

# St Paul's CofE (VC) Junior School

## Preventing and Managing Sickness including outbreaks

### Risk Procedures and Risk Assessment

#### Progression of restrictions / Staged Response

*We have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation and stage can be*

Response Stage	Trigger	Key Actions	Who
<b>STAGE 1 – General</b> (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> <li>- General reminders for hygiene</li> <li>- Effective handwashing facilities and soap available</li> <li>- Follow usual absence periods for sickness</li> </ul>	
<b>STAGE 2 – Prevention</b>	<p><b><u>Where an increased risk is present</u></b></p> <ul style="list-style-type: none"> <li>- Increased absence rates of pupils or staff</li> <li>- Local increases in sickness e.g. flu, gastric, coronavirus</li> <li>- Public health alerts</li> <li>- Suspected cases of specific illness in school or within the community (eg. coronavirus / gastric)</li> </ul>	<ul style="list-style-type: none"> <li>- Increase hygiene procedure</li> <li>- Communication with key people including key information (staff, pupils and families, users of the site)</li> <li>- Specific hygiene lessons in class</li> <li>- Increased enforced use of handwashing or use of hand sanitisers throughout the day</li> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>- Daily review of the situation</li> </ul>	SLT Admin Staff
<b>STAGE 3 – Mitigate/ Delay</b>	<p><b><u>Where a significant risk is present</u></b></p> <ul style="list-style-type: none"> <li>- direct case or increased likelihood of cases</li> <li>- Public health advice for restrictions</li> </ul>	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> <li>- Assemblies</li> <li>- Carpet time</li> <li>- School events</li> <li>- Trips</li> </ul> <p>Consider:</p> <ul style="list-style-type: none"> <li>- Any screening measures e.g. use of a thermometer in school.</li> <li>- Increase time of exclusion from school for those with symptoms (following Public Health England guidance)</li> <li>- Sending home any children with <u>any</u> symptoms</li> <li>- Additional Cleaning including deeper cleans if necessary</li> </ul>	SLT
<b>STAGE 4 – Containment</b>	<p><b><u>Where specific and/or significant changes or restrictions need to be in place.</u></b></p> <ul style="list-style-type: none"> <li>- High levels of sickness</li> <li>- High rates of absence</li> <li>- Significance of danger of disease or illness</li> </ul>	<ul style="list-style-type: none"> <li>- Part / full closures of site / classes</li> <li>- Deep cleans</li> <li>- Reduction or exclusion of visitors</li> </ul>	HT / Chair of Governors

### Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Contact relevant agencies e.g. LA / Public Health England</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene to staff and pupils</li> <li>- Contact parents – general information about sickness etc.</li> </ul>	SLT
Confirmed case in school	<ul style="list-style-type: none"> <li>- Contact relevant agencies e.g. LA / Public Health England and follow advice</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene to staff and pupils</li> <li>- Contact parents –share information from Public Health England and the key next steps e.g. any necessary closure of a class / school</li> </ul>	SLT; Site Chair of Governors
Suspected case in a family	<ul style="list-style-type: none"> <li>- Parents to ensure child washes hands before leaving the house.</li> <li>- Child to wash hands immediately after coming into school</li> <li>- Increase monitoring of pupils</li> </ul>	Families; Staff; Admin
Confirmed case in a family	<ul style="list-style-type: none"> <li>- Contact relevant agencies e.g. LA / Public Health England and follow advice</li> <li>- Children in the family to remain at home for a fixed period of time</li> <li>- Deep clean of the classroom and school</li> <li>- Contact parents –share information from Public Health England and the key next steps e.g. any necessary closure of a class / school</li> </ul>	SLT Site Chair of Governors
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / Splitting classes / SLT Cover</li> <li>- Where too many staff absent– partial closure for certain classes or part time / AM / PM classes</li> </ul>	SLT Chair of Governors
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / reorganisation of some staff</li> </ul>	SLT
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify who these children are vulnerable e.g. <b>underlying health conditions</b> that may be affected by the current threat</li> <li>- Discuss with parents the initial steps and agree key actions re. isolation/seclusion</li> </ul>	SEND Lead SLT
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>- Send letter to all staff asking for them to inform head teacher of any underlying health conditions that need to be taken into consideration during this phase</li> <li>- Ask them to contact their consultants/GP/111 to seek advice on their condition</li> <li>- Consider working from home</li> </ul>	Staff
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HT</li> </ul>	HT
Pregnant staff	<ul style="list-style-type: none"> <li>- Ask them to contact their midwife to seek advice;</li> <li>- Consider working from home</li> </ul>	SLT
Kitchen (Whitstone) shut down	<ul style="list-style-type: none"> <li>- Parents to provide packed lunches</li> </ul>	SLT; Families
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone</li> <li>- Remote working from home</li> </ul>	SLT; Staff
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with TAs / SLT</li> <li>- Inform parents not to phone unless emergency</li> </ul>	Site
Other school users	<ul style="list-style-type: none"> <li>- Inform of control measures, including the possibility that a suspension or usage may occur.</li> </ul>	Site
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning activities through website/Parentmail. We will post letter to parents with further details of online activities and planning measures eg exercise book sent home to write in; reading books sent home; access to Study Ladder.</li> </ul>	SLT; Staff

