



CONTROL OF INFECTIONS POLICY

This policy has been adopted by all schools within
The Golden Thread Alliance.

Date Approved	Summer 2024
Next Review Date	Autumn 2025

1. Statement of Intent

The Health and Safety at Work Act imposes a duty on employers to ensure, as far as reasonably practicable, the health safety and welfare of employees and others (this includes visitors and pupils.) There are several Regulations which relate to The Golden Thread Alliance's legal obligations to control, manage and report infections which include:-

- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- Public Health (Control of Disease) Act
- The Public Health (Infectious Diseases) Regulations
- The Management of Health and Safety at Work Regulations
- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Food Safety and Hygiene (England) Regulations
- Food Safety Act
- The Health Protection (Notification) Regulations

The Trust and Governing Committees are committed to safeguarding the health, safety and welfare of all colleagues, pupils and visitors so far as is reasonably practicable. The Trust and Governing Committees have a duty of care to volunteers and agency staff and consultants who are not employees and who may be affected by their work activities.

The policy applies to all relevant school activities and is written in compliance with all current UK health and safety legislation and has been consulted with colleagues and their safety representatives (Trade Union and/or Health and Safety Representatives). This policy provides a clear framework for ensuring that the school management, all employees and visitors have clear procedures for the prevention and control of infections in the Trust and its schools.

This control of infections policy covers and applies to all work and teaching activities undertaken by the school and sets out clear procedures, arrangements and any provisions made by the school to ensure the school can manage infections effectively. The policy set out the responsibilities of the Headteacher/Head of School, Governors, managers, all colleagues, contractors and pupils. This policy also provides links to the necessary guidance to enable the school to manage infections effectively.

Colleagues must be aware of this policy, statutory reporting procedures and of the outside agencies involved in dealing with outbreaks of disease. Colleagues should also be particularly aware of the practical procedures to control the spread of communicable diseases. Colleagues should also be aware of the First Aid and Administration of Medicines Policy which may also be relevant.

Name: _____ **Signature:** _____

(Chief Operating and Financial Officer)

Name: _____ **Signature:** _____

(Headteacher/Head of School)

Date: _____

Review Procedures

This policy will be reviewed regularly and revised as necessary. Any amendments required to be made to the policy as a result of a review will be presented to the Governing Body for acceptance.

Document / revision no.	Date	Status / Amendment	Approved by

Distribution of copies

Copies of the policy and any amendments will be distributed to: The Headteacher/Head of School, Premises Manager, Chief Operations and Financial Officer, All Colleagues, Governors, Trustees and the Administration office.

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2. Roles and Responsibilities

2.1 Headteacher/Head of School

To ensure:

- 2.1.1. Task-based risk assessments are undertaken and appropriate controls are in place to manage infection hazards at source in line with the hierarchy of risk control and these are reviewed regularly (e.g. annually) or when there is a significant change.
- 2.1.2. All colleagues are made aware of their role(s) and responsibilities in the prevention and control of infection.
- 2.1.3. Colleagues are instructed, informed, monitored and updated in correct infection control procedures and this policy. All colleagues are to be provided with suitable training commensurate to their roles and responsibilities.
- 2.1.4. Colleagues are informed of any risk to their health from a communicable disease that might arise as a result of their work or working environment and advise them on the means of avoiding either becoming infected or infecting others.
- 2.1.5. Incidents and sharp injuries are reported in line with The Golden Thread Alliance reporting procedure and that colleagues follow the correct procedures and these are investigated to prevent infections and support staff that may be infected.
- 2.1.6. Appropriate quantities of Personal Protective Equipment (PPE) – suitable protective gloves, aprons, face masks and resuscitation face masks are available at all times.
- 2.1.7. Cleaning procedures are in place to maintain a clean environment and resources are available to colleagues.
- 2.1.8. Records are maintained of staff' Hepatitis B vaccination history in areas where a risk of the disease has been identified.
- 2.1.9. Immunisation of pupils and colleagues are promoted.
- 2.1.10. Good hygiene practices are promoted such as hand washing (20 seconds) and any other guidelines provided by official bodies.
- 2.1.11. The school follows the advice given by Government advice and professional bodies.
- 2.1.12. Further professional advice is sought when necessary.

2.2 All Teaching Staff

To ensure:

- 2.2.1. Compliance with the requirements set on this policy.
- 2.2.2. Control of infection issues are brought to the attention of the Chief Operating and Financial Officer/School Business Manager.
- 2.2.3. Relevant training is completed as required.
- 2.2.4. A high standard of infection control and hygiene is maintained as a matter of good practice.
- 2.2.5. Incidents and accidents are reported and recorded immediately in line with The Golden Thread Alliance reporting procedure.
- 2.2.6. Report promptly if they are unwell with an infectious disease, follow their GP, Public Health England and/or NHS guidance and do not return to school until clear of symptoms for the time specified by their GP, NHS or government guidance.

- 2.2.7. Take due care of their own, their colleagues' and pupils' health and safety.
- 2.2.8. Use and maintain work equipment and personal protective equipment (PPE) according to training and manufacturers' instructions.
- 2.2.9. Inform The Golden Thread Alliance if they are at higher risk of infections (e.g. pregnancy, underlying medical condition, etc.) or if they have any concerns with regards the school's procedures to control infections.
- 2.2.10. Become familiar with relevant risk assessments and follow control measures.
- 2.2.11. Incidents are reported immediately, following The Golden Thread Alliance Accident/Incident reporting and investigation procedure.

