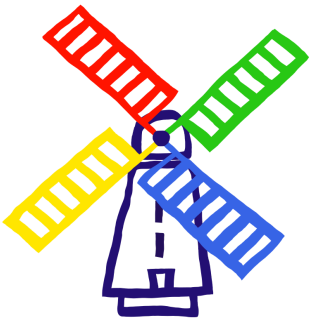
Health & Safety Policy

Unity
Trust
Courage
Curiosity
Respect
Kindness



A community for learning. Raising expectations. Fulfilling high standards.

Policy Revised: November 2026
Policy Review Date: November 2028
Headteacher: Mrs Gemma Hillier

1. Introduction and Purpose

This policy sets out our approach to managing infectious diseases and implementing infection control measures at Widmer End Community Combined School. Our aim is to:

- Protect the health and wellbeing of all pupils, staff, and visitors
- Minimise the spread of infectious diseases within our school community
- Ensure clear procedures are in place for managing outbreaks
- Comply with public health guidance and health and safety legislation

2. Roles and Responsibilities

Governing Body

The governing body is responsible for:

- Ensuring this policy is implemented effectively
- Monitoring infection control practices through regular health and safety reports
- Ensuring adequate resources and training are available

Headteacher

The headteacher is responsible for:

- Overall implementation of this policy
- Ensuring staff receive appropriate training on infection control
- Communicating with parents/carers about infectious disease outbreaks
- Liaising with the UK Health Security Agency (UKHSA) and local health protection team when required
- Ensuring adequate cleaning supplies and PPE are available

Office Manager

The Office Manager is responsible for:

- Ensuring appropriate cleaning materials and PPE are stocked
- Coordinating enhanced cleaning procedures during outbreaks
- Maintaining records of cleaning schedules

All Staff

All staff are responsible for:

- Following infection control procedures outlined in this policy
- Reporting cases of infectious disease to the school office promptly
- Implementing good hygiene practices and modelling these to pupils

- Cleaning up bodily fluids safely using appropriate PPE

Parents/Carers

Parents and carers are responsible for:

- Keeping their child at home when they are unwell or infectious
- Informing the school promptly of any infectious diseases
- Following exclusion period guidance
- Collecting their child promptly if contacted by the school

3. General Infection Control Measures

Hand Hygiene

All pupils and staff should wash their hands regularly throughout the day, particularly:

- On arrival at school
- Before and after eating
- After using the toilet
- After playtime/outdoor activities
- After coughing, sneezing, or blowing their nose
- Handwashing should last at least 20 seconds using soap and water

Hand sanitiser stations are available throughout the school as a supplement (not replacement) to handwashing

Respiratory Hygiene

Pupils and staff should be encouraged to:

- Cover their mouth and nose with a tissue when coughing or sneezing
- Dispose of used tissues immediately in bins
- Wash hands after coughing, sneezing, or using tissues
- Use the "catch it, bin it, kill it" approach

Cleaning and Disinfection

- Regular cleaning of frequently touched surfaces (door handles, light switches, taps, toilet flush handles, handrails) occurs daily
- Enhanced cleaning protocols are implemented during outbreaks
- Cleaning products used are appropriate for the task and used according to manufacturer's instructions
- Spillages of bodily fluids are cleaned immediately using appropriate procedures (see Section 5)

4. Common Infectious Diseases: Exclusion Periods and Management

The following table provides guidance on exclusion periods for common infectious diseases. This is based on UK Health Security Agency guidance.

Condition	Exclusion Period	Additional Notes
Chickenpox	Until all spots have crusted over (usually 5 days from onset of rash)	Pregnant staff should consult their GP if exposed
Conjunctivitis	None if mild; if severe with discharge, until treatment has been started	Encourage good hygiene; avoid sharing towels
COVID-19	3 days from when symptoms started (or from day of positive test if no symptoms)	Child can return when well enough and no high temperature
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	Encourage strict hand hygiene on return
Hand, foot and mouth disease	None, unless child is unwell	Encourage good hygiene practices
Head lice	None	Treatment recommended; letter sent to class parents
Impetigo	Until lesions are crusted over or 48 hours after starting antibiotic treatment	Advise parents to seek medical treatment
Measles	4 days from onset of rash	Notifiable disease; inform UKHSA. Pregnant staff and immunocompromised individuals should seek medical advice
Mumps	5 days from onset of swelling	Notifiable disease; inform UKHSA

