



# LONG DITTON

## INFANT AND NURSERY SCHOOL

THE HEART OF LONG DITTON SINCE 1911

### Infection Control Guidance

Last reviewed – May 2020

This document aims to provide the school community with guidance when preparing for, and in the event of an outbreak of an infection such as pandemic. It contains a checklist of actions to aid planning and preparing for an outbreak of pandemic and clarifies communication procedures.

#### **PRINCIPLES**

Infections are likely to spread particularly rapidly in schools and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the school may be necessary in exceptional circumstances in order to control an infection. However, we will strive to remain open unless advised otherwise. Good pastoral care includes promoting healthy living. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

#### **PLANNING AND PREPARING**

In the event of the school becoming aware that a pupil or member of staff has an infectious illness we would direct their parents/residential staff to report to their GP. Alternatively, they may contact the school to advise us that a pupil or member of staff has sought medical attention and has been diagnosed as having an infectious illness. During an outbreak of an infectious illness such as pandemic influenza the school will seek to operate as normally as possible but will plan for higher levels of staff absence. The decision on whether school should remain open or close will be based on medical evidence. This will be discussed with the Area Education Officer. It is likely that school will remain open but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels. The school will close if lessons cannot be staffed or there is not adequate supervision for the children. Students will be asked to complete work at home.

#### **INFECTION CONTROL**

Infections are usually spread from person to person by close contact, for example:

Infected people can pass a virus to others through large droplets when coughing, sneezing or even talking within a close distance.

Through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands.

By touching objects (e.g. door handles, light switches) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands.

Viruses can survive longer on hard surfaces than on soft or absorbent surfaces. Staff and pupils are given the following advice about how to reduce the risk of passing on infections to others:

Wash your hands regularly, particularly after coughing, sneezing or blowing your nose.

Minimise contact between your hands and mouth/nose, unless you have just washed your hands.

Cover your nose and mouth when coughing or sneezing.

Do not attend school if you think you may have an infectious illness.

If you feel ill during the day go to the medical room.

Parents/carers will be contacted if First Aiders feel pupils are not well enough to be in school.

These messages are promoted through Personal and Social Education lessons.

## **HAND WASHING IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS**

### **Minimise sources of contamination**

We will ensure relevant staff have Food Hygiene Certificate or other training in food handling.

We store food that requires refrigeration, covered and dated within a refrigerator, at a temperature of 5°C or below.

We wash hands before and after handling food.

We clean and disinfect food storage and preparation areas.

Food is bought from reputable sources and used by recommended date.

### **To control the spread of infection**

We ensure good hand washing procedures (toilet, handling animals, soil, food)

Children are encouraged to blow and wipe their own noses when necessary and to dispose of the soiled tissues hygienically.

The school cleaning contractor keep a record of the washing of equipment. Ensure different cloths and towels are kept for different areas.

staff cover all cuts and open sores.

Aprons are worn when preparing food.

We wear protective clothing when dealing with accidents. (e.g. gloves ) A protocol is in place that is followed regarding contact with blood and body fluids. -

- Gloves worn -
- Soiled articles sealed in a plastic bag -

### **To raise awareness of hygiene procedures**

The school inform all attending adults of the existing procedures. Ensure that pupil induction includes this information and visual instructions are provided where possible for ease of understanding.

To prevent cross-contamination the school ensure that adults and children have separate toilet facilities. Children or staff who have had diarrhoea and/or vomiting are not allowed to return to the school for 48 hours.

### **If a child is unwell in school**

The wait in the designated area until they are collected by their parents or carers. They are closely monitored.

### **To prevent the persistence and further spread of infection**

The school is vigilant as to signs of infection persisting or recurring. .

Parents/carers are asked to keep their child at home if they have an infection, and to inform the school as to the nature of the infection.

Parents/carers are reminded not to bring a child to school who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

### **Support for Staff, Students, Parents and Carers**

The vast majority of school staff are Qualified First Aiders who assess pupils and staff before recommending further action. Individuals who are believed to have an infectious illness are sent home and are advised to contact their GP or local hospital.

## **COVID 19**

In respect of covid-19 Long Ditton Infant & Nursery School has a risk assessment in place and is following advice from Public Health England and the DfE.

<https://www.gov.uk/coronavirus/education-and-childcare>

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in%20schools](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools)

The school will:

- tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the [COVID-19: guidance for households with possible coronavirus infection](#))
- tell parents that only one parent should accompany a child to the education setting
- tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)
- make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)

- also think about engaging parents and children in education resources such as [e-bug](#) and [PHE schools resources](#)
- ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful
- communicate early with contractors and suppliers that will need to prepare to support plans for opening for example, cleaning, catering, food supplies, hygiene suppliers
- discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this

**When open the school will:**

- Keep cohorts together where possible and:
- ensure that children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days
- ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days
- ensure that wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days

For cleaning and hygiene:

- follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments
- clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal
- ensure that all adults and children:
  - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the [guidance on hand cleaning](#)
  - clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing
  - are encouraged not to touch their mouth, eyes and nose
  - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')
- ensure that help is available for children and young people who have trouble cleaning their hands independently

- consider how to encourage young children to learn and practise these habits through games, songs and repetition
- ensure that bins for tissues are emptied throughout the day
- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation
- get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible
- considering one-way circulation.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time
- staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)

Use outside space:

- for exercise and breaks
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#)

For shared rooms:

- use halls, dining areas and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports)

or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)

- stagger the use of staff rooms and offices to limit occupancy

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently

Transport:

- parents/carers and children and young people are encouraged to walk or cycle to school where possible
- parents/carers and children and young people are encouraged to follow the [Coronavirus \(COVID-19\): safer travel guidance for passengers](#) when planning travel