2.3 Support Staff

To ensure:

- 2.3.1. Their line manager is promptly informed if there is a reason you are or could be more susceptible to risks presented by infectious diseases.
- 2.3.2. Undertake any training required for the role and responsibilities.
- 2.3.3. Take due care of their own and their colleagues' health and safety at work.
- 2.3.4. Become familiar with relevant risk assessments and follow control measures.
- 2.3.5. A high standard of infection control and hygiene is maintained as a matter of good practice.
- 2.3.6. Report promptly if they are unwell with an infectious disease, follow their GP, Public Health England and/or NHS guidance and do not return to The Golden Thread Alliance until clear of symptoms for the time specified by their GP, NHS or government guidance.
- 2.3.7. Take due care of their own, their colleagues' and pupils' health and safety.
- 2.3.8. Use and maintain work equipment and personal protective equipment (PPE) according to training and manufacturers' instructions.
- 2.3.9. Incidents are reported immediately, following The Golden Thread Alliance Accident/Incident reporting and investigation procedure.

2.4 School Business Manager

To ensure:

- 2.4.1. Suitable and sufficient risk assessments are completed and these take into consideration infection risks.
- 2.4.2. Arrangements are in place to maintain good standards of cleaning.
- 2.4.3. All materials and equipment required to meet the arrangements of this policy are made available to all colleagues.
- 2.4.4. All hires of the school premises are made aware of the policy and comply with section 2.8 of this policy

2.5 First Aiders

To ensure:

- 2.5.1. They are familiar with this policy and fulfil their duties outlines in other sections (E.g. Teaching Staff or Support Staff)

- 2.5.2. Individuals may be exposed to infectious substances such as blood and other bodily fluids and should take the following precautions to reduce the risk of infection:
- a. Cover any cuts or grazes on their skin with a waterproof dressing
 - b. Wear suitable disposable gloves when dealing with blood or any bodily fluids
 - c. Use suitable eye protection and a disposable plastic apron where splashing is possible
 - d. Use resuscitation face masks if you have to give mouth to mouth resuscitation
 - e. Wash your hands after each procedure.
 - f. Become familiar with relevant risk assessments.
 - g. Follow good hygiene practice
 - h. Liaise with the facilities team to ensure The Golden Thread Alliance cleaning procedure is followed

2.6 Facilities Team (Premises Team/Cleaning Team)

To ensure:

- 2.6.1. Compliance with the requirements set on this policy.
- 2.6.2. Control of infection issues are brought to the attention of the Chief Operating and Financial Officer/School Business Manager.
- 2.6.3. Relevant training is completed as required.
- 2.6.4. A high standard of infection control and hygiene is maintained as a matter of good practice.
- 2.6.5. Incidents and accidents are reported and recorded immediately in line with The Golden Thread Alliance reporting procedure
- 2.6.6. Report promptly if they are unwell with an infectious disease, follow their GP, UKHSA and/or NHS guidance and do not return to The Golden Thread Alliance until clear of symptoms for the time specified by their GP, NHS or government guidance.
- 2.6.7. Take due care of their own, their colleagues' and pupils' health and safety.
- 2.6.8. Use and maintain work equipment and personal protective equipment (PPE) according to training and manufacturers' instructions.
- 2.6.9. Inform the school if they are at higher risk of infections (e.g. pregnancy, underlying medical condition, etc.) or if they have any concerns with regards the school's procedures to control infections.
- 2.6.10. Good standard of cleaning is maintained at all times.
- 2.6.11. That in the event of an outbreak of infection, relevant areas to be deep cleaned.
- 2.6.12. The relevant risk assessments are completed and followed.
- 2.6.13. The correct PPE is worn when dealing with bodily fluids and cleaning of areas (disposable gloves, plastic aprons, face shields).
- 2.6.14. Incidents are reported immediately, following The Golden Thread Alliance Accident/Incident reporting and investigation procedure.

2.7 Trust Chef Manager, Kitchen Managers and Catering Staff

To ensure:

- 2.7.1. The catering function within The Golden Thread Alliance must have a recognised Food Management System in place, including a HACCP system (hazard analysis critical control

point) which incorporates prerequisites such as pest control, personal hygiene etc. This system should be fully traceable to maintain due diligence.

- 2.7.2. All those with the responsibility for food preparation should be aware of their duties under this legislation and have received training commensurate to their level of responsibility in the food preparation area. The minimum training requirement for all kitchen staff is Level 2 Food Safety, supervisors Level 3 Food Safety and Managers Level 4 Food Safety. If new staff do not hold this certificate when they join The Golden Thread Alliance, arrangements should be made within a month for them to attend a course. New catering staff must be made aware of food hygiene arrangements.
- 2.7.3. Incidents are reported immediately, following the school Accident/Incident reporting and investigation procedure.
- 2.7.4. That in the event of an outbreak of infection, relevant areas to be deep cleaned.
- 2.7.5. The relevant risk assessments are completed and followed.
- 2.7.6. The correct PPE is worn when dealing with bodily fluids and cleaning of areas (disposable gloves, plastic aprons, face shields).
- 2.7.7. Good standard of cleaning is maintained at all times.
- 2.7.8. A high standard of infection control and hygiene is maintained as a matter of good practice.
- 2.7.9. All colleagues should complete a Health Questionnaire before commencing employment and when returning from abroad.
- 2.7.10. Any member of the catering team who reports that they are suffering from diarrhoea and/or vomiting should be excluded from food preparation or serving until they are symptom-free for 48 hours.
- 2.7.11. Food handlers with skin problems especially on the hands and forearms should be excluded from food preparation until the skin is healed.
- 2.7.12. Food handlers suffering from colds and coughs should not be working while still at the acute stage of the illness.
- 2.7.13. All food handlers who consult their doctors about any infectious disease should make sure their doctor is aware of the work they do.
- 2.7.14. Food handlers who smoke should be reminded to wash their hands after smoking and before resuming their food preparation tasks.

