



Learning
Community Trust

**LCT Infection Control
Policy
2020-21**

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1. THE LAW

The Public Health (Control of Disease) Act 1984 the Public Health (Infectious Diseases) Regulation 1988 and the Health Protection Regulations 2010 require that specific diseases are reported to the Proper Officer.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires the reporting of work-related accidents, diseases and dangerous occurrences.

The Environmental Protection Act 1990 and the Controlled Waste Regulations of 1992 govern how waste is stored and disposed of.

Food hygiene matters are controlled by the Food safety Act 1990 and Food Safety & Hygiene (England) Regulations 2013

2. KEY ACTION POINTS

- Ensure that all employees understand and practice the principles of infection control in all school activities.
- If infection occurs follow the guidance given.

3. MANAGEMENT ISSUES IN INFECTION CONTROL

3.1 Definition of Terms Commonly used in Infection Control

A Carrier – is someone who is harbouring and/or excreting a bacteria or virus without suffering from illness.

A Case – is someone who has the infection and has the symptoms.

A Contact – is someone who has been exposed to an infected person or a contaminated environment so that he or she could become infected. Employees are seen as contacts where children are the case, just as children are contacts if the staff are ill. Employees are usually the contacts. Where staff may be vulnerable to serious effects, this will be mentioned under individual illnesses. The person in charge must decide whether staff need more advice in the case of some illnesses, for example hepatitis.

There should be no assumption about who is or is not a contact.

Some children will be more vulnerable to the serious effects of specific infections, due to an underlying illness for example leukaemia.

Food Handler - is any person whose work involves touching unwrapped foods to be consumed raw or without further cooking.

Incubation period - is the time between a person becoming infected and actually showing signs of illness.

Period of Infectivity – is the time a person remains infectious. This can include the incubation period above.

Isolation – is a way of separating a person with an infection to help prevent this infection from spreading.

Route of transmission – is the way in which an infection is passed from one person to another, these include:

- a) direct from person to person, by touch, by breathing in germs, by sexual contact, and contact with blood or infected body fluids and by the faecal – oral route
- b) indirect ie via contaminated food or water
- c) via contact with animals or insects carrying infection
- d) from mother to baby before or during birth (or during breast feeding)

3.2 Outbreak Plan

Food poisoning or infectious disease can occur at any time and forward planning on your part could help reduce the severity, length and outcome of any given outbreak.

It is recommended that each Head teacher formulates an outbreak policy which meets the particular needs of their area, taking into account the information contained in this document.

Definition of an outbreak

An outbreak has been defined as two or more related cases of infectious disease or an incidence of infectious disease in excess of some expectation.

Occasionally one case of an infection with important public health implications may be considered an outbreak eg a case of polio or diphtheria.

The objectives of an Outbreak Plan are as follows:

1. to ensure prompt action
2. to determine the cause of the outbreak
3. to prevent further spread

4. to prevent recurrence
5. to ensure all necessary agencies are promptly informed of a possible outbreak

To achieve these objectives it is essential to have an outbreak plan which is based on the following principles

- All staff should be aware of the definition of an outbreak
- All staff know who to inform in the event of a suspected outbreak
- All staff are familiar with the infection control policies within the establishment
- The outbreak plan should be regularly reviewed
- Good communication networks are established, both within the establishment and with outside agencies

Who to Inform

- a) General practitioner
- b) The CEO, Principal, Head teacher
- c) Registration Officer
- d) Consultant in Communicable Disease Control (CCDC) (Public Health England)
- e) Environmental Health Officer (if outbreak of diarrhoea)
- f) Relatives
- g) Other personnel specific to area of work ie teachers, supply teachers, SSAs, etc
- h) Infection Control Nurse
- i) Telford & Wrekin's Occupational Health Unit.

Support and further advice is available if required from the following:

Public Health England Centre (PHE) Health Protection Team – 0344 225 3560 (option 2-option2)

Infection Prevention & Control Team – 01743 277671

School Nurses: Wellington 01952 246577
Stirchley 01952 596677
Newport 01952 825059
Shifnal 01952 462862

School nurse would refer on if needed.

Environmental Health Officers

Telford & Wrekin Council - 01952 381818

Health and Safety

Telford & Wrekin Occupational Health - 01952 383630

Outbreak plan within the school

Points to Remember:

- Ensure relevant agencies have been informed
- Relevant microbiological specimens will need to be collected, advice and help will be available
- In residential establishments it may be possible to care for all affected children in one area of the building
- Review extra requirements to cope with outbreak eg staffing levels, linen, disposables
- Ensure adequate facilities to launder soiled linen and dispose of any additional waste
- In-service training and updates on infection control are essential for good practice. During an outbreak, relate these good practices to the type of infection causing the outbreak.
- Ensure food service staff are aware of their particular obligations to report illness under the Food Safety & Hygiene (England) Regulations 2013.

