



Infection prevention and control policy

November 2022

Note: This policy applies to all sections of the School including Early Years.

Introduction

This policy has been drafted from the [UK Health Security Agency's Guidance on Preventing and controlling infections](#) that provides guidance for staff in education and childcare settings on the prevention and control of infections.

Germs are spread during the infectious period and for some diseases such as chicken pox and coronavirus (COVID-19), this can be before the infected persons displays any symptoms.

Infection prevention and control measures aim to interrupt the chain of transmission.

A proactive and preventative approach is advised including the following:

- Promotion of available immunisations for children, young people and staff
- Hand hygiene
- Cleaning
- Toileting and sanitation
- Personal protective equipment (PPE)
- Ventilation
- Safe management of blood and bodily fluids
- Safe management of waste

This policy is reviewed at least annually or more frequently where relevant guidance is updated or in the light of experience.

Hand hygiene

Hand hygiene is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and/or vomiting and respiratory infections.

All children, young people and staff have access to liquid soap, warm water and paper towels/hand dryers. Bar soap is not used. Alcohol hand gel is available via dispensers distributed around the School particularly at entrances/exits and dining areas. Alcohol hand gel is not effective against organisms that cause gastroenteritis, such as norovirus.

All children, young people and staff are advised to clean their hands after using the toilet, before eating or handling food after breaktimes and any circumstances where they may touch animals.

All cuts and abrasions should be covered with a waterproof dressing.

Resources to educate children and young people on why hand hygiene is so important have been developed by the UK Health Security Agency (UKHSA) with teachers for ages 3 to 16 and are available at e-bug.eu.

Respiratory (including COVID-19) and cough hygiene

Coughs and sneezes spread diseases. Covering the nose and mouth when sneezing and coughing can reduce the spread of infections.

Spitting is discouraged.

All children, young people and staff, particularly those with [signs and symptoms of a respiratory infection](#) are advised to follow [respiratory hygiene and cough etiquette](#), specifically, to:

- cover nose and mouth with a tissue when coughing and sneezing, dispose of used tissue in a waste bin, and clean hands
- cough or sneeze into the inner elbow (upper sleeve) if no tissues are available rather than into the hand
- keep contaminated hands away from their eyes, mouth and nose
- clean hands after contact with respiratory secretions and contaminated objects and materials

All children and young people are educated on why respiratory hygiene is so important. Resources to educate children and young people on why respiratory hygiene is so important have been developed by the UK Health Security Agency (UKHSA) with teachers for ages 3 to 16 and are available at e-bug.eu.

Children and young people aged 18 years and under who have symptoms of a respiratory infection including COVID-19

Respiratory infections are common in children and young people, particularly during the winter months. Symptoms can be caused by several respiratory infections including the common cold and COVID-19. For most children and young people, these illnesses will not be serious and they will soon recover following rest and plenty of fluids. Very few children and young people with respiratory infections become seriously unwell. This is also true for children and young people with long term conditions. Attending school is hugely important for children and young people's health and their future.

When children and young people with symptoms should stay at home and when they can return to education

Children and young people with mild symptoms such as a runny nose, sore throat or slight cough who are otherwise well, can continue to attend school.

Children and young people who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can come back to school and resume normal activities when they no longer have a high temperature and they are well enough to attend.

All children and young people with respiratory symptoms are encouraged to cover their mouth and nose with a disposable tissue when coughing and or sneezing and to wash their hands after using or disposing of tissues.

What to do if staff (and other adults) have a positive COVID-19 test result

Try to stay at home and avoid contact with other people.

If staff (or other adults) have a positive COVID-19 test result, it is very likely that they have COVID-19 even if they do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.

Many people with COVID-19 will no longer be infectious to others after five days. **If you have a COVID-19 test result, try to stay at home and avoid contact with other people for five days after the day you took your test.**

Children and young people aged 18 years and under who have a positive test result

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result, they should try to stay at home and avoid contact with other people for three days after the day they took the test, if they can. After three days, if they feel well and do not have a high temperature, the risk of passing the infection onto others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

Children and young people who live with someone who has a positive COVID-19 test result should continue to attend school as normal.

The above is provided as guidance only and if you are unsure about symptoms and what to do you should seek advice from a medical professional such as your general practitioner (GP).

Cleaning

Keeping the School clean, including equipment and toys, reduces the risk of transmission. Effective cleaning and disinfection are critical particularly when food preparation is taking place. Cleaning with detergent and water is normally all that is needed as it removes the majority of germs that can cause diseases.

School cleaning which includes daily, weekly and periodic cleaning duties is organised as follows:

- Junior School including Early Years - In-house school cleaning team
- Senior School - [Lees Premier Cleaning](#)
- Sixth form centre - Baca Cleaning Ltd

Further information on the School's cleaning regimes is available on request.