2.8 Contractors and Visitors

To ensure:

- 2.8.1. The school reporting procedure is followed.
- 2.8.2. Their activities do not introduce infection risks to The Golden Thread Alliance.
- 2.8.3. A high standard of infection control and hygiene is maintained whilst in school premises as a matter of good practice.
- 2.8.4. Any areas which may be contaminated are to be reported to the Facilities Team or their host.

2.9 Pupils, Parents and Carers

To ensure:

- 2.9.1. They provide the school with any relevant information to ensure their own health, safety, and welfare.
- 2.9.2. Comply with any request from staff to leave the area if someone is unwell.
- 2.9.3. They should report any concerns they may have to a member of staff.
- 2.9.4. Any pupil who is unwell should stay away from the school until they have been symptom-free for at least 48 hours as set out in the current exclusion policy set out by the UK Health Security Agency (UKHSA) for schools and advice received by the Health Protection Team (HPT). Parents and carers are asked to ensure that this happens.
- 2.9.5. Good personal hygiene is practised.

3. Arrangements

3.1 Risk Assessment

- 3.1.1. A risk assessment should be in place for the school premises and should consider the hazards that might be posed by infectious disease. In some areas, there will be little or no risk identified over and above that which is encountered in everyday life. In some areas, however, where there exists a student or employee with known or probable health problems, further analysis will have to be made.
- 3.1.2. The individual care plans of vulnerable pupils should indicate if they are suffering from an infectious disease or vulnerable to infectious diseases that require special precautions to be taken, especially if they require personal care. This would also apply to pupils who are unpredictable and violent. However, the confidentiality of the pupil's medical condition should be protected whenever possible.
- 3.1.3. Immunisation advice to colleagues will cover some aspects of risk, as will training in sound hygiene practices such as washing and universal precautions.
- 3.1.4. A specialist risk assessment relating to infection control will be needed for specific outbreaks and special circumstances identified at the school and will incorporate specific advice from the school Local Health Protection Team, see section 3.12. A Specialist risk assessment will need to:
 - a. Identify the hazards within the workplace, including those that potentially may be brought into the workplace.
 - b. Decide who might be harmed, and how, and include visitors, contractors, vulnerable persons, registered disabled persons, pregnant women, young persons, pupils and those persons with medical conditions.
 - c. Evaluate the risks and decide on precautions through ratings such as low, medium or high risk. The precautions and controls put in place must be proportionate to the risks. An example is if the risk is high then more robust controls may need to be put in place to reduce the risk to an acceptable level.
 - d. Record significant findings and communicate them to all relevant persons.

- 3.1.5. The law requires that the employer provide employees with adequate information, training, and supervision necessary to ensure their health and safety at work. Ensuring colleagues understand the contents of the risk assessment and the role that they will take in managing any risk can be achieved through training and information.
- 3.1.6. The risk assessment will be reviewed and updated when changes are required. Changes may be required following the identification of new or imported infection control risks in The Golden Thread Alliance.

3.2 Vulnerable Children

- 3.3.1. The Golden Thread Alliance will ascertain if enrolled children have medical conditions that make them vulnerable to infections that would rarely be serious in most children, e.g. children that have impaired immune defence mechanisms in their bodies either as a result of a medical condition or due to treatment they are receiving (known as immunosuppressed).
- 3.3.2. The Golden Thread Alliance will liaise with parents and carers to ensure the necessary precautions are taken to protect vulnerable children and these will be discussed with the parents and carers in conjunction with their medical team. The information will be shared with the specialist nurse.
- 3.2.1. Precautions will be taken to ensure vulnerable children are not knowingly exposed to chickenpox, measles and parvovirus B19 and, if they are exposed to either of these, their parents and /carers will be informed promptly, and further medical advice will be sought.
- 3.2.2. For those pupils with medical conditions, please refer to the Supporting Pupils with Medical Conditions Policy.

3.3 Pregnant Colleagues

- 3.3.1. Managers need to consider the risks for new and expectant mothers when carrying out activity/task risk assessments.
- 3.3.2. Ensure a specific New and Expectant Mother Risk Assessment is carried out as soon as notification of pregnancy or breastfeeding is given and ensure infection control is considered on the assessment; any pre-existing medical condition or disability may also be relevant. The risk assessment should be reviewed as the pregnancy progresses and as circumstances dictate, and also on return back to work after maternity leave.
- 3.3.3. If a pregnant colleague develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by their GP.
- 3.3.4. Chickenpox can affect a pregnant woman if she has not already had this infection. Report exposure to midwife and GP at any stage of pregnancy. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- 3.3.5. German measles (rubella). If a pregnant woman comes into contact with German measles, they should inform their GP and antenatal carer immediately to ensure investigation. The

infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.

- 3.3.6. Slapped cheek disease (fifth disease or parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
- 3.3.7. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, they should immediately inform whoever is giving antenatal care to ensure investigation.
- 3.3.8. All-female colleagues born after 1970 working with young children are advised to ensure they have had two doses of MMR vaccine.

3.4 Public Health Management of Specific Infectious Diseases

- 3.4.1. The government has provided specific guidance for public health exclusions to indicate the time an individual should not attend a setting to reduce the risk of transmission during the infectious stage. This is different to 'exclusion' as used in an educational sense. The academy will follow the guidelines set in Appendix 6 of this policy the Health protection in education and childcare settings: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources#exclusion-table>
- 3.4.2. The Golden Thread Alliance will ensure that all relevant persons are informed of the necessary control to prevent infectious diseases.

