

INFECTION CONTROL POLICY



September 2020

Rationale: Infection in a school setting can spread quickly and can cause ill health in pupils and staff leading to unnecessary absence from school.

Article 19: We have the right to become the best we can be

Article 24: We have the right to healthy food and water and to see a doctor if we are ill

Article 36: We have the right to be protected from doing things that could harm us



AIMS OF THIS POLICY

- To outline the roles and responsibilities of each staff member, pupil and parent within our setting.
- To clarify routines and procedures to minimise spread of infection
- To clarify actions to be taken in the event of infection

RESPONSIBILITIES (please see additional COVID section)

Senior Management Team

- Ensure the routines and procedures outlined in this policy are adhered to
- To work closely with our first aider to ensure pupils at risk of spreading infection are supported and managed appropriately causing minimal upset to them and their peers
- To ensure staff are supported to minimise spread of infection
- To notify public health and where appropriate The Care Inspectorate

Cleaning Staff/Janitor

- To ensure our school is cleaned appropriately on a daily basis and that all cleaning equipment is maintained to a high standard

All staff

- To observe and deal appropriately with any piece of equipment which looks unclean or has come in to contact with bodily fluids or a child who has been unwell
- To wash hands regularly and certainly before preparing food
- To follow the guidance within the intimate care policy with regard to nappy changing
- To alert the management team if supplies of cleaning equipment, gloves, aprons etc are running low

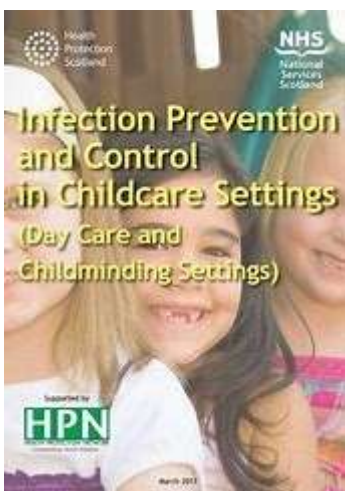
Pupils

- To wash their hands appropriately at regular intervals and certainly before eating or preparing food and after visiting the toilet.

Parents

- To follow exclusion rules from school when their child has been unwell and to notify the school office of any medical conditions.

This policy should be read alongside 'Infection Prevention and control in childcare settings (day care and childminding settings)'



https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf

HANDWASHING

All staff must regularly wash their hands. Hands must always be washed following assisting a child at the toilet, after nappy changing, moving between activities and prior to food preparation.

As part of the induction programme all new staff will be directed to the NHS website and instructed to watch the video demonstration of effective handwashing.

Within the first week of starting at our school all pupils will be given supervised instruction of good handwashing techniques and this will be monitored until staff are confident that they are effective in this process.



GENERAL CLEANING VERSUS CLEANING OF SPILLAGES/ACCIDENTS

At Tarbolton Primary School cleaning staff work in the evenings and are responsible for daily cleaning of all areas within our school. Outwith these times all staff are responsible for ensuring any spillages or soiled areas are cleaned effectively or cordoned off to minimise any rise in infection or cross contamination.

Where water has been spilled ie during water play it is the responsibility of the supervising adult to ensure this is soaked up to minimise an risk of slips or trips. Where appropriate a wet floor warning sign should be in place.

Where body fluids are on the floor the supervising adult should call for the duty janitor. Where they are not available, the supervising adult should decide whether they are able to effectively clean the area or whether they are required to cordon off the area until the janitor can be located.

Mops must be stored out of reach of our pupils. They should be brought out for use, cleaned after use and returned to their storage place by the adult dealing with a spillage.

Red mop buckets: These buckets and mops should only be used to clean toilets and body fluids. If after cleaning the mop shows any visible signs of faeces it should immediately be changed for a new mop head.

Blue mop buckets: These buckets and mops should be used to clear up water spillages, muddy footprints etc.

The school cleaning supervisor will monitor the condition of the mops and replace them when necessary. Anyone concerned about the condition of the mops should bring this to the attention of the cleaning supervisor.

PREVENTION OF CROSS CONTAMINATION AND SPREAD OF INFECTION DURING PREPARATION OF SNACK IN OUR EARLY YEARS CLASS AND THE NEST

All staff permanently employed in our Early Years Class and will attend hygiene training and be able to produce a valid certificate of training. Those without this training who assist in the preparation of snack must be supervised by a member of staff who holds a valid certificate.

