

August 2021

# Burstow Park School: Infection Control Policy



Based on guidance issued on behalf  
of the Surrey Recovery Planning  
Team

21 May 2020

This policy incorporates Public Health England guidance Health protection in schools and other childcare facilities and Department for Education guidance COVID-19 infection prevention and control.

## Introduction

Schools and nurseries are common sites for transmission of infections. Children are particularly susceptible because:

- they have immature immune systems
- have close contact with other children
- sometimes have no or incomplete vaccinations
- have a poor understanding of hygiene practices

This policy provides information for staff managing a range of common and important childhood infections in schools. It includes the principles of infection prevention and control to enable safe working during the coronavirus (COVID-19) outbreak.

Many diseases can spread before the individual shows any symptoms at all (during the infectious period).

Infection prevention and control measures aim to interrupt the cycle of infection by promoting the routine use of good standards of hygiene so that transmission of infection is reduced overall. This is usually through:

- good hand washing
- making sure the environment is kept clean
- maintaining good personal hygiene practices, such as using tissues to catch coughs and sneezes

Where a case of infection is known, measures aim to reduce or eliminate the risk of spread through information and prompt exclusion of a case.

## How infection spreads

Infections are spread in many different ways:

Respiratory spread:

Contact with cough or other secretions from an infected person, like influenza. This can happen by being near the infected person when they cough and then breathe in the organism; or by picking up the organism from an infected item, for example, a used tissue or on an object in the environment, and then touching your nose or mouth.

Direct contact spread:

By direct contact with the infecting organism, for example, contact with the skin during contact sports such as rugby and in gyms, like impetigo or staphylococcal infections.

Gastrointestinal spread:

Resulting from contact with contaminated food or water (hepatitis A), contact with infected faeces or unwashed hands after using the toilet (typhoid fever).

Blood borne virus spread:

By contact with infected blood or body fluids, for example, while attending to a bleeding person or injury with a used needle (hepatitis B). 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.

Transmission of coronavirus mainly occurs via **respiratory** droplets generated during breathing, talking, coughing, and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact. They also infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person. Another route of transmission is via aerosols (extremely small droplets), but this is only relevant to medical procedures for a very small number of children in education and social care settings.

In all education, childcare and children's social care settings, preventing the spread of coronavirus involves preventing:

- direct transmission, for instance, when in close contact with those sneezing and coughing
- indirect transmission, for instance, touching contaminated surfaces

### Prevention and control at Burstow Park School

Hand washing is one of the most important ways of controlling the spread of infections in our school, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels are provided.

- All staff and pupils advised to wash their hands after using the toilet, before eating or handling food and after touching animals.
- All cuts and abrasions should be covered with a waterproof dressing.
- Coughs and sneezes spread diseases. Children and adults are required to cover their mouth and nose with a disposable tissue and wash hands after using or disposing of tissues. **Spitting is not allowed anywhere on or around the school site.**
- All individuals wear disposable gloves and plastic aprons if there is a risk of splashing or contamination with blood or body fluids during an activity. Goggles are worn if there is a risk of splashing to the face.

### Bites

- If a bite does not break the skin: it is cleaned with soap and water and no further action is needed.
- If a bite breaks the skin: it is cleaned immediately with soap and running water. A record is made in the incident / accident book. Medical advice is

sought as soon as possible (on the same day) to treat potential infection, to protect against hepatitis B, and for reassurance about HIV

### **Managing needle stick injuries**

Very occasionally children or staff may injure themselves with discarded used hypodermic needles which they have found. Safe disposal of the needle will be undertaken by the Lead Adult to avoid the same thing happening to someone else. If someone pricks or scratches themselves with a used hypodermic needle:

- wash the wound thoroughly with soap and water
- cover it with a waterproof dressing
- record it in the accident book and complete the accident form
- seek immediate medical attention from the local Accident and Emergency department

### **Cleaning blood and body fluid spills**

All spillages of blood, faeces, saliva, vomit, nasal and eye discharges are cleaned up immediately, wearing PPE.