Further information

GPs, hospital clinicians and environmental health officers are responsible for notifying PHE about a case of food poisoning or infectious disease. It is essential to ensure this has been done.

Instituting and managing an outbreak plan in the community is the responsibility of PHE. They may decide to convene an Outbreak Control Team, which may include a member of staff from the childcare establishment involved.

List of Notifiable Diseases under 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	Legionnaire Disease
Leprosy	Malaria	Measles
Meningococcal Septicaemia	Mumps	Plague
Rabies	Rubella	SARS
Smallpox	Tetanus	Tuberculosis
Typhus	Viral Haemorrhagic Fever (VHF)	Whooping Cough
Yellow Fever		

It is the doctor's responsibility to notify these diseases to the Department of Public Health.

Other Infectious Diseases

If a teacher becomes aware of any case, or suspected case, of infectious disease affecting any scholar in the school, the fact should be notified at once by phone to PHE on the number above.

If a large number of children are absent with flu like symptoms or diarrhoea/vomiting for example, this must also be reported to PHE on the number above.

Wherever, in addition to notified cases and contacts, there are a considerable number of children absent from unknown causes, please contact PHE as above.

Food Handlers

Under the Food Safety & Hygiene (England) Regulations 2013, food handlers have a duty to report the following illnesses to their employer:

- Vomiting
- Diarrhoea
- Skin rashes
- Boils
- Infected cuts
- Any discharge from ears, eye, nose or other parts of the body.

They should also report:

1. Any attack of diarrhoea and vomiting on holiday, even if they are well on return to work.
2. If they have had close contact with anyone suffering from any of the above symptoms

NB If the Head teacher requires advice about a person's fitness to work, he/she should seek this from PHE or the Environmental Health Officer.

3.3 Working with Parents and Press

For cases likely to cause concern among parents or attract the interest of the press, PHE will tell you what advice to give to parents.

Advice should also be sought over what comments to give to the press. With many infections only laboratory tests will confirm the diagnosis. Sometimes these can take several days to complete. Normally it should suffice for a school to simply confirm whether or not a presumptive diagnosis of a particular disease has been made and to divert further technical questioning PHE.

If asked what action the school or nursery is proposing to take, the comment should be that the school will comply with whatever medical advice is given by PHE.

Exclusion

Exclusion of children

Exclusion periods play an important part in limiting the spread of infection. The purpose is to separate a child with a potentially dangerous infectious disease from other children so the infection does not spread.

Headteachers acting on behalf of the Local Authority or School Governors can exclude children. The Consultant in Communicable Disease Control has legal powers to exclude but these are very rarely required.

It is suggested that other childcare establishments make their exclusion policy explicitly known to parents/guardians, preferably in the documentation that is completed and signed when the child is first registered at the establishment.

Exclusion periods for children have no legal basis they are minimum periods and recommended on the basis of current research. It is generally expected that a child would only return to school/nursery/playgroup if well enough to benefit from it.

Please refer to: [Guidance on Infection Control in Schools and other Childcare Settings](#)

Exclusion of staff

General Staff

The same rules of exclusion apply to all members of staff and to peripatetic workers who come to the establishment.

Staff involved in Food Handling

The Food Safety & Hygiene (England) Regulations 2013 state that a person engaged in food handling is directed to inform their supervisor if they are suffering from or have been in contact with certain infections (see Outbreak Plan). The supervisor should exclude the employee and inform the EHO.

4. GENERAL INFECTION CONTROL GUIDELINES:

4.1 Handwashing

GOOD HANDWASHING IS THE SINGLE MOST IMPORTANT MEASURE IN THE PREVENTION OF THE SPREAD OF INFECTION

Proper hand washing facilities are very important for staff, children and visitors.

These should include:

- Use of hot and cold running water
- Use of liquid soap
- Use of disposable paper towels for hand drying

The difficulties in supervising large numbers of children to ensure they wash their hands correctly is obvious therefore:-

1. Children should be instructed in correct hand-washing methods as part of a planned health promotion programme.
2. Adults in contact with children are in an ideal position to continually reinforce the “hand-washing message”.

Please see leaflets and instruction on correct hand-washing methods, these can be photocopied.

4.2 Personal Protection against Infection

There are many reasons why one person could be more susceptible to infections than another. It is important to consider the wider societal and environmental issues, for example poverty, damp housing and overcrowding.

