

St Edward's Catholic Primary School, Boston Spa

Preventing and Managing Sickness including outbreaks

Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At St Edward's we have 4 stages for when dealing with medical incidents / outbreaks.

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 - Use of Hand Sanitiser - Follow usual absence periods for sickness - Ventilate rooms well 	All staff	
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/norovirus) 	<ul style="list-style-type: none"> - Increase hygiene procedure and cleaning of touch points - Communication with key people including key information (staff, pupils and families, governors, users of the site) - Specific hygiene lessons in class - Increase ventilation in school where possible - Increased enforced use of handwashing/sanitising before eating of food, after play times, when arriving at school, before going home, during the school day. - Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. - Where children have family members with symptoms, these children to follow advice from health professionals (children without symptoms of Covid 19 = can no longer be required to stay off but can be encouraged to do so until taken a PCR test). Children with symptoms of Covid 19 must remain off school and take a PCR test. Children who have a positive PCR test must isolate for 10 days but if they are negative there is no requirement to isolate even if a household member is positive. - Any staff members who are unvaccinated must isolate for 10 days if there is a positive case of Covid 19 in their household or if they themselves are positive. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Ask visitors to continue to wear masks and sanitise on arrival - Daily review of the situation 	SLT Admin Staff Caretaker	Covid-19 remains a risk but government restrictions have been removed.
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct cases or increased likelihood of cases - Public health advice for restrictions 	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips - Break times and lunch times <p>Consider:</p>	SLT	If an outbreak of Covid-19 occurs in a class the class may become

		<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 for sickness/diarrhoea) - Sending home any children with <u>any</u> symptoms - Restrict visitors to essential to education or the safe running of the school only - Additional cleaning including deeper cleans and extra cleaning of touch points 		their own bubble again.
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 lettings and 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 / Public Health England - Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	SLT	
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. 	SLT; Superintendent	
Suspected case in a family	<ul style="list-style-type: none"> - Family to inform school and contact 111 for advice - Family follow the advice of health care professionals including keeping child(ren) off school until family member’s status is known via a PCR test. If the person is Covid 19 positive it is advised that children also have a PCR test to determine if they too are positive. - 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 and have a PCR test – if they are negative they can come to school - Deep clean of the classroom and school 	SLT Superintendent	
Teacher shortage	<ul style="list-style-type: none"> - Supply / Splitting classes / SLT Cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	SLT	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most needy children / classes with remaining staff 	SLT	
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 	SLT/SENDCo	
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 	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 	SLT	
Kitchen shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	SLT; Families	
Superintendent team shortage	<ul style="list-style-type: none"> - Discuss with cleaning contractor cover arrangements in good time 	Admin	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone 	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency 	SLT	
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. 	Admin	
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through website links and activities sent home, use Google Classrooms as a platform for learning 	SLT; Staff	

	<ul style="list-style-type: none">- Direct families to Spelling Frame, Crazy Cursive, Times Tables Rock Stars and Mathletics online platforms- Spelling Bee for practising- Additional reading books to be sent home- Email/text messages to parents/contact via Google Classrooms- Possibly send text books with children		
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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 	Superintendent; Staff	
Alcohol based gel/soap or anti-bacterial/anti-viral soap	1	<ul style="list-style-type: none"> - All children to use this (and have washed hands) before lunch daily - Ensure adequate stock levels 	Superintendent; Staff; Lunch Staff	
Increase hand washing facilities	1	<ul style="list-style-type: none"> - Supervised pre –lunch handwashing. 	Staff	
Other users of the building	2, 3	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Wiping down of all facilities that have been used before and after use – anti bac wipes to be available - Restrictions or suspensions of usage 	Admin, 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 Weekly summary data for each class to HT	Admin; HT	
finding out about travel arrangements now and in the future of staff and pupils	2 (where specific threats are evident aboard)	Newsletter: <ul style="list-style-type: none"> - Ask parents to inform us of any close family member who has returned from abroad within the last month - 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. 	Admin; HT	

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 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 that are taken home and washed daily. 	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, after toilet use, before and after eating, after playtime 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) 	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with superintendent to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	HT Superintendent	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Handles and door plates to be cleaned at mid points during the day 	Superintendent	
School visitors and site users	2, 3	<ul style="list-style-type: none"> - Compulsory handwashing followed by the use of gel before entering school; - To wear face masks (school can provide these) - Inform them of new requirements and risk of suspension of use 	Admin	

Control Measure	Control Stage	Notes / Action	Who	Review
		- Informing us of any suspected or confirmed cases by any users		
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, with 10 days for any positive Covid 19 cases	SLT	
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. - Refer vulnerable families to Cluster services for support	SLT; Kitchens	
Taking temperature of anyone in school who may begin to feel unwell	2, 3		Admin	

St Edward's Catholic Primary School - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We have currently increased precautions in place to ensure the effective 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.

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STAGE 3 - MITIGATE/ DELAY

We have currently increased precautions in place to ensure the effective 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**
- 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.

Continuation of learning Plan if school closure for a prolonged period

- School will use Google Classrooms as a learning platform to set work, monitor it and mark it. Children access work via the platform and upload their work to it.

- Prior to school closing, prepare some work for pupils to take home with them to complete. Y6 can complete their SATs revision books and other text books may be sent home. Include spelling and homework tasks that can be completed daily at home. Provide pupils with extra reading books and send phonics out for younger children.

- Other core learning to complete:
 - Mathletics and Times Tables Rock Stars
 - Spelling Frame and Spelling Bee
 - Links to educational websites for appropriate age groups
 - Crazy Cursive handwriting
 - Read Theory

- School based message to parents explaining the above and the expectations from parents to support this.