- Hands must be washed prior to commencing snack routine
- Area to be used to prepare and serve snack must be cleaned using anti-bactericidal spray
- Hands must again be cleaned, and a plastic apron put on prior to preparing the snack
- Hands should be washed regularly during snack serving as required
- At the end of snack all equipment must be washed using washing up liquid or placed in the dishwasher
- Table and preparation area should be cleaned once again

FOOD

Food within the early years setting at Tarbolton will be stored in one of 3 places

- 1 fridges located within classrooms
- 2 two cupboards within the classrooms which are identified as 'food cupboard' – no other items should be stored in these cupboards
- 3 Fruit bowl within the classroom

NAPPY CHANGING AREA

Nappies should be changed in accordance with the Care Inspectorate Guidance

Nappy changing facilities for early learning and childcare services: information to support improvement

Publication date: June 2018

<https://www.careinspectorate.com/images/documents/4404/Nappy%20changing%20guidance%20for%20early%20years%20and%20childcare%20services.pdf>

LOCAL ARRANGEMENTS

Parents are asked to provide nappy changing items in a clean bag which will hang on their child's peg ready for staff to lift and use.

Where parents do not provide this staff will use our supplies which will be in the drawer unit in the nappy changing area. Within this unit nappies taken from the original wrapper will be stored individually wrapped in a nappy bag to minimise cross contamination.

Within the drawer unit there will be wipes, aprons, gloves, nappies and a range of children's clothing to be used where necessary. The unit will be fully cleaned at least weekly but earlier as necessary

ACCIDENTS

Some pupil who are not in nappies may have toileting accidents when in nursery. This should be dealt with sensitively and promptly.

Parents have been asked to provide a full change of clothes for their child and these should be in their nursery bag.

The child should be wiped with disposable wipes and any necessary clothes changes. Soiled/wet clothes should be tied in a nappy sack and placed in the red air tight box in the toilet area during the session and then returned to parents at the end of the session.

SUSPECTED ILLNESS/INFECTIONS

If any member of staff suspects a child is unwell (they may seem flushed, be visiting the toilet more often than usual, be complaining of feeling unwell) they should alert a member of the senior management team. At this point we will have a discussion around symptoms and knowledge of the child and a decision will be made as to whether a parent should be asked to come and collect their child.

During the time a decision is being made the child should be isolated from their peers if possible.

If a child vomits or has diarrhoea in school a parents must be contacted immediately, and the child sent home.

48 HOUR RULE

Children and staff who have been sick or had diarrhoea should not attend Tarbolton Primary School for 48 hours following their last episode.

Staff and parents will be notified of this during their induction programme and parents will be reminded of this through school newsletters. If a child returns earlier than 48 hours a parents will be contacted and asked to take their child home.

SLEEPING AREA

Where a child has used this area a member of staff should clean the bed and remove the blanket for cleaning.

SAND

Sand should be used in the sand tray for no longer than 1 week or earlier if the sand appears unclean. If an outbreak of diarrhoea or vomiting occurs the sand should be removed and the tray cleaned.

WATER

Water troughs will be emptied and refilled after each session or earlier if foreign objects are found.

PLAY DOUGH

Play Dough will be changed when it appears dirty, if a child who has been playing with it appears unwell or at least every 48 hours. Between sessions play dough should be stored in an airtight container

TOYS

Toys will be cleaned if they look visibly dirty. In addition to this toys will be cleaned with detergent if we have an outbreak of sickness and diarrhoea. If a child is sent home unwell and has been playing with a specific piece of equipment staff will clean this before allowing others to continue playing with it.

TOILETS

Our toilets will be thoroughly cleaned daily by our cleaning staff. During our lunch break the janitor will mop the floors, empty bins and flush the toilets. If there is any visible soiling the janitor will complete a full clean. All supervising staff will monitor the toilet area during the session and deal with any cleaning required as set out in the 'accidents' section previous page.

COVID

During the COVID pandemic, it is even more crucial that Infection control procedures are followed by all staff members. In addition to this the following mitigations are in place:

- Any pupil or staff member who displays COVID symptoms must not enter the school building.
- Any pupil in school who develops COVID symptoms will be isolated in school (in the meeting room opposite the head teachers office) until a parent can collect them. Once the child leaves, our day cleaner will deep clean the room.
- Only in exceptional circumstances will adults other than school staff be permitted into the school building. Whilst in school these adults will be reminded to socially distance from all other adults.
- A day cleaner will be in school from 10am-2pm. All high touch points have been identified and will be cleaner regularly but at least hourly. In addition to this, toilets will be cleaned hourly.
- All adults should, where practically possible to maintain a 2m distance from all other adults.
- Sharing of resources should be minimised between classes.
- Where appropriate all soft furnishings and soft toys should be removed from play areas and classrooms
- School bags in P1-P7 will not be permitted in school until further notice.

- Personal comforters (i.e. dummies/ personal blankets/ toys from home) in our early years class will only be permitted in exceptional circumstances and by agreement of the senior management team.
- Staff must make themselves familiar with our school COVID risk assessment and any appropriate national guidance.

Review date: August 2021