Ringworm	None, but treatment should be started	Advise parents to seek medical treatment
Rubella (German measles)	5 days from onset of rash	Notifiable disease; inform UKHSA. Pregnant staff should seek medical advice
Scarlet fever	24 hours after starting antibiotic treatment	Advise parents to seek medical treatment; inform UKHSA if outbreak
Slapped cheek syndrome (Fifth disease/Parvovirus B19)	None once rash appears	Pregnant staff should consult their GP if exposed
Threadworms	None	Treatment recommended for whole family
Tonsillitis	None, unless specific infection identified requiring exclusion	-
Whooping cough	48 hours after starting antibiotic treatment, or 21 days from onset if no antibiotics	Notifiable disease; inform UKHSA

Full guidance available from: UK Health Security Agency

5. Managing Bodily Fluid Spillages

Vomit, Diarrhoea, Blood, and Other Bodily Fluids

Immediate Actions:

- Isolate the area to prevent others from coming into contact with the spillage
- Ensure adequate ventilation
- Put on appropriate PPE before cleaning (see below)

PPE Required:

- Disposable gloves

- Disposable apron
- Face mask (if risk of splashing)
- Eye protection (if risk of splashing)

Cleaning Procedure:
Use paper towels to soak up excess fluid

- Clean the area with detergent and warm water
- Disinfect the area using a chlorine-based disinfectant (1,000 ppm available chlorine) or alternative suitable disinfectant
- Allow the area to dry
- Dispose of all cleaning materials and PPE in a sealed plastic bag, then place in general waste
- Wash hands thoroughly with soap and water

Supporting the Pupil:

- Move the unwell pupil to a quiet, well-ventilated area away from others
- Contact parents/carers to arrange collection
- Provide reassurance and maintain the pupil's dignity
- If the pupil has soiled clothing, provide spare clothes if available and store soiled items in a sealed plastic bag for parents to collect

6. Outbreak Management

An outbreak is defined as a higher than expected rate of infection, or 2 or more linked cases.

<u>When to Suspect an Outbreak</u>

- Two or more pupils/staff with the same symptoms within a short timeframe
- Unusual pattern of illness
- Severity of illness is greater than expected

<u>Actions to Take</u>

- Record all cases: Maintain a log including names, symptoms, dates of onset
- Inform the headteacher immediately
- Contact the UK Health Security Agency (UKHSA) local health protection team for advice:
    - Phone: 0344 225 3861 (option 1, option 1)
    - Available 24/7 for urgent queries
- Implement enhanced infection control measures:

  - Increase cleaning frequency, particularly of frequently touched surfaces
  - Send letter to all parents/carers informing them of the outbreak
  - Reinforce hand hygiene messages with pupils and staff
  - Consider temporarily suspending activities that may increase spread (e.g., shared food activities)
- Follow advice from UKHSA which may include:
  - Extended exclusion periods
  - Deep cleaning of affected areas
  - Restricting certain activities
  - Monitor the situation and keep records of new cases
  - Review and evaluate once the outbreak is over to identify lessons learned

Communication During Outbreaks

- Send a letter/email to parents/carers of affected classes or whole school (depending on scale)
- Include information about:
  - The infection and its symptoms
  - Exclusion periods
  - When to seek medical advice
  - Prevention measures parents can take at home
- Update staff via briefing or email
- Keep governors informed through headteacher reports

7. Staff Health and Wellbeing

Staff Illness

- Staff should not attend work if they have an infectious illness
- Staff should follow the same exclusion guidance as pupils
- Staff should inform the school office as early as possible if they are unwell

Pregnant Staff and Immunocompromised Staff

- Pregnant staff should inform the headteacher so appropriate risk assessments can be completed
- Staff who are immunocompromised should discuss any concerns with the headteacher
- Additional precautions may be necessary during outbreaks of certain infections (e.g., chickenpox, measles, rubella)