Spillages are cleaned using a product which combines detergent and disinfectant (effective against both bacteria and viruses) following the manufacturer's instructions. Disposable paper towels or cloths are used to clean up blood and body fluid spills and dispose of after use. A spillage kit is available for bodily fluids like blood, vomit, and urine.

### **Sanitary facilities**

Good hygiene practices depend on adequate facilities. Hand wash basins with warm running water along with a mild liquid soap are available in all toilet areas.

Disposable paper towels are placed next to basins in wall mounted dispensers, together with a nearby wastepaper bins.

Toilet paper is available in each cubicle.

Suitable sanitary disposal facilities are provided in student and staff toilets.

### **Dealing with contaminated clothing**

Clothing of either the child or the first aider may become contaminated with blood or body fluids. Clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child with advice for the parent on how to launder the contaminated clothing. The clothing should be washed separately in a washing machine, using a pre-wash cycle, on the hottest temperature that the clothes will tolerate.

### **COVID-19 prevention and control**

A range of approaches and actions are employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. These include:

- Requiring all staff and students to minimise contact with individuals who are unwell, and in all cases to follow current guidance on self-isolating when a person has been on contact with a Covid-19 positive person.
- Not allowing individuals into school who are displaying Covid related symptoms

- Washing hands with soap and water often
- Consistently adopting good levels of respiratory hygiene (catch it, bin it, kill it)
- Cleaning surfaces that are touched frequently – students are required to clean their own workspace at the end of each lesson
- Minimising contact and mixing, and reducing occasions of larger group gatherings (e.g. assemblies)
- Use of personal protective equipment (PPE)
- Social distancing measures implemented so far as is reasonably possible
- Soft furnishing that are hard to clean have been removed from school
- The use of shared resources has been reduced; pupils may not share their personal equipment and may only bring into school the bare minimum that they need for that day's lessons
- Air flow and ventilation is increased by opening windows and children are spending more time outdoors (lessons and break times)

### **Procedure for a suspected outbreak of infection**

An outbreak or incident may be defined as:

- an incident in which 2 or more people experiencing a similar illness are linked in time or place
- a greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred

### **Reporting**

The Headteacher will contact the local health protection team (HPT) as soon as they suspect an outbreak, to discuss the situation and agree if any actions are needed.

The information provided will include:

- total numbers affected (staff and children)
- symptoms
- date(s) when symptoms started
- number of classes affected

The school will also telephone their local HPT as soon as possible to report any serious or unusual illness particularly for:

- Escherichia coli (VTEC) (also called E.coli 0157) or E coli VTEC infection
- Food poisoning
- Hepatitis
- Measles, mumps, rubella (rubella is also called German measles)
- Meningitis
- Tuberculosis
- Typhoid
- Whooping cough (also called pertussis)
- COVID-19

The full list of notifiable diseases was updated in 2010.

Parents will be informed by letter, including any follow up action to be taken (e.g. testing, isolation etc)

## **Immunisation**

Parents are encouraged to have their child immunised in line with NHS guidelines and immunisation programmes.

## **Cleaning the environment**

Cleaning of the environment and equipment is an important function for the control of infection in schools. Each student is required to wipe down their workspace with anti-bacterial/viral spray at the end of every lesson. School is then further cleaned at the end of each day. Teaching staff clean touch points throughout the day. Cleaning standards are monitored regularly by the school. Cleaning staff are appropriately trained and have access to personal protective equipment.

## **Cleaning blood and body fluid spills**

All spillages of blood, faeces, saliva, and vomit are cleaned up immediately, wearing personal protective equipment using a product which combines detergent and disinfectant, and is effective against both bacteria and viruses. Disposable paper towels or cloths are used to cleaning up blood and body fluid spills and disposed of after use. A spillage kit is available for blood spills.