In the event of an outbreak of infection at a setting, the local UKHSA Health Protection Team (HPT) may recommend enhanced or more frequent cleaning, to help reduce transmission.

Surfaces that people touch a lot are cleaned regularly. All areas or services in contact with food, dirt or bodily fluids are regularly cleaned and disinfected.

The Schools cleaning schedules clearly describe activities required, the frequency of cleaning and who will carry them out.

Plans for situations where additional cleaning may be required (for example in the event of an outbreak) and how these will be carried out are in place.

Cleaning staff are appropriately trained and have access to the appropriate personal protective equipment (PPE) such as gloves and aprons.

Cleaning solutions are stored in accordance with Control of Substances of Hazardous to Health (COSHH) Regulations.

The estates manager monitors cleaning standards and holds termly meetings with the cleaning supervisor/manager responsible for each building. Staff may report issues or concerns with cleaning standards to the estates manager who would take these up with the appropriate Supervisor/Manager.

Cleaning in kitchens is the responsibility of the School's catering contractor, Thomas Franks Ltd.

In the School's kitchens a dishwasher is used to clean and disinfect equipment and utensils. The dishwashers are operated and maintained according to their manufacturers' instructions and include regular interior cleaning cycles. The School follows food hygiene standards from the [Food Standards Agency](#).

Toileting and sanitation

Hand hygiene is extremely important.

The School has adequate facilities with hand wash basins available, with warm running water along with a mild liquid soap in wall mounted dispensers.

Toilet paper is available in each cubicle.

Personal protective equipment (PPE)

PPE is available to protect staff and students from contamination with blood or bodily fluids which may contain germs that spread disease.

If there is a risk of splashing or contamination with blood or bodily fluids, disposable gloves and plastic aprons are worn. Gloves and aprons are single use disposable, non-powdered vinyl/nitrile or latex-free and CE marked. A fluid-repellent face mask and eye protection is worn where there is a risk of splashing with blood or bodily fluids to the face.

Ventilation

Ventilation is the process of introducing fresh air into indoor spaces while removing stale air. Letting fresh air into indoor spaces can help dilute air that contains viral particles and reduce the spread of COVID-19 and other respiratory infections.

The school has four CO₂ monitors that can be deployed to assess how well-ventilated spaces are.

Occupied spaces are kept well ventilated to help reduce the number of respiratory germs. Windows and doors are opened as much as possible to let fresh air in except where it is unsafe to do, for example, where doing so would pose security or fire risks or where it is impractical to do so because of the need to maintain a reasonable and comfortable temperature.

Where possible and safe to do so, higher-level windows are opened to reduce draughts.

During the colder months, windows are opened more when rooms and spaces are unoccupied, for example, between lessons.

Safe management of blood and bodily fluids

Blood and bodily fluids can contain germs that cause infection. It is not always evident whether a child, young person or staff member has an infection, and so precaution should always be taken.

Any spillages of blood, faeces, saliva, vomit, nasal discharges are cleaned immediately by a member of staff wearing PPE. The area is cleaned using a product which combines detergent and disinfectant that is effective against both bacteria and viruses. Disposable paper towels or cloths used to clean up blood and bodily fluid spills are disposed of immediately and safely after use.

Managing cuts, bites, nose bleeds and bodily fluid spills

All staff are trained in first aid. Training is regularly updated and a number of staff have higher level first aid qualifications as set out in the School's [First aid policy](#).

Infection prevention and control precautions are used to reduce the risk of known (and unknown) disease transmission. These include:

- Wearing gloves when in contact with blood, bodily fluids, nonintact skin, eyes, mouth or nose washing grazes, dressing wounds cleaning up blood after an incident, and wearing a disposable plastic apron
- Carefully cleaning the wound under running water if possible or using a disposable container with water and wipes; carefully dabbing dry
- Covering all exposed cuts and grazes with waterproof plasters
- Managing carefully all spillages of blood or bodily fluids as above

Human mouths are inhabited by a wide variety of organisms, some of which can be transmitted by bites. Human bites resulting in puncture or breaking of the skin are potential sources of exposure to blood borne infections. Therefore, it is essential that they are managed promptly.

If someone has a bite which breaks the skin:

- wash the wound thoroughly with soap and warm running water
- cover the wound with a waterproof dressing
- seek immediate medical attention or advice
- record details of the injury in the 'accident' book and complete 'accident' form

Safe management of waste

Under its waste management duty of care, the School's waste is dealt with by Newcastle City Council under its licensed waste management service.

Any used PPE is placed in a refuse bag and disposed of as normal domestic waste. PPE is not put in recycling bins or dropped or disposed of as litter.

Head
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