An individual may be susceptible because of:-

- Cuts/abrasions on skin allow entry of infecting organisms
- Lack of immunisations
- Underlying disease weakening the body's ability to fight infection
- Drug treatments with the same effect as above
- Poor dietary intake
- Stress

Personal Protection – children and carers

- Cover all cuts and abrasions on hands and arms
- Maintain high standards of personal hygiene at all times
- Ensure that immunisations are kept up to date
- Use protective clothing supplied appropriately

- Administer prompt First Aid in the event of injury

PERSONAL PROTECTION IS A TWO WAY PROCESS.

Employers have responsibilities as set out in health and safety legislation.

Employees have a responsibility to practice safely using the guidance and means provided by employers.

Infection within an establishment may need the introduction of additional protective measures.

Carers, by practical example, can influence the child's ability to protect themselves and others from infections.

4.3 Immunisation

Immunisation for adults

Protection against polio and tetanus should be kept up to date.

Women of child bearing age who are unsure if they have had rubella (German measles) can be tested and if the test is negative are advised to have the rubella vaccine.

Other vaccines may be recommended in the event of an outbreak.

For up to date information on Immunisation for children you can refer to:

<https://www.gov.uk/government/collections/immunisation>

4.4 Protective Clothing

All staff are advised to wear clothing which can be easily laundered should contamination with Body fluids occur.

The following protective clothing should be provided:

1. Latex gloves where exposure to body fluids may occur
2. Disposable plastic aprons for use:
 - When nappy changing
 - Whenever there is a risk of contamination of clothing with body fluids
 - When clearing spillages of body fluids

There may be circumstance where additional protective measures need to be taken.

It is a legal requirement under the Personal Protective Equipment at Work Regulations 1992 for the employer to ensure that suitable protective equipment is provided to his employees who may be exposed to a risk to their health or safety while at work. Except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.

Employers shall ensure that an assessment is made to determine whether the personal protective equipment they intend to provide is suitable.

4.5 Cleaning

Environmental hygiene is an essential part of infection control

Do not disinfect until you have cleaned first

The purpose of cleaning is:

- To maintain appearance
- To maintain function of an object
- To control bacteria

All three purposes should be considered when choosing a cleanser.

Thorough cleaning will remove contaminants such as:

- Dust or soil
- Large numbers of bacteria
- Organic matter such as blood or faeces which harbour bacteria or Viruses.

Thorough drying of equipment and good ventilation of areas will further reduce numbers of bacteria.

Important points

- Each establishment should have a planned cleaning regime to cover all areas and equipment
- Cleaning equipment should be colour coded for use in individual areas such as food service areas, toilets and bathrooms, general accommodation and outdoors.
- Cleaning equipment should ALWAYS be thoroughly washed after use and stored to dry:
- Mop Head upwards
- Buckets inverted
- Cloths (if not disposable) preferably dried outdoors
- Vacuum filters should be changed regularly
- Tanks in scrubbing machines emptied and drained
- Brushes removed and cleaned

Bacteria have been found in water that has been allowed to accumulate in equipment

For those responsible for purchasing equipment

- Check with manufacturers cleaning instructions for equipment, including children's toys
- A good quality detergent is adequate for most situations
- Detergents which are anionic/non-ionic have good detergent qualities for environmental cleaning, for example any good quality liquid detergent such as Fairy Liquid
- Cationic detergents are less efficient cleaners but manufacturers will stress their ability to destroy bacteria NB this ability is somewhat limited eg Roccal, Dettol ED, Cetavlon, Tego, Zephirin, Jeyes Pine
- Consider Health and Safety COSHH implications of products purchased.
- A list of cleaning chemicals that meet BS EN 1276 and BS EN 13697 can be found here <http://www.disinfectant-info.co.uk/>

4.6 Disinfection

In most areas thorough cleaning with a good quality detergent solution will be adequate to maintain good hygiene standards and control bacteria.

The use of disinfectants is recommended as follows:

- In food service areas
- When clearing up spillages of body fluids
- During outbreaks of specific infections
- Many schools will use disinfectants in showers, changing rooms and toilets. When a disinfectant is used at the correct strength it will reduce the numbers of bacteria or viruses present to a level not harmful to health.

Thorough cleaning is essential as disinfectants will not work in the presence of dirt or organic matter such as faeces.

Chlorine - based disinfectants

These disinfectants are widely recommended as they are active against HIV and Hepatitis viruses and a wide range of bacteria.

There are 2 Groups:

1. Hypochlorite – eg Chlorox, Domestos, Milton
2. Sodium dichloroisocyanurates (NaDCC) – eg Presept, Sanichlor, Haz-tab, Titan, Diversey

Please note:

NaDCC tablets, powders, granules are very stable when stored dry but in common with all Hypochlorites unstable in solution; solutions must, therefore, be used immediately.