3.5 Action in the event of an outbreak or incident

- 3.5.1. If an outbreak or incident is suspected, The Golden Thread Alliance will review and reinforce the baseline infection prevention and control measures already have in place. This will include:
 - a. encouraging all colleagues and pupils who are unwell not to attend the setting. Further guidance on the management of specific infectious diseases, including advised exclusion periods, can be found in section 3.4.
 - b. ensuring all eligible groups are enabled and supported to take up the offer of national immunisation programmes including coronavirus (COVID-19) and flu
 - c. ensuring occupied spaces are well ventilated and let fresh air in.
 - d. reinforcing good hygiene practices such as frequent cleaning, see sections 3.6, 3.7 and 3.8.
 - e. considering communications to raise awareness among parents and carers of the outbreak or incident and to reinforce key messages, including the use of clear hand and respiratory hygiene measures within the setting such as E-Bug.
- 3.5.2. When necessary, the Trust will liaise with UKSHA or will refer to Appendix 4 of this policy or the Health protection in education and childcare settings: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/managing-outbreaks-and-incidents>
- 3.5.3. The academy will follow the exclusion table guidelines issued by UKHSA (see also Appendix 6): <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/children-and-young-people-settings-tools-and-resources#exclusion-table>

3.6 Basic Hygiene Measures

- 3.6.1. In all areas of The Golden Thread Alliance, it is important to observe good basic hygiene procedures. Standard Infection Control Precautions are the basic infection prevention and control measures necessary to reduce the risk of transmission of infectious agents from both recognised and unrecognised sources of infection. Therefore, with any fluids, it is necessary to employ infection control measures.
- 3.6.2. Cleaning with detergent and water is normally completed as this method removes most germs that can cause disease. See Appendix 3 for further guidance.
- 3.6.3. Consideration is given to situations where additional cleaning is required during term time (for example in the event of an outbreak). The school complies with UKHSA HPT recommendations for enhanced or more frequent cleaning.

3.7 Respiratory and cough hygiene

- 3.7.1. Coughs and sneezes spread diseases. Covering the nose and mouth during sneezing and coughing can reduce the spread of infections.
- 3.7.2. Spitting should be discouraged.
- 3.7.3. Anyone with signs and symptoms of respiratory infection, regardless of the cause, should follow respiratory hygiene and cough etiquette, specifically:
 - a) cover nose and mouth with a tissue when coughing and sneezing, dispose of used tissue in the non-healthcare risk waste bin and perform hand hygiene (see section 3.8)
 - b) cough or sneeze into the inner elbow (upper sleeve) if no tissues are available, rather than into the hand
 - c) keep contaminated hands away from the mucous membranes of the eyes and nose
 - d) carry out hand hygiene after contact with respiratory secretions and contaminated objects and materials.

3.8 Hand-washing

Effective handwashing is an important method of controlling the spread of infections, especially those causing diarrhoea, vomiting and respiratory type illness. All colleagues and pupils should be advised to wash their hands after using the toilet, before eating or handling food, after playtime and after touching animals using the following technique:

- a. Use warm running water and a mild, preferably liquid, soap. If tablets of soap are used, they must be kept on a clean soap dish when not being used.
- b. Rub hands vigorously together until soapy lather develops and continue for 20 seconds ensuring that all surfaces of the hand are covered.
- c. Ensure the whole surface of the hand is washed including the palms, backs of hands and cleaning between and surface area of fingers and the thumbs.
- d. Rinse hands under running water and dry hands with either a hand dryer or paper towels. Do not use cloth towels as they can harbour micro-organisms which can then be transferred from one person to person.
- e. Discard paper towels into a bin (pedal bins are preferable).
- f. It is important to ensure that hand basins are kept clean.

3.9 Disposal of Sharps

- 3.9.1. Where colleagues and pupils are required to administer medicine via needles or syringes, appropriate sharp boxes are provided.
- 3.9.2. Sharps are sometimes found discarded on school premises. Sharps include needles or syringes, scalpel blades, razor blades etc. Used sharps will inevitably have traces of blood on them. Therefore, they mustn't be allowed to cut or penetrate the skin of another person after they have been used.
- 3.9.3. Appropriate PPE will be made available to dispose of sharps such as litter pickers and/or sharps gloves.
- 3.9.4. Sharps must never be disposed of in waste bags or receptacles and must be disposed of in sharp boxes.
- 3.9.5. Sharps disposal procedure dictates that all sharps be disposed of using safe, colour coded pharmaceutical waste bins, using the following format:
 - a. Purple lid: for sharps that may be contaminated with cytotoxic or cytostatic substances
 - b. Orange lid: for sharps that haven't been contaminated with medication
 - c. Yellow lid: for any other sharps, including those contaminated with medicine
- 3.9.6. The school has appointed a specialist medical waste company as their clinical/hazardous waste disposal service. And further guidance is sought on the correct sharp boxes required.
- 3.9.7. Sharps' boxes are available and should be used to dispose of used needles, razor blades etc. Only fill the box to where it says "Do not fill above this line" A sharps' box will need to be available in all areas where there is a chance of discarded needles being discovered.
- 3.9.8. Sharp boxes should be kept in a safe place so it's not a risk to other people and is out of sight and reach of pupils. Sharp boxes should be located in a safe position, i.e. bracketed to a wall and in with the lid closed when not in use.
- 3.9.9. The contents of sharp boxes should be treated as clinical/hazardous waste and as such, should be disposed of appropriately. The school has appointed specialist medical waste company as their clinical/hazardous waste disposal service.