	<ul style="list-style-type: none"><li>- Children to use TTRockstars and other online programme in addition to English writing, grammar and reading tasks.</li><li>- Work at home activities provided by school with activities and signposting including websites where additional activities linked to current learning may be accessed</li><li>- Some hard copies given to parents without use of internet or technical devices</li></ul>	
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### Core Control Measures

Control Measure	Control Stage	Notes / Action	Who
Tissues for Each Class	1	<ul style="list-style-type: none"> <li>- Ensure adequate stock levels of tissues for each class / office</li> <li>- Replenish as needed</li> <li>- Staff to also self-replenish from stock</li> </ul>	Site; Staff
Hand cleaner/sanitiser	1	<ul style="list-style-type: none"> <li>- Dispensers issued to every class, kitchen area, reception offices and other main learning areas in school.</li> <li>- All children to use dispenser (or have washed hands) before lunch daily</li> <li>- Ensure adequate stock levels</li> </ul>	Site; Staff; Lunch Staff
Other users of the building	2, 3	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> <li>- Clean hands or use gel before using facilities</li> <li>- Restrictions or suspensions of usage</li> </ul>	Site
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> <li>- Daily report to the HT or number of absences and symptoms</li> <li>- Weekly summary data for each class to HT</li> </ul>	Admin; HT
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	<ul style="list-style-type: none"> <li>- Ask parents to inform school of any close family member who has returned from abroad within the last month</li> <li>- Staff members to inform SLT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with.</li> </ul>	Admin; HT
Reducing contact point activities	3	Ensuring extremely high hygiene or curtail <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> Avoid any activity where you are passing items around a class <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Touching activities – PE / Gymnastics</li> </ul> Other <ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> <li>- Cease and use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school.</li> <li>- See Forest school Risk assessment.</li> </ul>	Staff

Control Measure	Control Stage	Notes / Action	Who
Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> <li>- Inform parents of hygiene expectations and to discuss with children;</li> <li>- All children to wash their hands before coming to school, before going home and when they get home.</li> <li>- Classes to teach children hand washing techniques</li> <li>- Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser)</li> </ul> <p>Information:</p> <ul style="list-style-type: none"> <li>- Distribute key information posters</li> </ul>	HT; Staff
Review of cleaning	2, 3	<ul style="list-style-type: none"> <li>- Meet with cleaning staff to review cleaning arrangement and make any necessary changes</li> <li>- Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed)</li> <li>- Daily cleaning of classrooms</li> <li>- Preparations for deep cleans if necessary</li> </ul>	Site; Cleaning team
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> <li>- Handles and rails to be cleaned at mid points during the day</li> </ul>	Site
School visitors and site users	2, 3	<ul style="list-style-type: none"> <li>- Compulsory handwashing / use of gel before entering school;</li> <li>- Inform them of new requirements and risk of suspension of use</li> </ul>	Office; Site
Absence policy	2, 3	<ul style="list-style-type: none"> <li>- 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 / diarrhoea)</li> </ul>	SLT
Support for families affected	2, 3	<ul style="list-style-type: none"> <li>- Communicate to parents and staff to contact school if they require support;</li> <li>- Regular contact with affected families and staff – wellbeing checks.</li> </ul>	SLT

St Paul's Cof E (VC) School - Preventing and Managing Sickness  
**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

# St Paul's Cof E (VC) School - Preventing and Managing Sickness

## Information for staff, visitors and building users

### STAGE 3 - MITIGATE/ DELAY

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

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).

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.

## St Paul's Cof E (VC) School - Preventing and Managing Sickness

# *Continuation of learning* Plan if school closure for a prolonged period

- Staff to communicate to families via website/parentmail and Class Dojo via admin e.g. activities
- Children to have Study Ladder online to complete and 3 activity per day (based on current topics if possible). Year 6 to have additional SATs booklets to complete.
- Staff to set an additional project / longer task where appropriate
- Other core learning to complete:
  - o Any online learning available e.g. TT Rockstars
  - o Daily Reading
  - o Using the exercise books which are sent home to complete tasks set by the class teacher
- School based message to parents explaining the above and the expectations from parents to support this



**St Paul's Cof E (VC) School - Preventing and Managing Sickness**  
***Information for lettings/use of school***  
**STAGE 2 - PREVENTION**

Dear School user,

In order to ensure we do what we can to reduce the risk of illness in school we have a clear strategy plan in place.

Part of this strategy includes, where there is an increased risk of illness, implementing additional cleaning, hygiene expectations and certain restrictions.

At the moment we have increased our level of response to stage 2 – PREVENTION. This is to ensure we do what we can to prevent/ reduce the chance of illness developing or the further spread of illness.

At this stage, you are able to continue to use the school facilities, but we ask that you ensure that all those using the building as part of your company comply with the following:

- Wash your hands as you enter the building or use the hand sanitisers
- Wash your hands frequently
- Avoid unnecessary contact (no shaking hands)
- Avoid touching your face including mouth, nose and eyes
- Sneeze into your elbow or a tissue (not your hands)
- Put any used tissues in the bin and then wash your hands

*We have included a poster which you may wish to circulate to your users.*

**We also ask you to inform us if any of your users are confirmed to have the coronavirus; this will help us to develop our response and ensure deep cleaning takes place.**

If we need to take further precautions and move to stage 3 - MITIGATE/ DELAY, we will be in touch again; at this stage we need you to know that we may need to reduce or cease your ability to use the facilities for a period of time.

If you have any questions, please get in touch with the school office