They must be diluted and used according to manufacturer's instructions to be effective.

Dilutions of hypochlorite solutions eg Domestos

Blood spills	1 part solution/10 parts water
Environmental Disinfection	1 part solution/100 parts water
Utensils, catering)	
Surfaces and equipment)	1 part solution/500 parts water

NB Consider Health and Safety COSHH implications when using Chlorine based disinfectants.

Five do's for using disinfectants

- **Do** measure disinfectant and water correctly
- **Do** use a clean, dry bucket
- **Do** wash and clean dirt away first then disinfect the area
- **Do** throw away your disinfectant solution when today's work is done
- **Do** remember that incorrectly stored disinfectants can become contaminated by bacteria and actually spread infection

Eight don'ts for using disinfectants

- **Don't** expect a disinfectant to sterilise
- **Don't** store cleaning tools in disinfectant
- **Don't** "top up" disinfectant solutions
- **Don't** use yesterday's solution – make up fresh
- **Don't** use any disinfectant that is not supplied by the establishment you work for
- **Don't** mix two disinfectants together
- **Don't** add detergent to a disinfectant solution
- **Don't** expect disinfectant to make dirt safe

Remember - clean first then disinfect if necessary

4.7 Spillages

SPILLAGES - BODY FLUIDS

**BODY FLUIDS – VOMIT, DIARRHOEA, URINE, SPUTUM
(if blood stained treat as for blood spills)
A SPILLAGE KIT SHOULD BE PROVIDED**



GLOVES AND PLASTIC APRON MUST BE WORN



PLACE SOILED CLOTHING IN PLASTIC BAG AND SEAL FOR DISPATCH TO LAUNDRY OR HOME



**CLEAN AREA WITH FRESH SOLUTION OF DETERGENT AND HOT WATER
USE PAPER TOWELS OR DISPOSABLE CLOTHS
NEVER USE A MOP**



**THOROUGHLY CLEAN AREA AGAIN WITH A FRESH DETERGENT SOLUTION AND ALLOW TO DRY
(If preferred a freshly made up disinfectant solution can be used at this stage)**



CARPETS AND UPHOLSTERY CAN NOW BE SHAMPOOED IF REQUIRED



**DISCARD ALL DISPOSABLES IN A PLASTIC BAG AND SEAL PLACE IN BLACK HOUSEHOLD
WASTE BAGS
(If it is possible dispose as clinical waste in yellow waste bags)**



**THOROUGHLY CLEAN ALL EQUIPMENT USED WITH FRESH SOLUTION OF DETERGENT AND
WATER**



WASH HANDS THOROUGHLY

BLOOD SPILLAGE

Gloves and Plastic Apron MUST be worn



**NaDCC powder
(Sanichlor, Presept)**

**Sprinkled over spillage, leave for
time period indicated in usage
instructions**

OR

**Cover spillage with paper
towels and pour 1%
Hypochlorite solution on top**

Hypochlorite solution on top



**Wipe up immediately with paper towels
Without kneeling on the floor
DO NOT USE A MOP**



**Dispose of waste in yellow plastic bags
If this is not possible use a plastic bag
And SEAL, then place in a
Black household waste bag**



WASH HANDS THOROUGHLY

**Wet, Soap, Wash, Rinse, Dry
Stop germs spreading, the power is in your hands.**

Have you washed your germs away? Wash your hands

4.8 Waste Disposal

If problems arise, advice can be obtained by contacting the Waste Regulation Authority of the Environment Agency.

Specific advice should be sought from the above re disposal of:

- Radioactive waste
- Cytotoxic waste
- Pharmaceutical waste

The categories of waste most frequently seen in child care establishments are:

1. **General Waste** – a mixture of paper packaging etc possibly with a proportion of putrescible (eg food) waste.
Disposal Method – Black bag collection. Disposal – land fill
NB Aerosols, glassware and cans – separate disposal or carefully wrapped in newspaper. Secure tamper proof storage prior to collection. Disposal – Land fill. Consider recycling.

2. **Waste Food** – the bin for waste food should not be used for paper refuse. Ideally it should be removed from premises at the end of each working day. External storage facilities should be cleaned thoroughly on a planned basis.

Dustbin lids should fit tightly to prevent insect and animal access.

3. **Clinical Waste** – definition:

Any waste which consists wholly or partly of human or animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products (see above) swabs or dressings, syringes, needles or other sharp instruments.

It should be disposed into yellow clinical waste bags.

Needles and other sharps should be put into British Standard lockable SHARP BOX. Once boxes are $\frac{3}{4}$ full they should be sealed and locked prior to disposal. Sharps boxes should not be placed inside a yellow bag.