3.10 Cleaning-up body fluid spills

- 3.10.1. Blood and body fluids (e.g. faeces, vomit, saliva, urine, nasal and eye discharge) may contain viruses or bacteria capable of causing disease. It is therefore vital to protect both yourself and others from the risk of cross-infection. To minimize the risk of transmission of infection, colleagues should practice good personal hygiene and be aware of the procedure for dealing with body spillages.
 - a. Appropriate PPE should be worn such as disposable gloves. Gloves should be vinyl and not latex which is known to cause allergic reactions in some people. Plastic aprons must also be available and used where necessary. If there is a risk of splashes, eye and nose protection should also be worn, e.g. visors or face shields.
 - b. Any cuts on the hands or arms should be covered with waterproof plasters.
 - c. Clean the pupil (or colleague) and remove them from the immediate area.
 - d. Isolate the area with signs, chairs, cones etc.
 - e. For blood, use granules or solution provided in a spill kit. For other bodily fluids use paper towels to soak excess liquid or clean solid material. Towels MUST be disposed of as infectious or offensive waste depending on spill type.
 - f. The spillage/area can be cleaned up using a product that combines detergent and disinfectant or a spill kit where needed (spill kits must be made available for blood spills).

- g. Ventilate the area when using chlorine-based disinfectants. DO NOT use chlorine-based products directly on Urine as a toxic fume will evolve.
 - h. Leave for 10 minutes or follow the instructions enclosed.
 - i. Clean up the spillage and dispose as infectious or clinical waste.
 - j. The area should then be cleaned thoroughly with a product that combines disinfectant and detergent and hot water using disposable cloths following the manufacturer's instructions for the product. Paper towels used should be disposed as infectious waste.
 - k. Then remove and dispose of PPE (gloves, apron) and wash hands thoroughly.
- 3.10.2. Further advice on the correct cleaning methods and cleaning substances to use should be sought from The Golden Thread Alliance's chosen cleaning contractor.

3.11 Accidental contamination with bodily fluids

- 3.11.1. Blood borne viruses do not invade the body through intact skin; they can, however, penetrate through open wounds, mucous membrane (mouth), conjunctivae (eyes) and puncture wounds.
- 3.11.2.** In the event of an accident with body fluids that results in possible contamination **IMMEDIATE ACTION** should be taken by the person involved and first aider and if necessary, escalated to the employee's line manager. The steps are:
- a. make the wound bleed for a few seconds, but do not suck the wound.
 - b. wash the wound with soap and warm running water, do not scrub
 - c. cover the wound
 - d. conjunctivae (eyes), mucous membrane (mouth) should be washed well under running water.
 - e. Report the incident to the Chief Operating and Financial Officer/School Business Manager and ask them to complete, with your help, an accident form as soon as possible. The accident form should note: whether the injury is deep, if there was visible blood on the device causing the injury, or if there is known HIV related illness.

As soon as possible (within the hour)

- f. Report the matter to your GP or the local A&E department.
- g. Take the accident form with you to the GP.
- h. If you have had Hepatitis B vaccination in the past you should remind your GP of the fact.
- i. However, if you have not had a vaccine within the last six months the doctor will probably decide to give a booster.
- j. Blood should be taken and tested for blood-borne viruses (Hepatitis B, Hepatitis C and HIV).
- k. The Health Protection Team should be informed of the incident by the Chief Operating Officer/School Business Manager. If the person whose bodily fluids are involved is known, their details should be given to HPT (Refer to Appendix 4)
- l. The School Business Manger should also report the occurrence to the HSE under RIDDOR (Form 2508A) and ensure that the above actions are carried out by the person involved in the accident.

3.12 The Local Health Protection team (HPT)

- 3.12.1. The local health protection team is responsible for dealing with outbreaks. Most outbreaks are managed at a local level without needing to form an Outbreak Control Team (OCT.)

- 3.12.2. The HPT should be contacted (by phone initially) by The Golden Thread Alliance when there is an outbreak of a serious infectious disease in their establishment. The level of reporting is when two or more individuals are reported with the same infectious disease.
- 3.12.3. The HPT will advise on all management aspects of the situation. This will include information to parents, carers, pupils and colleagues, vaccination arrangements (if indicated), possible collection of samples for microbiological analysis and statements to the press.
- 3.12.4. For the list of reportable diseases see Appendix 1.

3.13 Training

- 3.13.1 Suitable training should be delivered to colleagues where there is an identified risk.
- 3.13.2 Appropriate training will need to be identified for the different categories of infection risk that colleagues encounter in their particular jobs. Colleagues working entirely in The Golden Thread Alliance or School offices are unlikely to require training. Cleaners, the facilities team and colleagues supporting pupils with special medical needs will require specific instruction in this area.
- 3.13.3 The Golden Thread Alliance requires that the minimum training for all food handlers must be the Basic Food Hygiene Certificate. If new colleagues do not hold this certificate when they join the school, arrangements should be made within a month for them to attend a course. New catering colleagues must be made aware of food hygiene arrangements.

3.14 First Aid

- 3.14.1. First Aid is an area that might expose individuals to infectious substances such as blood and other bodily fluids. Within the training for an Occupational First Aider, there is an element of infection control based on Universal Infection Control Precautions.
- 3.14.2. Colleagues responsible for purchasing first aid materials should supply first aiders with suitable disposable gloves, aprons and resuscitation face masks in addition to the basic requirements of the first aid box.
- 3.14.3. Suitable disposal methods must be used by first aiders with provision in place, for example clinical waste bins and offensive waste bins. Such bins may be required in first aid rooms, Early years settings or SEN units. Colleagues must be aware of appropriate use.