Occupational Health

- Staff with concerns about exposure to infectious diseases should seek advice from their GP or

occupational health service

8. Vulnerable Pupils

Some pupils may be more vulnerable to infectious diseases due to:

- Underlying medical conditions
- Immunosuppression
- Pregnancy (for older pupils in secondary settings, though not applicable to our primary school)

Actions:

- Maintain a register of vulnerable pupils (held securely by the school office/SENCO)
- Inform parents/carers of vulnerable pupils promptly if there is an outbreak of a relevant infection
- Seek advice from the pupil's medical team or UKHSA if needed
- Consider additional precautions or temporary alternative arrangements during outbreaks

9. Training and Information

Staff Training

All staff will receive training on:

- Basic infection control principles (hand hygiene, respiratory hygiene)
- How to clean up bodily fluid spillages safely
- When to exclude pupils and for how long
- How to recognise signs of common infectious diseases
- This policy and associated procedures

Training will be provided:

- During induction for new staff
- As a refresher annually during INSET days
- When there are updates to guidance or procedures

Pupil Education

Pupils will be taught about:

- Good hand hygiene through PSHE curriculum and daily reminders
- Respiratory hygiene ("catch it, bin it, kill it")
- Why staying home when unwell helps protect others
- Age-appropriate information about how infections spread

Parent/Carer Information

Parents and carers will be provided with:

- This policy (available on the school website)
- Information about exclusion periods (via letters, website, and newsletters)
- Guidance during outbreaks
- Reminders about good hygiene practices

10. Resources and Equipment

The school will ensure adequate supplies of:

- Liquid soap and paper towels in all toilets and classrooms
- Hand sanitiser stations (where appropriate)
- Tissues in all classrooms
- Bins with lids in all areas

PPE for cleaning bodily fluids:

- Disposable gloves
- Disposable aprons
- Face masks
- Eye protection
- Chlorine-based disinfectant or suitable alternative
- Cleaning materials (paper towels, mops, buckets)
- Sealed plastic bags for disposal of contaminated materials
- Spare clothing for pupils

Stock checks will be conducted termly by the Office Manager.

11. Record Keeping

The school will maintain records of:

- Pupil absences due to infectious diseases (recorded on attendance system)
- Outbreak logs (including dates, symptoms, actions taken, advice received)
- Communication with parents/carers and UKHSA
- Staff training on infection control
- Cleaning schedules and enhanced cleaning during outbreaks

Records will be stored securely and in accordance with GDPR and data protection requirements.

12. Links to Other Policies

This policy should be read alongside our:

- Health and Safety Policy
- First Aid Policy
- Children With Health Needs Who Cannot Attend School Policy
- Supporting Pupils With Medical & Health Conditions Policy
- Child Protection Policy

13. Monitoring and Review

This policy will be:

- Reviewed every two years by the headteacher and governing body
- Updated when there are changes to public health guidance
- Monitored through health and safety reports to governors

14. Key Contacts

UK Health Security Agency (UKHSA) Health Protection Team:

- Phone: 0344 225 3861 (option 1, option 1)
- Available 24/7
- NHS website: www.nhs.uk
- Gov.uk: www.gov.uk/health-and-social-care/health-protection

Appendix A: Template Letter to Parents - Outbreak Notification

WIDMER END COMMUNITY COMBINED SCHOOL

[Insert Date]

Dear Parents and Carers,

Important Information: [Name of Infection/Disease] in School
We are writing to inform you that we have had [number] case(s) of [name of infection/disease] in [class name/year group/the school] recently.

What is [name of infection/disease]?
[Brief description of the infection - 2-3 sentences explaining what it is and how it spreads]

Example for vomiting and diarrhoea: Vomiting and diarrhoea are usually caused by a stomach bug (viral gastroenteritis). The infection spreads very easily through contact with an infected person, contaminated surfaces, or contaminated food and drink.

What are the symptoms?
The main symptoms include:

[List key symptoms]
[Symptom]
[Symptom]
What should I do if my child develops symptoms?
Please keep your child at home if they develop any of the above symptoms.

Your child should stay away from school for [exclusion period] to prevent the infection spreading to others.

If you are concerned about your child's health, please contact:

NHS 111 for advice (call 111 or visit www.nhs.uk)
Your GP if symptoms are severe or you are worried
999 in an emergency
How can I help prevent the spread?

