

# Greenhaugh Primary School

## Preventing and Managing Sickness including outbreaks



### Risk Procedures and Risk Assessment

#### Progression of restrictions / Staged Response

At Greenhaugh, 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 Point	Trigger	Key Actions	Who	Notes
<b>Stage 1 - General</b> (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>- General reminders for hygiene</li> <li>- Effective Cleaning routines followed and maintained</li> <li>- Modelling and development of handwashing routines with children</li> <li>- Effective handwashing facilities and soap available</li> <li>- Personal care guidelines followed</li> <li>- National Health Guidelines for common illnesses exclusions implemented and followed by staff and children</li> <li>- Follow usual absences for periods of sickness e.g. 48 hrs after symptoms have stopped for diarrhoea</li> </ul>	All Staff	<ul style="list-style-type: none"> <li>- See Infection control policy</li> <li>- Sickness and Illness policy</li> <li>- Personal Care</li> <li>- Health and Hygiene factsheet</li> </ul>
<b>Stage 2 - Prevention</b>	<b>Where an increased risk is present</b> -Increased absence rates of children or staff -Local increases in sickness e.g.: flu, slap cheek, foot and mouth, measles, gastric, coronavirus -Public health alerts -Suspected cases of specific/ notifiable illness in the setting or within the community	<ul style="list-style-type: none"> <li>- Increased hygiene procedures</li> <li>- Communication to Staff, parents, families and visitors including key information</li> <li>- Posters including key information in entrance areas and on social media</li> <li>- Specific hygiene activities with children</li> <li>- Increased monitored use of hand washing before eating of food and before and after activities</li> <li>- Extend the 48hr return rule after all symptoms have stopped for all fever and sickness</li> <li>- Review all core control measures and make changes as necessary</li> <li>-Daily review of the situation</li> </ul>	Headteacher All Staff	

<b>Stage 3 - Mitigation/ Delay</b>	<b>Where a significant risk is present</b> - direct case or increased likelihood of cases - Public health advice for restrictions	-Increase Hygiene and cleaning routines, including deep cleaning if necessary -Share information with all staff, parents and families -Consider reducing contact situations -Consider increasing outside activities -Consider removal or reduction of toys within the rooms -Asking parents to keep children at home with any symptoms -Staff to stay at home if have symptoms -Consider staff and children on the medical vulnerable list to stay at home -Sending staff/children home if develop symptoms -Reduce visitors to building -Consider staggering drop off and pick ups	Headteacher Governors All Staff	
<b>Stage 4 - Containment</b>	<b>Where a specific and or significant changes or restrictions need to be in place</b> -High levels of sickness -High absence rates -Significance of danger of disease or illness	Reduce numbers of children/staff in setting Part or full closure of setting Reduction/exclusion of visitors	Headteacher Governors	
		<u>Core Control Measures</u>		
<b>Control Measure</b>	<b>Control Stage</b>	<b>Notes/ Actions</b>	<b>Who</b>	<b>Review</b>
Tissues in each room Blue Roll in each room Soap in all rooms Access to antibac spray for surface cleaning between activities when necessary	1	Ensure adequate stock levels of tissues/blue roll/soap/spray for each room Staff to replenish as needed from stock	Office Caretaker All staff	

Ensure all soap dispensers are full ensure handwash gel or soap available in all toilets and by all sinks	1	Ensure adequate stock levels of tissues/blue roll for each room Ensure adequate supply of soap and hand wash gel Staff to replenish as needed from stock	All staff Office to order	
Visitors and Contractors	2/3	Posters to inform of expectations Send contractors expectations Clean hands or use gel before entering Restrict visitors	Office All staff	
Monitoring daily of staff or child absence	1/2	Daily log recording absences and symptoms	Headteacher Office/Admin All staff Parents	
Find out about travel arrangements now and in the future of staff and children	3 where specific threats are evident	Newsletter: - Ask parents to inform us of any close family member who has returned from abroad in the last month - Staff members to inform Manager of any travel arrangements to high risk areas including those of any close friends or family they have been in contact with	Headteacher Admin/Office All Staff Parents	
Reduce Contact point activities	2/3	Ensuring extremely high hygiene for any Food making, tasting, passing items in circle time, play dough, sand, water activities, touching activities Increase outside play Ensure children have named bottles, no cup or glass sharing Reduce children contact with visitors	All staff	

Good personal Hygiene	2/3/4	<p>Newsletter:  Inform parents of hygiene expectations and to discuss with children  All children to wash hands on arrival, before going home and arriving at home  Staff to teach children hand washing techniques and songs  Staff to use hand washing activities to develop understanding of why good hygiene is required  Children to wash hands regularly before, after activities, lunch, snacks, after toilet etc  Ensure key information posters are up</p>	Admin Headteacher All staff	
Review of cleaning	2/3/4	<p>Meet with all staff to review cleaning arrangement and make any necessary changes  Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?)  Increased cleaning within rooms by staff during sessions  Additional touch point cleaning of door handles  Preparations for deep cleaning if necessary</p>	Headteacher All staff Governors	
visitors	2/3/4	<p>Compulsory handwashing / use of gel before entering setting;  Inform them of new requirements  Informing us of any suspected or confirmed cases by any families, visitors</p>	Headteacher All staff	
Absence policy	2/3	<p>Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness – following Dept of Health Guidance)</p>	Headteacher All staff Governors	-
Support for families affected	2/3	<p>Communicate to parents and staff to contact school if they require support;  Regular contact with affected families and staff – wellbeing checks.</p>	Headteacher Teachers	

Taking temperature of child who may begin to feel unwell	All	Hand held thermometers suitable for use with children Ensure good supply of the plastic covers	All staff	
		<u>Coronavirus Key Actions</u>		
<b>Specific Issues</b>		<b>Actions Including messages</b>	<b>Who</b>	<b>Notes</b>
Suspected case in school (staff or child)		Contact relevant agencies e.g. LA / Public Health England Deep clean core areas Inform Staff Core reminders of hygiene Contact parents and families - general information about sickness	Headteacher All staff	
Confirmed case		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 room, setting or carry on	Headteacher All Staff Governors	
Suspected case in a family		Parents to ensure the family follow the self isolation rules of 14 days or until test shows they are clear of the virus	Headteacher All staff	
Confirmed case in a family		Parents to ensure the family follow the self isolation rules of 14 days	Headteacher All Staff	
Staff shortage		Consider reducing numbers of children in the school Consider bringing extra staff/ known volunteers	Headteacher Governors	

Protection for most vulnerable children		Identify who these children are medically vulnerable e.g. underlying health conditions that may be affected by the current threat Discuss with parents the initial steps and agree key actions re. isolation/seclusion Risk assessment to be in place before return - seek medical advice on the condition from child's GP, consultant, health visitor	Headteacher Teachers	
Staff with health issues Vulnerable staff		Ask them to contact their consultants to seek advice on their condition Ask them to contact their midwife to seek advice; Support self isolation - SSP/Early maternity Consider working from home	Headteacher HR OH	
Staff with symptoms		Stay at home Self isolate Get tested to confirm - Positive test - stay at home until no symptoms Negative test- return when symptoms have alleviated Risk assessment in place before return if case confirmed	Headteacher All Staff	
Dated: May 2020				