Dangers of injury and cross infection are due to the inappropriate disposal of needles or sharp instruments into waste disposal bags, instead of a sharps box.

Please take care

Because the amount of clinical waste generated in a child care setting may be small, please note the following:

1. **Small amounts** – ie up to $\frac{1}{4}$ of a full size yellow waste bag per week can be disposed of via black bag household waste (see below re sharps).
2. **Larger amounts** - ie more than $\frac{1}{4}$ of a full size yellow waste bag per week. This should be disposed of as clinical waste in yellow bags and weekly collection organised via Telford & Wrekin Council collection service (tel. 01952 619251) or private registered waste collection service.

***NB** The correct disposal method for nappies or pads can be assessed as above.

3. Waste containing sharps or the presence of specific infections will require all clinical waste to be disposed of via Telford & Wrekin Council collection service (tel. 01952 384040). Clinical waste must be stored in an area secure from the public. Storage surfaces should be impermeable (ie not wood) to ensure adequate decontamination and clearance of spills.

AVOIDANCE OF INJURY – STAFF EDUCATION

All staff who are required to move bags of clinical waste by hand should:

- Check bags are effectively sealed
- Handle bags by the neck only
- Know the procedure in case of accidental spillage (see flow chart)
- Ensure origin of waste is clearly marked on the bag
- Understand special problems relating to sharps injury
- Be aware of procedure if sharps injury occurs (see below)
- Use protective clothing as provided eg heavy duty gloves
- Wear sturdy footwear to prevent injury, if sharps are accidentally spilled.

SAFE DISPOSAL OF WASTE IS AN INTEGRAL PART OF GOOD INFECTION CONTROL MEASURES

If you are injured by a suspect needle or other sharp you should:

- Encourage bleeding of small puncture wounds by gently squeezing. Do not suck the area.
- Wash the affected area with soap and warm running water, but do not scrub. Do not use antiseptics or skin washes.
- Accidental splashes of body fluids into mouth or eyes should be rinsed with warm water or saline. Rinsing should be done before and after removing contact lenses. Water used for rinsing the mouth should not be swallowed.
- Change blood soaked clothing.

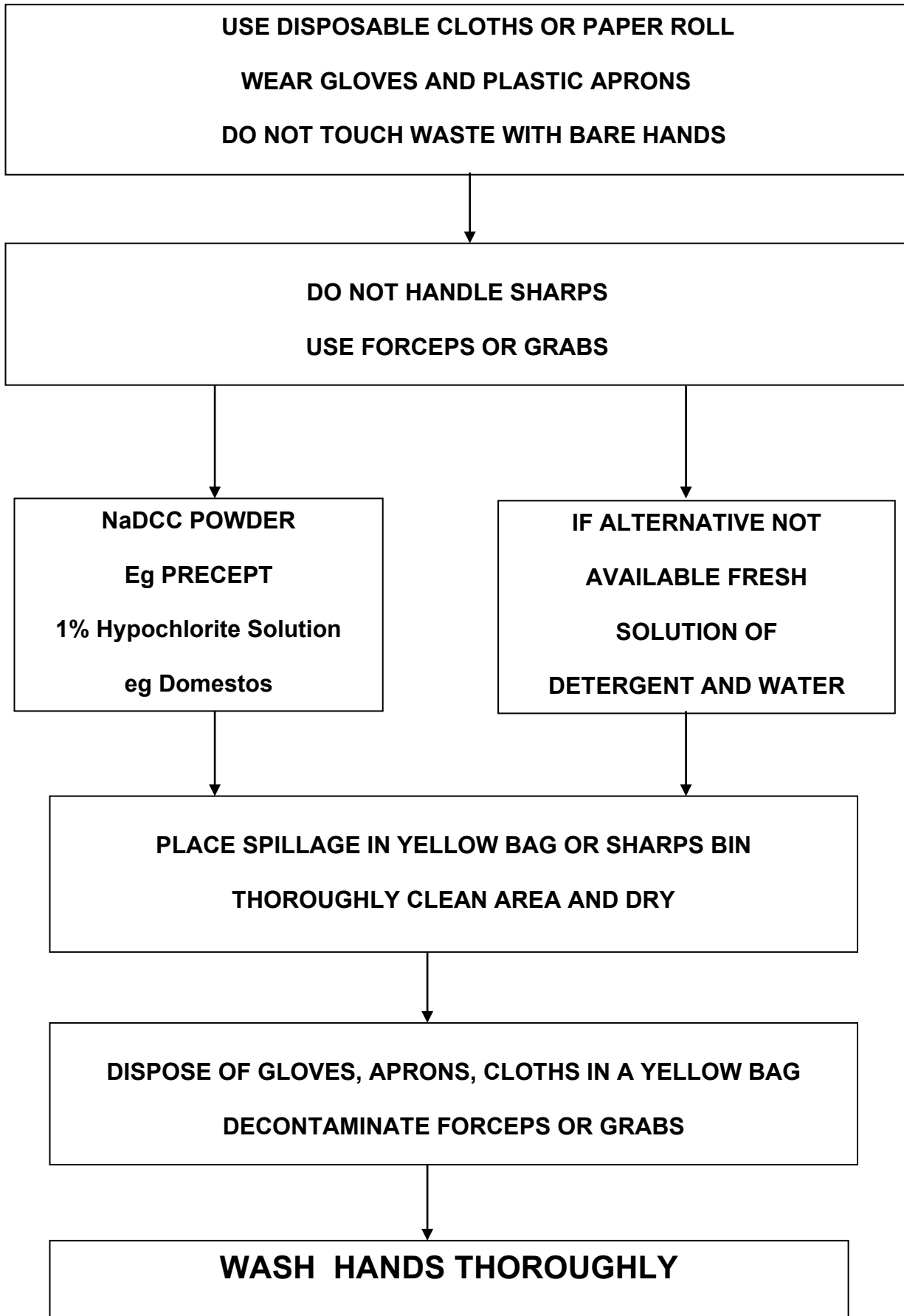
In all cases the casualty must be instructed to:

