

# ST. BASIL'S CATHOLIC PRIMARY SCHOOL

## PREVENTING AND MANAGING SICKNESS INCLUDING OUTBREAKS

### Risk Procedures and Risk Assessment

At St. Basil's Catholic Primary School, we have four 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
<b>STAGE 1: General</b>	None (everyday hygiene and procedures)	<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> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> </ul>	HT Site Manager Admin	
<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, visitors to the site)</li> <li>- Specific hygiene lessons in class</li> <li>- Increased enforced use of handwashing before eating of food</li> <li>- Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of trips/visits and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>- Review <i>Core Control Measures and make changes as necessary</i></li> <li>- Daily review of the situation</li> </ul>	HT 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/Visits/Visitors</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 (beyond 48hrs to the recommended timescale given by Public Health)</li> <li>- Sending home any children with <u>any</u> symptoms</li> </ul>	HT SLT Site Manager Cleaning Service	

		- Additional Cleaning including deeper cleans		
<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>- Closure of lettings and building use</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	Notes
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</li> <li>- Contact parents/carers general information about sickness etc.</li> </ul>	HT Office Staff Site Manager	
Confirmed case in school	<ul style="list-style-type: none"> <li>- Deep clean</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents/carers: general information about sickness etc. and the key next steps e.g. closure of a class / school/ or other recommendations from Public Health</li> </ul>	HT Office Staff Site Manager	
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 HT FSW Staff	
Confirmed case in a family	<ul style="list-style-type: none"> <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> </ul>	Families HT FSW Staff Site Manager	
Teacher shortage	<ul style="list-style-type: none"> <li>- Splitting classes / SLT Cover/HLTA Cover</li> <li>- Where too many staff absent: partial closure for certain classes or part time / AM / PM classes</li> <li>- Reduce or stop PPA</li> </ul>	HT SLT Staff	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / classes with remaining staff</li> </ul>	SENDCo FSW SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify who these children are vulnerable e.g. underlying health conditions 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>	SENDCo FSW HT DSL	
Staff with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home</li> </ul>	HT Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HT</li> </ul>	HT	

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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 shut down	<ul style="list-style-type: none"> <li>- Parents to provide packed lunches</li> <li>- Provision for FSM to be made by School Staff / Mellors <ul style="list-style-type: none"> <li>- Packed Lunch / Jacket Potato</li> </ul> </li> </ul>	Families HT Support Staff Office Staff	
Site team shortage	<ul style="list-style-type: none"> <li>- Discuss with cleaning staff cover arrangements in good time</li> </ul>	Site Manager Office Staff	
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone</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>	HT Office Staff FSW Support Staff	
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>	Office Staff HT	
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning activities as directed by teacher. Laptops to be sent home to families with no computer / iPad</li> </ul>	HT Staff CoG	

## CORE CONTROL MEASURES

Control Measure	Control Stage	Notes / Action	Who	Review
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>	HT Staff Site Manager	
Alcohol based gel	1	<ul style="list-style-type: none"> <li>- Additional dispenser fitted in main reception</li> <li>- Ensure dispensers and full from the start of each day</li> <li>- All children to use this (or have washed hands) before lunch daily</li> <li>- Ensure adequate stock levels</li> </ul>	HT Staff Site Manager	
Other users of the building	2, 3	<p>Contact every user and inform them of usage expectations:</p> <ul style="list-style-type: none"> <li>- Clean hands or use gel before using facilities</li> <li>- Restrictions or suspensions of usage</li> </ul>	Office Staff	
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)	<p>Newsletter:</p> <ul style="list-style-type: none"> <li>- Ask parents to inform us of any closes family member who has returned from abroad within the last month</li> <li>- Staff members to inform HT/Admin 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 Office Staff	
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> <p>Avoid any activity where you are passing items around a class</p> <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities: PE / Gymnastics</li> </ul> <p>Other</p> <ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> <li>- Cease 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> </ul>	Staff	

Control Measure	Control Stage	Notes / Action	Who	Review
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 / toilets) and before eating dinner (classrooms/ 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) or increase hours</li> <li>- Daily cleaning of classrooms (already in place)</li> <li>- Preparations for deep cleans if necessary</li> </ul>	Site Manager Cleaning Staff	
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 Manager Staff	
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> <li>- Informing us of any suspected or confirmed cases by any users</li> </ul>	Admin Office Staff Site Manager	
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>	HT Office Staff Admin FSW SLT	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> <li>- Use of hand held non-contact thermometer.</li> </ul>	First Aiders only	

# ST. BASIL'S CATHOLIC PRIMARY SCHOOL

## Preventing and Managing Sickness

# Information for staff, visitors and school building users

### STAGE 2 - PREVENTION

We currently have 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.

# ST. BASIL'S CATHOLIC PRIMARY SCHOOL

## Preventing and Managing Sickness

# INFORMATION FOR STAFF, VISITORS AND SCHOOL BUILDING USERS

### STAGE 3 - MITIGATE/ DELAY

We currently have increased precautions in place to ensure effective the prevention of the spread of illness.

#### 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**
- X 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.



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## Preventing and Managing Sickness

### CONTINUATION OF LEARNING PLAN (in the event of school closure for a prolonged period)

- Staff to communicate to pupils via email to parents/carers email address
- Children to have 1 maths and 1 English activity **per day** (based on current topics if possible)
- Staff to set an additional project / longer task where appropriate
- Other core learning to complete:
  - Any online learning available e.g. MyMaths, TT Rockstars, Oxford Reading Buddies
  - Links to online learning on school website
  - Daily Reading
- Children to submit work, where appropriate upon return to school
- YEAR 6 PUPILS ONLY: SATS Revision Books; Mock Tests; Arithmetic questions
  
- School based message to parents/carers explaining the above and the expectations from parents/carers to support this
  
- Communication to parents/carers via: emails, texts, website and Social Media (Twitter)