3.15 Immunisation

- 3.15.1. The Trust takes an active role in supporting immunisation programmes. These are detailed on the UKSHA: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/supporting-immunisation-programmes>
- 3.15.2. Specific immunisation is not necessary for all colleagues in the context of their work. However, The Golden Thread Alliance colleagues that have been identified as being at risk of specific infections, such as, Tuberculosis (TB), Rubella, Polio and Tetanus. Colleagues should be issued with advice upon employment and thereafter.
- 3.15.3. It is recommended that the Premises manager and all trained first aiders should have up to date tetanus vaccinations and also be offered Hepatitis B vaccinations.
- 3.15.4. It is not considered necessary for the Hepatitis B or HIV/AIDS status of colleagues to be declared. If the infection control procedures set out in these guidelines and are followed, there will be no risk to either pupils or other colleagues.

3.16 Contact with Animals

- 3.16.1. Farm visits pose a potential risk of infection to pupils and adults. Generally, farms that are open for visits are plentifully supplied with wash hand basins. Pupils should be instructed to wash their hands thoroughly after touching animals, especially before eating.
- 3.16.2. Animals kept by the Trust will be kept in line the Health protection in education and childcare settings guidelines: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/specific-educational-settings-and-populations-additional-health-protection-considerations>
- 3.16.3. Pond Dipping and Canoeing are activities that might bring pupils into contact with leptospirosis (Weil's Disease). This is a disease caused by contact with the urine of infected rats. The organism can penetrate the skin, especially broken skin. Therefore, cover any abrasion with waterproof plasters and wash thoroughly after contact with pond or river water. Symptoms develop about ten days after contact and can include severe headache, severe muscle aches and tenderness, redness of the eyes, loss of appetite, vomiting and sometimes a skin rash. Anyone who has been in contact with a pond or river water and subsequently develops any of these symptoms within 10 days should mention the contact to their doctor. Early treatment with antibiotics is usually effective. Symptoms can seem similar to influenza illness.
- 3.16.4. The academies will complete risk assessments for all educational visits, the following types of visits will be assessed in conjunction with the Health protection in education and childcare settings guidelines: <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/specific-educational-settings-and-populations-additional-health-protection-considerations>
 - a. Educational visits involving water-based activities.
 - b. Educational visits to locations such as farms and zoos.

3.17 Hygiene in Kitchens and Eating Areas

- 3.17.1. Safe food preparation is key to the prevention of food-related illnesses. The day-to-day responsibility for managing food safety has been delegated to the Trust Chef Manager..
- 3.17.2. The cleanliness of all food equipment, including plates and cutlery for the Dining hall, is the responsibility of the Catering/Midday Lunch Supervisor/Breakfast/After School Club staff. Associate Teachers take responsibility for setting out and clearing away break time snacks in the classrooms/practical areas.
- 3.17.3. The Trust Chef Manager ensures that food allergies are considered and controls are in place and the kitchen logbook is completed in full daily.
- 3.17.4. The Trust Chef Manager will ensure that all recommendations from visiting enforcement officers are acted upon within the recommended guidelines.
- 3.17.5. Any person working in a food area that knows or suspects that they are suffering from or are a carrier of any disease that is likely to be transmitted through food or has an infected wound, skin infection, skin condition, sore or diarrhoea, must inform their immediate line manager and discontinue food handling duties
- 3.17.6. Any person suffering from food poisoning must not be allowed to engage in food handling activities until they have been free from any symptoms for 48 hours, once any treatment has ceased and have received medical clearance.
- 3.17.7. The catering function within The Golden Thread Alliance ensures that pre-requisites are met before implementing the hazard analysis critical control point system (HACCP).
- 3.17.8. In addition to the generic prerequisites, The Golden Thread Alliance has compiled additional pre-requisites, where necessary. Generic pre-requisites are in place to ensure food safety is maintained

and this includes ensuring that good hygiene procedures and processes are in place, as follows: -

- a. The use of approved suppliers
- b. Drinking water
- c. Integrated pest management
- d. Stock rotation
- e. Staff training
- f. Good design of equipment and premises
- g. Labelling and traceability
- h. Personal hygiene of employees
- i. Cleaning and sanitising
- j. Preventative maintenance
- k. Waste disposal

4. Conclusions

- 4.1. Basic good hygiene practice is the key to infection control throughout The Golden Thread Alliance.
- 4.2. The inclusion of infection control issues in risk assessments, as well as training colleagues on induction and at suitable intervals, thereafter, will reduce the likelihood of infections being spread unnecessarily. Wider infection control measures will be needed if there is an outbreak, such as enhanced cleaning programmes and more comprehensive control measures to reduce exposure following guidance from the local HPT.

Appendix 1 – List of Notifiable Diseases (update January 2024)

Disease	Notification level
Acute encephalitis	Routine
Acute infectious hepatitis (A, B, C)	Urgent
Acute meningitis	Urgent if suspected bacterial infection, otherwise routine
Acute poliomyelitis	Urgent
Anthrax	Urgent
Botulism	Urgent
Brucellosis	Routine; urgent if UK acquired
Cholera	Urgent
COVID-19	Routine
Diphtheria	Urgent
Enteric fever (typhoid or paratyphoid fever)	Urgent
Food poisoning	Routine; urgent, if as part of a cluster or outbreak
Haemolytic uraemic syndrome (HUS)	Urgent
Infectious bloody diarrhoea	Urgent
Invasive group A streptococcal disease	Urgent
Legionnaires' disease	Urgent
Leprosy	Routine
Malaria	Routine; urgent if UK acquired
Measles	Urgent
Meningococcal septicaemia	Urgent
Monkeypox	Urgent
Mumps	Routine
Plague	Urgent
Rabies	Urgent
Rubella	Routine
Severe Acute Respiratory Syndrome (SARS)	Urgent
Scarlet fever	Routine
Smallpox	Urgent
Tetanus	Routine; urgent if associated with injecting drug use
Tuberculosis	Routine; urgent if healthcare worker or suspected cluster or multi drug resistant
Typhus	Routine
Viral haemorrhagic fever (VHF)	Urgent
Whooping cough	Urgent if diagnosed in acute phase; routine if later diagnosis
Yellow fever	Routine; urgent if UK acquired

Urgent: Report by phone within 24 hours followed up by written notification within 3 days

Routine: written notification within 3 days

The patient's physician would report the above diseases to the local Health protection team. The HPT will advise the trust of any action necessary. If you require advice on any communicable disease, please contact the Local Health Protection team.