- **Contact their doctor, NHS Direct or Accident and Emergency department *immediately* for further advice explaining that they may have been exposed to a blood borne virus. (This is because if the employee is at high risk of exposure to hepatitis B then rapid post injury immunisation may be offered. A sample of their blood may be taken and stored by the pathology department for future reference.)**
- Report the injury to their manager
- Report the injury to Internal Health & Safety

Further advice can be obtained from:

- Internal Health & Safety on 01952 383627
- PHE on 0344 225 3560 (option 2-option2)

SPILLAGES OF CLINICAL WASTE



4.9 Laundry

This guidance applies to all laundry facilities in child-care premises.

Employers have an obligation to:

1. Prevent risk of infection to staff handling linen.
2. Ensure staff are aware of potential dangers associated with wrongful disposal of sharp objects in linen bins.

Laundry can be divided into:

1. Used i.e. normally soiled
2. Foul ie contaminated with urine, faeces, vomit or blood
3. Infected ie laundry arising from use where an infection is known
4. Heat sensitive eg children's clothing

Where laundry services are provided by contractors off site, advice should be sought to ensure correct segregation of linen and clothing prior to dispatch.

Protection of staff and clients

1. Linen should not be sorted or counted in client area
2. Hands must be washed after handling all laundry
3. Protective clothing should be available and used ie rubber gloves, plastic aprons.

Where laundry is done on site

- Used linen should not be manually soaked or sluiced – use pre-wash cycle on machines.
- Disinfection of linen will normally be achieved with the machine programmed on a hot wash and the linen going through the drying cycle.
- If heat sensitive clothing is categorised as infected, this can be disinfected by the addition of a bleach to the penultimate rinse (150ppm available hypochlorite dilution). Bleach should not be used on fabrics treated for fire retardant).

Storage

All clean linen must be stored in a dry area above floor level – not in a bathroom or sluice areas.

It is essential that washing machines and dryers are serviced regularly to ensure the temperatures are achieved as stated.

Ideally, drainage from machines should be closed rather than into an open sump from the machine.

5. INFECTIOUS DISEASES A - Z

For a list of infectious diseases and information for each refer to:

<https://www.gov.uk/health-protection/infectious-diseases>

6. BLOOD BORNE VIRUSES

For further information on blood borne disease please see

<http://www.hse.gov.uk/biosafety/blood-borne-viruses/index.htm>

7. ANIMALS IN CHILD CARE PREMISES

7.1 General points

The value of pet therapy is widely accepted as an aid to stimulation and communication within all age groups.

It is well documented that infectious diseases can be acquired from a variety of domestic pets.

Please seek specialist veterinarian advice before acquiring a residential pet and avoid exotic animals and animals with unstable temperaments which need expert handling.