You can help protect your child and others by:

- Encouraging regular handwashing with soap and water for at least 20 seconds, especially:
    - After using the toilet
    - Before eating or preparing food
    - After coughing or sneezing
- Teaching good respiratory hygiene - encourage your child to catch coughs and sneezes in a tissue, bin it, and wash their hands
- Keeping your child at home if they are unwell
- Not sending your child back to school until the exclusion period has passed
- [Add any infection-specific advice, e.g., "Ensuring your child drinks plenty of fluids if they have diarrhoea or vomiting"]

What is the school doing?
We are taking the following steps to help prevent further spread:

- Enhanced cleaning of frequently touched surfaces
- Reinforcing handwashing and hygiene messages with pupils
- Monitoring the situation closely
- Following guidance from the UK Health Security Agency

Further information
For more information about [name of infection/disease], please visit:
NHS website: www.nhs.uk
UK Health Security Agency guidance: [insert relevant link if available]
If you have any questions or concerns, please don't hesitate to contact the school office on [phone number] or email [email address].

Thank you for your cooperation in helping to keep our school community healthy and safe.

Yours sincerely,

Gemma Hillier
Headteacher
Widmer End Community Combined School

Alternative versions for specific infections:

Version 1: Vomiting and Diarrhoea
We are writing to inform you that we have had several cases of vomiting and diarrhoea in [class/year group] recently.

What is it?
Vomiting and diarrhoea are usually caused by a stomach bug (viral gastroenteritis). The infection spreads very easily through contact with an infected person, contaminated surfaces, or contaminated food and drink.

Symptoms:

Sudden onset of nausea and vomiting
Watery diarrhoea
Stomach cramps
Mild fever
Headache
Exclusion period: 48 hours from the last episode of vomiting or diarrhoea

Additional advice:

Ensure your child drinks plenty of fluids to prevent dehydration
Avoid sharing towels or flannels
Clean toilet seats, flush handles, taps and door handles frequently
Version 2: Conjunctivitis
We are writing to inform you that we have had several cases of conjunctivitis in [class/year group] recently.

What is it?
Conjunctivitis is an inflammation of the eye that causes redness and discomfort. It can be caused by a virus, bacteria, or an allergic reaction. Infectious conjunctivitis spreads easily through direct contact or contaminated surfaces.

Symptoms:

Red or pink eyes
Itching or burning sensation
Discharge from the eyes (may be watery or sticky)
Crusting of eyelids, especially in the morning

Sensitivity to light
Exclusion period: None for mild cases. If there is significant discharge and discomfort, your child should stay at home until treatment has been started (usually antibiotic eye drops from the GP).

Additional advice:

Encourage your child not to rub their eyes
Wash hands frequently
Avoid sharing towels, flannels, or pillows
Clean away discharge with cooled boiled water and cotton wool (use a fresh piece for each eye)
See your GP if symptoms don't improve within a few days or if discharge is heavy
Version 3: Head Lice
We are writing to inform you that there have been cases of head lice in [class/year group] recently.

What are they?
Head lice are tiny insects that live in human hair. They are common in children and spread through direct head-to-head contact. Having head lice is not a sign of poor hygiene.

Symptoms:

Itching of the scalp
A sensation of something moving in the hair
Small white eggs (nits) attached to hair shafts, close to the scalp
Live lice visible when combing through wet hair
Exclusion period: None - your child can attend school, but treatment should be started as soon as possible.

What to do:

Check your child's hair by combing through wet hair with a fine-toothed detection comb
If you find live lice, treat your child's hair with a suitable treatment (available from pharmacies)
Check all family members and treat if necessary
Repeat treatment after 7 days to catch any newly hatched lice
Inform the school if you find head lice so we can alert other parents
Additional advice:

Tie long hair back

Avoid head-to-head contact where possible
Regular detection combing can help catch infestations early
Version 4: Chickenpox
We are writing to inform you that we have had a case of chickenpox in [class/year group] recently.

What is it?
Chickenpox is a highly contagious viral infection that causes an itchy, spotty rash. It spreads easily through coughs, sneezes, and direct contact with the rash. Most children recover fully within 7-10 days.