The Headteachers are required to contact the local health protection team if they suspect an outbreak, any serious or unusual illness or if any advice is needed.

RIDDOR reporting is required in the case of biological agents such as legionella if it is work-related. A report should be made whenever there is reasonable evidence suggesting that work-related exposure was the likely cause of the disease. The doctor may indicate the significance of any work-related factors when communicating their diagnosis. Follow this link to report an [Occupational Disease](#).

Appendix 2 – Further Guidance and Resources

Further guidance can be obtained from organisations such as the Health and Safety Executive (HSE) or Judicium Education. The following are some examples. The H&S lead in the school will keep under review to ensure links are current.

- HSE <https://www.hse.gov.uk/>
- HSE - Infections at work <https://www.hse.gov.uk/biosafety/infection.htm>
- Local Health Protection Teams – HPT teams provide support to prevent and reduce the effect of diseases, chemical and radiation hazards. <https://www.gov.uk/health-protection-team>
- UK Health Security Agency - Health protection in education and childcare settings. <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- Public Health England – Health protection in schools and other childcare facilities- Chapter 9: managing specific infectious diseases. <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>
- Public Health England – COVID-19: personal protective equipment use for non-aerosol generating procedures <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

Further Resources

- E-Bug – Fun games and teaching resources about microbes and antibiotics <https://e-bug.eu/>
- Health protection in education and childcare settings Guidance <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- [Farm visits](#)
- [Health and Safety Executive](#)
- [The Meningitis Research Foundation](#)
- [The Meningitis Trust](#)
- [National immunisation schedule](#)
- [NHS choices](#)
- <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- [Waste disposal](#)
- [Diarrhoea and vomiting outbreak: education and childcare settings action checklist](#)

Appendix 3 – Guidance – Colour-coded Cleaning Regime

There is no legislative requirement to operate a colour-coded cleaning regime. However, it is considered good practice to adopt such a scheme, as it stops equipment from being used in different areas (e.g. toilet and then equipment being used in a kitchen), preventing cross-contamination. As a result, and given the importance to infection control, the British Institute of Cleaning Science (BICSc) has developed a widely used colour-coding system for all cleaning equipment which should be used in the areas as identified by the various colours. Cleaning equipment includes mops, buckets, towels, brushes, dustpans and cleaning gloves. Different coloured equipment should be stored in a way that prevents them from touching to prevent cross-contamination.

These are;

Blue	Generally used when cleaning areas that are considered to present low risk of infection. All equipment can be used to clean classrooms/offices/reception areas etc.
Green	Areas considered a medium risk of infection and cross-contamination. This includes all kitchen areas.
Red	Areas considered high risk in relation to risks of infection and cross-contamination. This includes areas such as toilets, washrooms, and showers including all fixtures and fittings in these areas.
Yellow	This is generally reserved for clinical settings such as within hospitals. It is used in areas where there is a risk of bacterial cross-contamination. Examples in schools would include gym areas, first aid rooms and biology laboratories.

Appendix 4 – Diarrhoea and vomiting outbreak: action checklist

Date Completed:	
Checklist Completed By (Print Name):	
Name and Telephone Number of Institution:	
Name of Headteacher/Manager:	

	Yes	No	Comments:
Deploy 48-hour exclusion rule for ill children, young people and colleagues.			
Liquid soap and paper hand towels available at all hand wash basins			
Colleagues to check, encourage and supervise hand washing in children.			
Check that enhanced cleaning using appropriate products, that is, twice daily (min) cleaning is being carried out, (especially toilets, frequently touched surfaces, for example, handles and taps and including any special equipment and play areas). (See <u>Chapter 2</u> for detail). Ensure that all colleagues and contractors involved are aware of and are following the guidance.			
Disposable protective clothing available (for example, non-powdered latex or synthetic vinyl gloves and aprons).			
Appropriate waste disposal systems in place for infectious waste.			
Advice given on cleaning of vomit (including steam cleaning carpets and furniture or machine hot washing of soft furnishings).			
Clean and disinfect hard toys daily (with detergent and water followed by bleach/Milton). Limit and stock rotate toys.			

	Yes	No	Comments:
Suspend use of soft toys plus water, sand and playdough play and cookery activities during outbreak. Messy play to be avoided			
Segregate infected linen (and use dissolvable laundry bags where possible). Launder as infected linen			
Visitors restricted. Essential visitors informed of outbreak and advised on hand washing.			
New children joining affected class or year group suspended.			
Keep colleagues working in dedicated areas (restrict food handling if possible). Inform HPT of any affected food handlers.			
Check if colleagues work elsewhere and that all colleagues are well (including agency). Exclude if unwell (see above regarding 48-hour rule).			
HPT informed of any planned events at the institution.			

