

# East Boldon Junior School

## Preventing and Managing Sickness including outbreaks

### Risk Procedures and Risk Assessment

#### Progression of restrictions / Staged Response

*At East Boldon Juniors we have 4 stages for when dealing with medical incidents / outbreaks.*

Response Stage	Trigger	Key Actions	Who	Notes
<b>STAGE 1 – General</b> (everyday hygiene and procedures)	None	<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> </ul>	Caretaker	
<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, users of the site)</li> <li>- Specific hygiene lessons in class</li> <li>- Increased enforced use of handwashing before eating of food</li> <li>- Re-enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</li> <li>- Daily review of the situation</li> </ul>	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>Reducing contact situations:</p> <ul style="list-style-type: none"> <li>- No whole schoolAssemblies</li> <li>- No carpet time</li> <li>- No whole school events</li> <li>- No trips until further notice</li> </ul> <p>The school has decided to:</p> <ul style="list-style-type: none"> <li>- Purchase screening measures e.g. use of digital thermometers in school.</li> <li>- Increase time of exclusion from school for those with symptoms (beyond 48hrs)</li> <li>- Sending home any children with <u>any</u> symptoms</li> <li>- Additional cleaning including deeper cleans</li> </ul>	SLT	
<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 / wings</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	

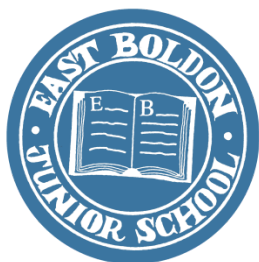
### Coronavirus Key Actions (as situation escalates)

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 / DFE</li> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc.</li> </ul>	SLT; Caretaker	
Confirmed case in school	<ul style="list-style-type: none"> <li>- Deep clean core areas</li> <li>- Inform staff</li> <li>- Core reminders of hygiene</li> <li>- Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</li> </ul>	SLT; Caretaker	
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; Staff; Admin	
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>	SLT Site	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / splitting classes / SLT Cover</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	SLT	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise most needy children / classes with remaining staff</li> </ul>	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify who these children are 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>	SENCo	
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>	NHS Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Stay at home; follow NHS 111 advice; discuss with HT</li> </ul>	HT; NHS	
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; NHS	
Kitchen/Caterer shut down	<ul style="list-style-type: none"> <li>- Parents to provide packed lunches</li> </ul>	SLT; Families	
Caretaker/cleaning staff team shortage	<ul style="list-style-type: none"> <li>- Discuss with other members of staff with possibility of cover.</li> </ul>	Caretaker; SLT	
Leadership shortage	<ul style="list-style-type: none"> <li>- Access via phone / SLT / UPS step up to cover</li> </ul>	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> <li>- Cover with TAs / SLT / Governors</li> <li>- Inform parents not to phone unless emergency</li> </ul>	SLT; Staff	
Other school users	<ul style="list-style-type: none"> <li>- Inform of control measures, including the possibility that a suspension of usage may occur. Display notice in entrance hall</li> </ul>	SLT	
Long period shut down	<ul style="list-style-type: none"> <li>- Continue learning activities through Website Page 'Downloads' or Class Dojo links – staff briefed.</li> <li>- Children to have access to TT Rockstars and Accelerated Reader</li> <li>- Possible use of technology to deliver assemblies / stories etc.</li> </ul>	SLT; Staff	

### Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues/paper towels 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>	Caretaker; Staff	
Alcohol based gel	1	<ul style="list-style-type: none"> <li>- Additional dispenser available in main office/entrance</li> <li>- Ensure dispensers are full throughout the day</li> <li>- All children to use this (or have washed hands) before lunch daily</li> <li>- Ensure adequate stock levels</li> </ul>	Caretaker; Staff; Lunch Staff	
Other users of the building	2, 3	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> <li>- Clean hands or use gel before using facilities</li> <li>- Restrictions or suspensions of usage</li> </ul>	Caretaker; Admin	
Monitoring of child or staff absence	2	<ul style="list-style-type: none"> <li>- Daily meeting with HT/DHT/Admin or number of absences and symptoms</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)	Newsletter: <ul style="list-style-type: none"> <li>- Ask parents to inform us of any close family member who has returned from abroad within the last month</li> <li>- 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.</li> </ul>	Admin; HT	
Reducing contact point activities	2	Ensuring extremely high hygiene for any <ul style="list-style-type: none"> <li>- Food making / tasting</li> </ul> Avoid any activity where you are passing items around a class <ul style="list-style-type: none"> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities – PE / Gymnastics</li> </ul> Other <ul style="list-style-type: none"> <li>- Cease hand shaking of children and visitors</li> <li>- 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.</li> </ul>	Staff	

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) and before eating dinner (classrooms/ hall corridor 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 team 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 (cost?)</li> <li>- Daily cleaning of classrooms (already in place)</li> <li>- Preparations for deep cleans if necessary</li> </ul>	Caretaker; Cleaning team	
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>	Caretaker	
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; Caretaker	
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>	SLT; Kitchen staff	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> <li>- Purchase hand held non-contact thermometer.</li> </ul>	SLT	



## East Boldon Junior School - Preventing and Managing Sickness Information for staff, visitors and building users STAGE 2 - PREVENTION

We have currently increased the 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

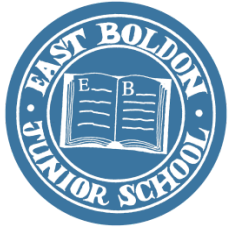
- ✓ wash your hands with soap and water often – do this for at least 20 seconds
- ✓ always wash your hands when you get home or into work
- ✓ use hand sanitiser gel if soap and water are not available
- ✓ cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- ✓ 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.



# East Boldon Junior School - Preventing and Managing Sickness

## Information for staff, visitors and building users

### STAGE 3 - MITIGATE/ DELAY

We have currently increased the 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.