Symptoms:

- Itchy rash that develops into fluid-filled blisters
- Fever
- Tiredness
- Loss of appetite
- Headache

The rash usually appears 1-2 days after the first symptoms and can take 1-2 weeks to appear after exposure to the virus.

Exclusion period: Until all spots have crusted over (usually about 5 days from onset of rash)

What to do:

Keep your child at home if they develop symptoms
Contact your GP if you are concerned, especially if your child:
Is under 1 month old
Has a weakened immune system
Is pregnant (for older pupils - not applicable to primary schools)
Avoid giving ibuprofen unless advised by a doctor
Additional advice:

Keep your child cool and comfortable
Trim fingernails to prevent scratching
Use calamine lotion or cooling gels to ease itching
Encourage your child to drink plenty of fluids
Important: If you are pregnant and have not had chickenpox, or if you have a weakened immune system, please contact your GP or midwife for advice if you have been in contact with someone who has chickenpox.

Appendix B: Bodily Fluid Spillage Cleaning Checklist

QUICK REFERENCE GUIDE: CLEANING BODILY FLUID SPILLAGES

For: Vomit, Diarrhoea, Blood, Urine, and Other Bodily Fluids

STEP 1: PROTECT THE AREA

- ☐ Isolate the area immediately
- ☐ Keep pupils and other staff away
- ☐ Open windows for ventilation if possible
- ☐ Call for assistance if needed

STEP 2: PUT ON PPE (Personal Protective Equipment)

You MUST wear:

- ☐ Disposable gloves
- ☐ Disposable apron
- ☐ Face mask (if risk of splashing)
- ☐ Eye protection (if risk of splashing)

PPE is stored: Medical Room

STEP 3: CLEAN THE SPILLAGE

- ☐ Use paper towels to soak up excess fluid
- ☐ Place used paper towels in a plastic bag
- ☐ Clean the area with detergent and warm water
- ☐ Rinse with clean water
- ☐ Apply disinfectant (1,000 ppm chlorine-based disinfectant)
- ☐ Leave disinfectant on the surface for the recommended contact time (check product label)
- ☐ Allow the area to air dry

Cleaning supplies are stored: Cleaning Cupboard

STEP 4: DISPOSE OF WASTE SAFELY

- ☐ Place ALL cleaning materials in a sealed plastic bag
- ☐ Place soiled PPE in the same sealed bag
- ☐ Tie the bag securely
- ☐ Place in general waste bin (NOT recycling)

STEP 5: WASH YOUR HANDS

- [ ] Remove gloves carefully (avoid touching the outside)
- [ ] Wash hands thoroughly with soap and water for at least 20 seconds
- [ ] Dry hands with paper towel

IF A PUPIL IS UNWELL:

- [ ] Move the pupil to a quiet, well-ventilated area away from others
- [ ] Provide reassurance and maintain dignity
- [ ] Contact parents/carers to arrange collection
- [ ] If clothing is soiled, provide spare clothes if available
- [ ] Place soiled clothing in a sealed plastic bag for parents to collect
- [ ] Record the incident in the appropriate log

IMPORTANT REMINDERS:

⚠️ **NEVER clean up bodily fluids without wearing appropriate PPE**

⚠️ **If you feel unwell after cleaning a spillage, wash your hands again and seek medical advice**

⚠️ **If a spillage is large or you are unsure, ask for help from a colleague or the site manager**

⚠️ **Report the incident to the school office so appropriate records can be kept**

EMERGENCY CONTACTS:

School Office: 01494 714371

Office Manager: Charlie Lenton

First Aider: All Staff

Headteacher: Gemma Hillier

WHERE TO FIND SUPPLIES:

Item	Location
Disposable gloves	Medical Room
Disposable aprons	Medical Room
Face masks	Medical Room
Eye protection	Medical Room
Paper towels	Cleaning Cupboard

Disinfectant	Cleaning Cupboard
Plastic bags	Medical Room
Spare pupil clothing	Medical Room
Mop and bucket	Cleaning Cupboard

For full details, see the Infectious Diseases and Infection Control Policy

This poster should be displayed in:

- Staff room
- School office
- Medical Room
- Classrooms