Appendix 5 – People Clinically Extremely Vulnerable to COVID-19

Most people who were identified as Clinically Extremely Vulnerable (CEV) are now well protected after receiving their primary and booster vaccination doses. For most people who were CEV, they are no longer at substantially greater risk than the general population, and they are advised to follow the same guidance as everyone else on staying safe and preventing the spread of coronavirus (COVID-19), as well as any further advice you may have received from your doctor.

There is no longer separate guidance for people previously identified as CEV, although it is recommended anyone with underlying health conditions takes care to avoid routine coughs, colds and other respiratory viruses.

There remains a smaller number of people who, despite vaccination, are at higher risk of serious illness from COVID-19. This is due to a weakened immune system (immunosuppressed) or specific other medical conditions and requires enhanced protections such as those offered by antibody and antiviral treatments, additional vaccinations, and potentially other non-clinical interventions. See [guidance for people whose immune system means they are at higher risk](#)

Appendix 6 – Exclusion table (updated 15th May 2024)

This guidance refers to public health exclusions to indicate the **time** an individual should not attend a setting to reduce the risk of transmission during the infectious stage. This is different to 'exclusion' as used in an educational sense.

Infection	Exclusion period	Comments
Athlete's foot	None	Individuals should not be barefoot at their setting (for example in changing areas) and should not share towels, socks or shoes with others.
Chickenpox	At least 5 days from onset of rash and until all blisters have crusted over.	Pregnant staff contacts should consult with their GP or midwife.
Cold sores (herpes simplex)	None	Avoid kissing and contact with the sores.
Conjunctivitis	None	If an outbreak or cluster occurs, <u>contact your local UKHSA health protection team.</u>
Respiratory infections including coronavirus (COVID-19)	Individuals should not attend if they have a high temperature and are unwell. Individuals who have a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.	Individuals with mild symptoms such as runny nose, and headache who are otherwise well can continue to attend their setting.
Diarrhoea and vomiting	Individuals can return 48 hours after diarrhoea and vomiting have stopped.	If a particular cause of the diarrhoea and vomiting is identified, there may be additional exclusion advice, for example E. coli STEC and hep A. For more information, see <u>Managing outbreaks and incidents.</u>
Diphtheria*	Exclusion is essential. Always contact your <u>local UKHSA health protection team.</u>	Preventable by vaccination. For toxigenic Diphtheria, only family contacts must be excluded until cleared to return by your <u>local UKHSA health protection team.</u>

Infection	Exclusion period	Comments
Flu (influenza) or influenza like illness	Until recovered	Report outbreaks to your <u>local UKHSA health protection team</u> . For more information, see <u>Managing outbreaks and incidents</u> .
Glandular fever	None	
Hand foot and mouth	None	Contact your <u>local UKHSA health protection team</u> if a large number of children are affected. Exclusion may be considered in some circumstances.
Head lice	None	
Hepatitis A	Exclude until 7 days after onset of jaundice (or 7 days after symptom onset if no jaundice).	In an outbreak of hepatitis A, your <u>local UKHSA health protection team</u> will advise on control measures.
Hepatitis B, C, HIV	None	Hepatitis B and C and HIV are blood borne viruses that are not infectious through casual contact. Contact your <u>local UKHSA health protection team</u> for more advice.
Impetigo	Until lesions are crusted or healed, or 48 hours after starting antibiotic treatment.	Antibiotic treatment speeds healing and reduces the infectious period.
Measles	4 days from onset of rash and well enough.	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Meningococcal meningitis* or septicaemia*	Until recovered	Meningitis ACWY and B are preventable by vaccination. Your <u>local UKHSA health protection team</u> will advise on any action needed.
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination.

Infection	Exclusion period	Comments
		Your <u>local UKHSA health protection team</u> will advise on any action needed.
Meningitis viral	None	Milder illness than bacterial meningitis. Siblings and other close contacts of a case need not be excluded.
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise spread. Contact your <u>local UKHSA health protection team</u> for more information.
Mumps*	5 days after onset of swelling	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff.
Ringworm	Not usually required	Treatment is needed.
Rubella* (German measles)	5 days from onset of rash	Preventable by vaccination with 2 doses of MMR. Promote MMR for all individuals, including staff. Pregnant staff contacts should seek prompt advice from their GP or midwife.
Scabies	Can return after first treatment.	Household and close contacts require treatment at the same time.
Scarlet fever*	Exclude until 24 hours after starting antibiotic treatment.	Individuals who decline treatment with antibiotics should be excluded until resolution of symptoms. In the event of 2 or more suspected cases, please contact your <u>local UKHSA health protection team</u> .
Slapped cheek/Fifth disease/Parvovirus B19	None (once rash has developed)	Pregnant contacts of case should consult with their GP or midwife.
Threadworms	None	Treatment recommended for child and household.
Tonsillitis	None	There are many causes, but most cases are due to viruses and do not need or respond to an antibiotic treatment.
Tuberculosis* (TB)	Until at least 2 weeks after the start of effective antibiotic	Only pulmonary (lung) TB is infectious to others, needs close, prolonged

Infection	Exclusion period	Comments
	<p>treatment (if pulmonary TB.</p> <p>Exclusion not required for non-pulmonary or latent TB infection.</p> <p>Always contact your <u>local UKHSA health protection team</u> before disseminating information to staff, parents and carers, and students.</p>	<p>contact to spread.</p> <p>Your <u>local UKHSA health protection team</u> will organise any contact tracing.</p>
Warts and verrucae	None	Verrucae should be covered in swimming pools, gyms and changing rooms.
Whooping cough (pertussis)*	2 days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics	<p>Preventable by vaccination.</p> <p>After treatment, non-infectious coughing may continue for many weeks. Your <u>local UKHSA health protection team</u> will organise any contact tracing.</p>