- Animals should be kept clean and healthy. Animals should have all vaccinations up-to-date and records kept.
- Animals should be checked annually by a vet.
- Animals should be de-wormed regularly and records kept.
- **Animals should not be allowed in food service areas**
- Young animals eg puppies and kittens are more likely to carry infections.
- Please remember if any children in your care are known to be immuno compromised they should avoid handling them until the animals have had primary inoculation and have been wormed.
- Reptiles are not suitable as pets in schools and nurseries as all species carry salmonella.
- **All children, staff and visitors, must wash their hands after handling pets**
This should be emphasised as an integral part of caring for the pet.
- Careful disposal of water/litter and thorough cleaning is needed.
- Any regurgitated food, vomit, urine or faeces should be cleared wearing disposable gloves, using disposable cloths and discarded into a plastic bag.
- The area should be cleaned thoroughly with hot water and detergent and then disinfected if required.
- **Wash hands when the task is completed**
- Wear gloves when dealing with excreta and the cleaning of cages.
- Cleaning equipment and gloves should be designated for this sole purpose.
- Pregnant women **should not** undertake these tasks unless absolutely necessary and take care when doing so.
- Litter should be changed daily. (NB see Toxoplasmosis).

7.2 Feeding

- Animal feed must not be stored in the kitchen.
- Pest proof containers are essential for dried foods.
- Never feed raw or undercooked meat or unpasteurised milk as animals can also acquire disease from these, which they may then spread to humans.
- A designated feeding area with fresh water available and designated feeding utensils should be kept clean at all times.
- Do not share food with animals.

7.3 First Aid

If a bite or scratch occurs:

- Apply first aid - encourage local bleeding from minor wounds
- Wash thoroughly with soap and water
- Cover
- Seek medical advice

7.4 Personal Protection:

- Do not allow pets to lick you.
- Always cover wounds or skin lesions to prevent contact with animal saliva.
- Be aware that some individuals have allergies to animals.
- Continually reinforce the good hygiene principals of pet care to all those in contact with the animals.

7.5 Safe Disposal of Deceased Pets

- Options include
- incineration
 - burial in animal cemetery
 - Telford & Wrekin Council Environmental Maintenance or vets may arrange to remove deceased pet
 - buried within grounds of establishment (after seeking relevant permission)

7.6 Animals Visiting the Premises

- If the animal is unwell it should **NOT** visit.
- Keep animals away from staff/children who are known to have an allergy.
- Emphasise the importance of personal hygiene and hand washing after children handle the animal.

7.7 Feral animals (Strays) Wild Birds/Animals

The term “Feral” usually refers to a domestic breed of animal that lives in the wild eg cats. Institutions often have a stable feral population who frequent out-houses for example. They become a problem if numbers are large this can be dealt with by a neutering programme.

- These feral animals are likely to have disease from eating wild animals.
- Wild animals carry disease or parasites. Wild birds can transmit food poisoning organisms such as campylobacter and salmonella.
- Do not attempt to make pets of these wild animals/birds even though they may visit the premises regularly.
- Sick or injured wild or feral animals/birds should not be brought into the establishment, refer to veterinarian or RSPCA.

7.8 Water Play and Cryptosporidium

All water play equipment used for messy play pond dipping etc should be emptied after use to prevent the growth of cryptosporidium in stagnant water.

7.9 Outside visits – Farms

Before undertaking a visit to a farm you should refer to the guidance given at www.visitmyfarm.org which has lots of useful information and guidance including a [checklist](#).

8. INFECTION CONTROL CHECKLIST

A checklist for Schools

This is included for guidance purposes. Some of the items on the check-list may not be relevant to your establishment and it may be necessary to add others for areas offering specialised care. It is intended as an aide-memoire and we hope you will find it useful.

ENVIRONMENT			
Medical Room		Yes	No
1	Hand wash basin, liquid soap and paper towels are available		
2	All sterile products are stored above floor level		
3	Items of sterile equipment are in date (randomly select two items and check dates)		
4	Dressing trolleys are clean and in good state of repair		
5	Bed linen is changed and laundered regularly and immediately between		

	use or following contamination		
6	Mattress cover is in a good state of repair		
	Toilet Areas		
7	Toilets areas are clean and free from extraneous items		
8	Toilets are in good repair and clean (floors free of spillage)		
9	Appropriate cleaning materials are available		
10	Toilet, urinals and wash basins are at a suitable height		
11	Hot and cold water is supplied		
12	Soap, toilet paper and drying towels are provided		
13	Cloth towels (if used) are changed at least daily		
14	Paper towel dispensers are replenished at regular intervals		
15	There is no evidence of misuse of soap, toilet paper or towels		
16	Disposal units for sanitary towels are provided		
17	Children wash their hands before lunch		
18	Separate toilet and hand washing facilities are available for staff		
	Changing areas		
19	Changing areas are clean and free from extraneous items		
20	There is no evidence of multi-use toilet items eg creams		
21	There are impervious surfaces for changing children		
22	Changing mats are in good repair with cleaning programme between use		
23	Adequate waste bins are provided		
24	Hand wash basin, liquid/bar soap and paper towels are available		
25	Protective clothing is provided for staff		
	Miscellaneous		
26	Cleaning equipment is colour coded according to area of use eg kitchen, toilets, general areas		
27	All cleaning equipment is thoroughly cleaned after each use and stored dry		
	WASTE DISPOSAL		
28	A waste disposal policy and/or chart is available to staff		
29	Clinical waste, food waste, household waste and glass is segregated correctly		
30	Waste bags are less than 2/3rds full, securely sealed and labelled		
31	There are foot operated bins in working order for clinical waste (yellow bag)		
32	Waste bags are stored safely, secure from access by public and children		

