

# **Ysgol Y Bont Faen**

# **Cowbridge Comprehensive**

# **School**



**Formulated by: Mr A Fowles, Deputy Headteacher**

**Approved by: MGB Date: 9 June 2020**

**Review: Every 2 years or weekly during a pandemic and subject to changes in statutory guidelines or legislation**

**Next Review: 1 week**

**Date of any amendments made to policy & brief points:**

<b>Date</b>	<b>Section</b>

## **1. Purpose and Introduction.**

The Governors of the School recognise that a variety of organisms can cause infectious disease and result in absenteeism from school.

Outbreaks and cases of infectious disease represent a burden not only to the unwell child, but to the education establishment, parents, and the community through days lost in education, parents taking time off work and the potential for spread of infection into the wider community. It is therefore important that clear effective guidelines for the prevention and control of infection are in place and implemented within Cowbridge Comprehensive school. This is particularly important due to the implications for the School of the coronavirus (COVID-19) pandemic.

The aim of this policy is to assist in the prevention and control of infectious diseases and their spread within the School and the promotion of good infection prevention and control practices for both staff and pupils.

## **2. Scope**

This policy applies to all members of staff and pupils at Cowbridge Comprehensive School.

## **3. Guidance**

This policy should be read in conjunction with the following publications:

- Cowbridge Comprehensive School Health and Safety Policy 2019;
- Cowbridge Comprehensive School Social Distancing Policy 2020;
- Cowbridge Comprehensive School Coronavirus (COVID-19 Reopening Plan);
- All Wales Infection Prevention and Control Guidance for Education Settings (Public Health Wales May 2017).
- Public Health Wales Health Protection Team Infection Prevention and Control Quality Improvement (Audit) Tool for Childcare and Education Settings in Wales (2019)
- CLEAPPS guidance for science laboratories and design and technology classrooms.

## **4. Transmission routes (spread of infection)**

There are several ways that germs can spread;

- Direct contact with infected people or animals
- Hand to mouth transmission, through either:
  - eating/ drinking contaminated food or water;
  - germs being carried to the mouth on unwashed hands.
- Airborne transmission, through either:
  - a person coughing, sneezing, singing or talking;

- larger droplet secretions expelled from the nose and mouth can land directly either on people or on environmental surfaces;
- dust particles can carry germs, and if small, can become airborne and settle on others/elsewhere.
- Infectious particles from vomit may become airborne in some infections and can be either inhaled and swallowed, or may settle and contaminate surfaces;
- Indirect transmission can occur from unwashed hand contact with environmental surfaces, this is then followed by another individual having hand contact with the same surface resulting in the transmission of the germ;
- Insects, pests and animals who harbour germs which may cause infection if transmitted to people (e.g. Salmonella, Ecoli O157);
- Direct person to person transmission through blood and body fluids via cuts/breaks in the skin or the mucous membranes.

## **5. Source**

The main sources of infection are from people, the environment, animals and contaminated food/ water.

## **6. Management**

The purpose of infection prevention and control procedures is to reduce the risk of infection from germs. In the school environment this can be achieved by;

- Reducing/removing the source of infection;
- Adherence to infection prevention strategies;
- Promoting and maintaining good hygiene standards and procedures amongst staff and pupils;
- Promoting sessions in hygiene to educating pupils and staff in effective hygiene measures.

## **7. Standard infection control precautions**

In its approach to infection control precautions the School pays regard to Public Health Wales guidance relating to standard infection control precautions. These refer to the different ways in which the source and transmission of infection can be reduced or eliminated. These include:

- Effective hand washing;
- Use of personal protective clothing;
- Safe management and disposal of waste;
- Correct handling of laundry;
- Decontamination: cleaning and disinfection;
- Correct management of spillages of blood and body fluids;
- Pupil/staff health;
- Care of classrooms/sports equipment;
- Food hygiene and the provision of drinking water in education settings.

## **8. Communication**

All staff members will be briefed on what they can do to mitigate against the risk of infection, and they will be reminded of their responsibilities relating to control measures regularly in a morning/other briefings/ and via email.

The School will communicate regularly with parents to outline the infection control measures in place and to explain parents' responsibilities in mitigating the risk of infection spreading. This is done to reassure parents and further mitigate the risk of infection spreading.

Visual aids will be placed around the school to remind our community of the measures that we have put in place in order to reduce the spread of infection.

## **9. Infection Control Measures**

The following measures will be implemented across the School.

