean of classroom/ school. Follow guidance provided by PH	SLT Site/cleaning team	
Teacher shortage	-Supply/ splitting of class/ SLT cover -Where too many- partial closure for certain classes or part time/ AM/PM classes	SLT	
Support staff shortage	-Supply/ prioritise most vulnerable children/ classes with remaining staff	SLT	
Protection for most vulnerable children	-Identify vulnerable children e.g. underlying health conditions/ safeguarding -Agree actions with parents/ advice of PH	SENCo	
Staff with health issues	-Ask them to contact their consultants to seek advice on medical conditions -Follow government advice on shielding when necessary	Staff Trust	
Staff with symptoms	-Stay at home, follow NHS 111 advice, discuss with EHT	EHT	
Pregnant staff	-Contact midwife to seek advice -Consider home working if viable	EHT/ HR Staff	
Kitchen shut down	-Parents to provide packed lunches -FSM children to have lunches made on site (Food hygiene certificate needed to oversee)	SLT / Families	
Site/ cleaning team shortage	-Request support from other Trust schools/ cover arrangements	Site	
Leadership shortage	-Access via phone/ TEAMS	SLT/ Staff	
Admin shortage	-Cover with TAs/ SLT -Inform parents not to phone unless emergency/ use email	SLT/ SBM	
Other school users	-Inform of control measures, including possibility that a suspension of usage may occur	SBM	
Long period shutdown	-Continue learning activities remotely- Staff follow Trust closure guidance	SLT Staff	

Core Control Measures

Control Measure	Control Stage	Notes/ Action	Who	Review
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Tissues/ paper towels for each class	1	-Ensure adequate stock levels -Replenish as needed -staff to also replenish stock	Site Staff	
Alcohol based hand gel	1	-Ensure handheld dispensers in key areas are full at start of day -All children to use this (or have washed hands) on entry, before and after lunch, on exit -ensure adequate stock levels	Site Staff Lunch staff	
Other users of the building	2,3	Contact every user and inform of usage expectations: -clean hands or use of gel before using facilities -restrictions or suspensions of usage	Site Admin	
Monitoring daily staff/ pupil absence	2	-Daily report to the ELT on number of absences and symptoms	Admin ELT	
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident abroad)	Newsletter: -Ask parents to inform of any close family members who have returned abroad within the last month -Staff members to inform SLT of any travel arrangements to high risk areas including close friends or family they have been in contact with	Admin HOS	
Reducing contact point activities	2	Ensuring high hygiene standards for -food making/tasting Avoid any activity where you are passing items around class -circle time objects -artefact sharing -touching activities- PE/ Gymnastics Other -Cease hand shaking -Cease any use of shared cups in class; inform parents to ensure children have water bottles in school, sent home daily	Staff	
Good personal hygiene	2	Newsletter: -Inform parents of hygiene expectations and to discuss with children -All children to wash their hands before coming to school, before going home and when they get home -classes to teach children hand washing techniques -children to sanitise hands before snack (classroom) and before eating dinner (classroom, hall, corridor, toilets/ hand sanitiser) -Distribute key information posters		

Review of cleaning	2,3	-Meet regularly with site/cleaning team to review arrangements and make any necessary changes -increase focus cleaning of touch points and tables -Daily cleaning of classrooms/ class staff to clean tables throughout day	Cleaning team/ teachers	
Additional touch point cleaning daily	2,3	-Handles and rails to be cleaned at mid points during the day	Site	
School visitors and site users	2,3	-Use of gel before entering school -inform of new requirements and risk of suspension of use -Inform us of any suspected or confirmed cases by an users	Office site	
Absence policy	2,3	-Review time period of absence for ill children or staff and increase if necessary (follow Dept of Health Guidance)	SLT	
Support for families affected	2,3	-Communicate to parents and staff to contact school is they require support Regular contact with affected families and staff- wellbeing checks	SLT	
Taking temperature of anyone in school who may begin to feel unwell	2,3	-Continue use of hand held non-contact thermometers where appropriate	SLT	



Information for staff, visitors and building users

STAGE 2 - PREVENTION

We currently increased precautions in place to ensure effective the prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- ← wash your hands with soap and water often – do this for at least 20 seconds
- ← always wash your hands when you get home or into work
- ← use hand sanitiser gel if soap and water are not available
- ← cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze ← put used tissues in the bin straight away and wash your hands afterwards
- ← try to avoid close contact with people who are unwell

Don't

X do not touch your eyes, nose or mouth if your hands are not clean

If you think you might have coronavirus, have been to a country or area with a high risk of coronavirus in the last 14 days or you've been in close contact with someone with coronavirus ring NHS 111. Visit <https://www.nhs.uk/conditions/coronavirus-covid-19/> for further details.



Continuation of Learning Plan if school closure for a prolonged period

Setting work for children to access at home in case of school closure (also refer to the school's remote learning policy- website)

- Staff to update SEESAW passwords regularly
- Staff to be aware of GDPR expectations re: emailing/Seesaw.
- Class teacher to upload year group specific work onto Seesaw- embedding previous taught knowledge and focussing on key concepts for that year group
- Parents to access school website on a daily basis for further updates, news and activities
- If parents/ pupils need support with home learning make contact through Seesaw/ emails to school
- SEN pupils- differentiated work to be provided linked to learning targets and correct level of access
- If possible, hard copies to be made available and distributed as necessary
- Teacher to respond to emails daily (weekdays and working hours only)