	SHARPS HANDLING AND DISPOSAL	Yes	No
33	Sharps boxes are available and conform to ICC recommendations		
34	Box is less than 2/3rds full		

35	Box is free from protruding sharps		
36	Sharps box is assembled correctly		
37	Sharp box is labelled with point of source		
38	Sharps are disposed of directly into sharps box following use		
39	Sharps boxes are stored above floor level and safely out of reach of children		
40	Appropriate storage and collection arrangements for sharps boxes are in place		
41	Written procedure is available for all staff on action to be taken following sharps injury		

EQUIPMENT			
42	Thermometers are stored dry		
43	There is no evidence of single use items being reused		
44	Vaccine transport, storage and usage is within current guidelines		
45	Toys are wipe able or machine washable and are clean and in a good state of repair		
46	A first aid box is available at a central point		
47	The first aid box contains waterproof plasters		
48	Disposable gloves are located within (or next to) the first aid box		

DISINFECTANTS			
49	Written instruction about the correct dilution and use of disinfectants are available to staff		
50	Spillage and splashes of blood are removed with appropriate disinfectants		
51	Gloves and aprons are available		
52	A deep sink is available for washing equipment and used only for this purpose		

PRACTICE			
53	Written instruction about the correct dilution and use of disinfectants are available to staff		
54	Leaflets emphasise correct hand washing techniques are available		
55	A poster demonstrating good hand washing technique is available by at least one sink		
56	Gloves are available (sterile and non sterile) and worn where applicable		
57	Disposable plastic aprons are available and worn where applicable		
58	Staff can demonstrate good hand washing techniques		
59	Staff can locate the Infection Control Policy		
60	Staff can describe cleaning and disinfectant procedure in event of blood/body fluid spillage accurately		

9. Appendix A – Coronavirus Outbreak Plan example

All LCT schools and academies should comply with the Trust's school reopening risk assessment and the approved specific reopening process. All identified control measures must be strictly adhered to.

What happens if someone becomes unwell at school?

- If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.
- If a child is unable to leave immediately and is awaiting collection, they should be moved to the main reception where they can be isolated in the Hygiene Room (opposite reception), with appropriate adult supervision with full PPE. The door will be left opened unless the student needs to use the toilet in there.
- The room will be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Signage will be added to prevent use of the room until it has been cleaned.
- A face visor, disposable face mask, disposable gloves and apron will be worn by first-aid staff caring for the child while they await collection.
- Medical room to be used as an additional first aid room to be used for non-Covid related illness/injury

What happens if there is a confirmed case of coronavirus in a setting?

- When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. A test should be sought immediately.
- Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child or staff member tests positive, the rest of their class or group within their school should be sent home and advised to self-isolate for 14 days.

Principal/Headteacher actions when a pupil is tested and has a confirmed case of coronavirus

In line with government advice:

- Ensure the rest of the class/group self-isolate for 14 days
- Contact Public Health England (PHE). PHE's local protection teams to conduct a rapid investigation and will advise the school on appropriate action. As a result, school leaders take appropriate action in the event of a confirmed case of coronavirus.
- Until you receive this guidance, please report all cases of COVID-19 (coronavirus) to the Health Protection Team in Public Health England using the online reporting system available here: <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I> Alternatively, you can notify PHE by telephone to 0344 225 3560 (opt 0 opt 2), but online reporting is strongly recommended.
- Notify either the CEO or COO of the Learning Community Trust



10. USEFUL REFERENCES

These references are in addition to those already included in texts:

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The General Product Safety Regs 1994
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ISBN 0717604276

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First Aid at Work: General Guidance for Inclusion in First Aid Boxes
ISBN 0717604403

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H&S (First Aid) Regs 1981 and guidance ACOP
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A guide to preparing a safety policy statement for a small business
ISBN 071704241

Personal Protective Equipment at Work Regs 1992
Guidance on regulation
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Safe Disposal of Clinical Waste London HMSO
ISBN 011 886 355X

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ISBN 07176 04136

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