### **9.1 Minimise contact and keep unwell staff or pupils away from school.**

To reduce the potential for infections to spread it may be necessary to keep individuals away from school if they are unwell. Guidance as to the length of time individuals should stay away from school is given by Public Health Wales. If any pupil falls ill during the day they should be directed to the medical room and collected by parents/ carers from school. They should be closely monitored and not wait in communal areas.

### **9.2 Maintaining and promoting good hand hygiene.**

Hand hygiene including regular hand washing and use of alcohol hand rubs is one of the most important ways of preventing the spread of infection. Hand washing is a vital procedure to be undertaken by pupils and staff to prevent the spread of germs and therefore reduce the likelihood of illness. Hands should be washed with liquid soap (not bar soap) and warm water for at least 20 seconds. Hands should be thoroughly dried.

Hands should be washed whenever they are visibly dirty, and:

**After:**

- Using the toilet;
- Removing personal protective equipment (disposable gloves and aprons);
- Contact with blood/body fluids (e.g. faeces, vomit);
- Touching any potentially contaminated surface (e.g. cleaning cloths/equipment, soiled clothing);
- Any cleaning procedure;
- Caring for sick pupils;
- Sneezing/blowing nose, where practical;
- Dealing with waste; Touching animals and their associated equipment.

**Before:**

- Preparing and serving food or drink;
- Eating and drinking.

Alcohol based hand rubs can be useful for rapid hand decontamination particularly where access to hand washing facilities may be lacking, however, alcohol hand rubs should never be used to replace effective hand washing.

Posters reminding all staff and pupils to wash their hands regularly with the correct techniques will be displayed around the School.

### **9.3 Maintaining and promoting good respiratory hygiene.**

Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach

Everyone should be encouraged to cover their nose and mouth with a disposable tissue, when coughing or sneezing. Once used, the tissue should be disposed of (in a waste bin - not a recycling receptacle) and hands washed. If bare hands are coughed or sneezed into, they should be washed immediately. If a tissue is not available, then the sneeze or cough can be caught with the inner elbow.

Posters demonstrating effective techniques for good respiratory hygiene will be displayed around the school.

### **9.4 Use of Personal Protective Equipment (PPE)**

9.41 PPE is required when carrying out tasks where contact with blood and/or other body fluids is anticipated. Contact can be through contaminated clothing, toys, equipment or surfaces. PPE should not be used for more than one individual and changed if undertaking one or more tasks with the same person.

Before putting on and taking off PPE hands must be thoroughly washed with liquid soap and hand-hot running water.

9.42 Reference to PPE in this section (which includes reference to COVID-19) could mean:

- Fluid-resistant surgical face masks;
- Disposable gloves;
- Disposable plastic aprons;
- Eye protection, e.g. face visor or goggles.

9.43 The government has advised that the majority of school staff do not need to wear PPE beyond what they normally would for their work, even if they are not always able to maintain a distance of two metres from others.

9.44 In accordance with government guidance, PPE will be provided to staff in the following circumstances:

- Where staff are caring for pupils whose intimate care needs already require the use of PPE e.g. First aid / other healthcare condition;

- Where a pupil becomes unwell with symptoms of coronavirus at school and requires direct personal care until they can go home, a fluid-resistant surgical mask should be worn by the staff member caring for the pupil. If contact with the pupils is necessary, the staff member should wear disposable gloves, a disposable apron and a fluid-resistant surgical mask. Where there is a risk of splashing to the eyes, e.g. from coughing, eye protection should be worn.

9.45 When using face masks, staff will ensure the masks:

- Cover both the nose and mouth;
- Do not dangle around the neck;
- Are not touched once put on, except when carefully removed before disposal;
- Are changed once they become moist or damaged;
- Are only worn once and then discarded.

9.46 When using PPE, staff members will follow Public Health Wales guidance putting on and taking off equipment. Infographics will be displayed in areas of the School where PPE is likely to be used. It is important to remember that face masks protect those close by from droplets and the mask does not protect the wearer and could, if used incorrectly, exacerbate the situation by trapping the virus in the mask close to the wearers mouth and nose.

<https://gov.wales/face-coverings-coronavirus>

9.47 The safety of staff is paramount, so additional risk assessments will be conducted to determine whether PPE is required for other tasks and activities.

9.48 Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste, unless agreed in advance by the Deputy Headteacher.

9.49 PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:

- Putting it in a plastic rubbish bag and tying it when full;
- Placing the rubbish bag in a second rubbish bag and tying it;
- Putting it in a suitable container and secure place marked for storage for 72 hours.

9.410 Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.

9.411 In line with government guidance, pupils and staff will be asked to remove homemade non-disposable face coverings when they arrive at school. The wearer will be asked to bring a plastic bag to school to put the face covering into in order to take it home - the wearer must clean their hands once they have removed the face covering. If a staff member or pupil (or their parent) does not want to remove their face covering while at school, they should speak to the Deputy Headteacher. (See above 5.5).

