



Bledington Primary School

Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

Date of Ratification: 16.03.20	<i>Written 15.03.20</i>	Signed: HEADTEACHER  CHAIR OF GOVERNORS <i>Linda Phillips</i>
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Safeguarding Statement

At Bledington School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Bledington School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Progression of restrictions / Staged Response

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

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who	Notes
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - Contact relevant agencies e.g. LA- GCC / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	Headteacher	
Confirmed case in school	<ul style="list-style-type: none"> - 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 a class / school/ or carry on etc. 	Headteacher; Site	
Suspected case in a family	<ul style="list-style-type: none"> - Parents to ensure child washes hands before leaving the house. - Child to wash hands immediately after coming into school - Increase monitoring of pupils 	Families; Staff; Admin	
Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time - Deep clean of the classroom and school 	Headteacher Site	
Teacher shortage	<ul style="list-style-type: none"> - Supply / Splitting classes / HEADTEACHER Cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	Headteacher	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	Headteacher	
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identify who these children are 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 	SENDCO/ Headteacher	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Consider working from home 	Headteacher Staff	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with HT 	HT	
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice; - Consider working from home 	Headteacher	
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	Headteacher; Families	
Site team shortage	<ul style="list-style-type: none"> - Discuss with cleaner to cover arrangements in good time 	Site	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone 	HEADTEACHER; Staff	
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / HEADTEACHER - Inform parents not to phone unless emergency 	Headteacher	
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. 	Office Manager	
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through information on website - 	Headteacher; Staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock 	Staff	
Antibacterial soap	1	<ul style="list-style-type: none"> - Ensure dispensers are full from the start of each day - All children to use this (or have washed hands) before lunch daily - Ensure adequate stock levels 	Staff; Lunch Staff	
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Daily report to the HT or number of absences and symptoms <p style="margin-left: 40px;">Weekly summary data for each class to HT</p>	Admin; HT	
Finding out about travel arrangements now and in the future of staff and pupils	3	<p>Ask parents to inform us of any closes family member who has returned from abroad within the last month</p> <p>Staff members to inform HEADTEACHER of any travel arrangements to high-risk areas or any family members who specifically have been in contact with</p>	Admin; HT	
		<ul style="list-style-type: none"> - 		

Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics <p>Other</p> <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - 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. 	Staff	
Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters 	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaner and Caterlink 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?) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Cleaner/ Caterlink staff + Headteacher Cleaner	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Handles and rails to be cleaned daily 	Cleaner	
School visitors and site users	2, 3	<ul style="list-style-type: none"> - Compulsory handwashing - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users 	Office; Site	

Control Measure	Control Stage	Notes / Action	Who	Review
Absence policy	2, 3	- 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 or 7 days isolation	Headteacher	
Support for families affected	2, 3	- Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff – wellbeing checks.	Headteacher	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	- Purchase hand held non-contact thermometer.	Headteacher	

Continuation of learning Plan
if there is a school closure for a prolonged period;

Parents will be sent message explaining the situation and the expectations for parents to support learning:

- Staff to communicate to pupils via the school Website
- Children will be set work via their class page and parents given links to appropriate websites
- Staff to set an additional project / longer task where appropriate

Other core learning to complete:

- As always, READ every day with an adult
- Complete READ activities
- Practise times tables every day
- Practise spellings every day

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

- ✗ 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.