## COVID-19 advice - cleaning and waste disposal

All objects which are visibly contaminated with body fluids must be cleaned using disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.) Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Disposal of waste:

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.

- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. The waste should not be put in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste
- If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

### **Enhanced cleaning during an outbreak of infection**

In the event of an outbreak of infection, the local health protection team will recommend enhanced or more frequent cleaning, to help reduce transmission. Advice may be given to ensure regular cleaning of areas with particular attention to door handles, toilet flushes and taps and communal areas where surfaces can easily become contaminated such as handrails. Dedicated cleaning equipment must be colour coded according to area of use.

#### COVID-19 advice:

Areas where a symptomatic individual have passed through and spent minimal time, such as corridors which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Disposable cloths or paper roll and disposable mop heads, are used to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (1000 ppm av.cl.) Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that

are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

### Testing

#### COVID-19 advice:

Access to testing is already available to all individuals displaying symptoms or who have been in contact with a Covid positive person. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

Exclusion: Follow Public Health England advice on stay at home: guidance for households with possible coronavirus infections.

### **Managing specific diseases and infections**

Please refer to Public Health England advice on specific diseases and infections - <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

### **COVID-19**

The school will follow advice from the Department for Education and Public Health England: <https://www.gov.uk/coronavirus/education-and-childcare>

In the event a member of staff or pupil has COVID-19, the school will follow Public Health England advice. The headteacher will contact the Area Schools Officer immediately about any suspected cases of coronavirus, even if they are unsure, and discuss if any further action needs to be taken; there is also the option to call the Department of Education Schools helpline.

### **List of notifiable diseases**

Diseases notifiable (to Local Authority Proper Officers) under the Health Protection (Notification) Regulations 2010:

- acute encephalitis
- acute meningitis
- acute poliomyelitis
- acute infectious hepatitis
- anthrax
- botulism
- brucellosis
- cholera
- diphtheria
- enteric fever (typhoid or paratyphoid fever)
- food poisoning
- haemolytic uraemic syndrome (HUS)
- infectious bloody diarrhoea

- invasive group A streptococcal disease and scarlet fever
- legionnaires' disease
- leprosy
- malaria
- measles
- meningococcal septicaemia
- mumps
- plague
- rabies
- rubella
- SARS
- smallpox
- tetanus
- tuberculosis
- typhus
- viral haemorrhagic fever (VHF)
- whooping cough
- yellow fever
- Covid-19

### **Local health protection contacts information**

Get support from your local health protection team (HPT) to prevent and reduce the effect of diseases and chemical and radiation hazards.

HPTs provide support to health professionals, including:

- local disease surveillance
- alert systems
- investigating and managing health protection incidents
- national and local action plans for infectious diseases

If you need to send information that might reveal someone's identity, put it in an encrypted email. Do not put personal information in the subject line.

PHE Surrey and Sussex Health Protection Team (South East),  
County Hall, Chart Way,  
Horsham,  
RH12 1XA

[PHE.sshpu@nhs.net](mailto:PHE.sshpu@nhs.net) Phone: 0344 225 3861 (option 1 to 4 depending on area)

Out of hours for health professionals only: please phone 0844 967 0069

### **Useful links**

Exclusion Table:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/789369/Exclusion\\_table.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/789369/Exclusion_table.pdf)

Covid-19 Public Health England Guidance:

<https://www.gov.uk/coronavirus/education-and-childcare>

Public Health England pet and animal contact:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-8-pets-and-animal-contact>

Public Health England advice on specific diseases and infections:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities/chapter-9-managing-specific-infectious-diseases>

NHS Immunisation information:

<https://www.nhs.uk/conditions/vaccinations/>

Health protection in schools and other childcare facilities information:

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Children and Family Health Surrey school nursing

<https://childrenshealthissurrey.nhs.uk/services/school-nursing-general>

Public Health England School Zone- e-Bug stop germs spreading with fun e-Bug resources

<https://campaignresources.phe.gov.uk/schools>