9.412 The Business Manager will liaise with the Vale of Glamorgan LA about procuring PPE.

## 10 Waste Management

Waste can be harmful to health and the environment and should therefore be disposed of in the correct manner. The School is likely to produce domestic waste similar to that generated in the home, sanitary waste and potentially hygiene waste.

## **11 Cleaning**

In order to remove and inactivate germs as much as possible regular cleaning is important.

In order to reduce the spread of infection, frequently touched surfaces and equipment are cleaned using standard cleaning products. This will include classroom facilities such as computer keyboards, remote controls, headphones, light switches and any shared equipment.

The School's cleaning schedule includes the use of visual cleaning checklists displayed in key areas e.g. corridors, toilets.

The school site is cleaned and disinfected throughout the day.

## **12 Shared teaching and learning equipment**

Classroom and sports equipment are important for the social and educational development of individuals. The sharing of these items between pupils can, however, be a potential source of infection unless they are maintained and cleaned or disinfected adequately. Germs can survive on the surface of equipment in sufficient numbers to present a risk of infection.

### **Key points**

- Classroom and sports equipment should be checked regularly by teachers and relevant support staff and replaced if broken/damaged;
- Classroom and sports equipment should be included in the cleaning schedule, clearly stating process and frequency of cleaning;
- Frequency of cleaning will depend on type of equipment, nature of use and level of contamination. Teachers and relevant support staff need to check and monitor regularly;
- Equipment should initially be cleaned by cleaners with detergent and hand hot water;
- If disinfection is required (i.e. when potentially contaminated with blood or body fluids) a bleach (hypochlorite) solution, at the recommended dilution, should be used;
- During an outbreak, some activities may need to be suspended, and frequency for cleaning and disinfecting equipment increased.

During an outbreak to keep the risk of spreading infection the use of shared classroom equipment should be avoided. Pupils will be required to bring to school their own equipment for their personal use. Pupils should not share their equipment with other pupils.

## **13. Monitoring and Review.**

This policy will be reviewed every 2 years.

However, during a pandemic which will affect the health and safety of staff and the operations of the School the policy will be reviewed weekly and after the release of additional government guidance.

All updates made to this policy will be communicated to all staff members and parents by the Headteacher or other senior member of staff delegated by the Headteacher.

#### **14. Annex A - Coronavirus COVID-19 pandemic.**

Due to the COVID-19 pandemic, infection control measures have been enhanced and the following will apply:

- The School's Social Distancing Policy has been formulated and communicated to stakeholders;
- If a pupil is displaying symptoms of COVID-19 a member of the SLT should be contacted immediately. Staff ensure that any unwell pupils are moved to an empty room whilst they wait for their parent/ carer to collect them. Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe;
- Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated;
- If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the School to minimise the spread of infection;
- The School's cleaning schedule has been and will be further enhanced to minimise the chances of the virus spreading when pupils return to school;
- The basic hygiene measures expected of all staff and pupils as outlined in this policy will be continuously communicated and reinforced;
- Pupils and staff will not be expected to wear ties to School;
- Water fountains will be disabled until further notice;
- Pupils will need to bring in their own ready filled water bottles to school;
- Limiting and preferably eliminating, the number of shared resources that are taken home by staff and pupils;
- Pupils will be discouraged from touching their faces or putting objects in their mouths;
- Discouraging parents from gathering at the School;
- Minimising visitors to the School;
- Postponing any school activity or event which requires large groups of people to gather e.g. concerts and parents' evening.
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school for 7 or 14 days.
- Tissues should be placed in a separate waste bin and disposed of safely. All rubbish should be removed daily. If any waste is suspected of being in contact with someone showing symptoms of COVID-19, it should be placed in a waste bag, held in a secure place for 72 hrs then disposed of as other waste is;

- The air flow and ventilation should be increased where possible, including opening windows and using air coolers where possible;
- The mixing of pupils with others that are not in their class or group will be kept to a minimum;
- The number of pupils in a class will be kept to a minimum, depending on staffing requirements and room size;
- Assemblies will not be held in large groups.

## Annex B

In order to ensure that the infection control strategies outlined in this policy are effective, an audit will be completed by 26/06/20. This will be based on the Public Health Wales Health Protection Team Infection Prevention and Control Quality Improvement (Audit) Tool For Childcare and Education Settings in Wales (2019)

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/all-wales-infection-prevention-and-control-audit-tool-for-childcare-and-educational-settings-v1-october-2019-english/>