



Thorpe Church of England Primary School

Faith, Love and Excellence

Infection Control Measures Policy

Ratified by Full Governing Body Summer 2020

Date of next review - Summer 2021

1. Aims

This policy aims to ensure that:

- Pupils, staff and parents understand what infection control measures our school will implement
- Pupils, staff and parents understand how our school will take measures to reduce the risk of transmission of coronavirus

2. Infection Control Measures

Thorpe Primary School, has undertaken an extensive risk assessment and will establish these infection control measures once non-keyworker children return to school.

If a child or staff member shows symptoms of coronavirus

We will isolate them and arrange for them, and the rest of their group, to go home straight away. The whole group will be sent home until the classroom has been deep cleaned. They are advised to self-isolate for 7 days and other household members should self-isolate for 14 days and follow DfE and PHE current guidance. A larger number of other children may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. *All staff and children will have access to a test via DfE if they display symptoms; click [HERE](#) to apply for a test.*

If 2 or more members of school show symptoms, this will be classed as an infection outbreak and the school will contact the local health protection and take all actions necessary.

Contact details: PHE.sshpu@nhs.net Phone: [0344 225 3861 \(option 1 to 4 depending on area\)](tel:03442253861)

Whole School

- Where possible social distancing of 2 metres will be enforced.
- Contact with individuals who are unwell will be minimised by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly with paper towels or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. All staff and children should wash their hands **before** they go to the toilet as well as after. (Appendix A)
- All adults and children to refrain from touching their faces and will wash their hands after touching their faces.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach (Appendix B)
- Cleaning 'high touch point' surfaces such as door handles regularly throughout the day with detergents and anti-bacterial/anti-viral sprays (Appendix C)
- Staff will wear masks, gloves and an apron if attending to a child who needs first aid and will stand behind the child and not at their level wherever possible. Comfort will be given by standing behind the child and placing a reassuring hand on their back.
- Staff should not touch any work or equipment on a child's workstation
- No jewellery will be worn by staff on the school site.
- All cuts and abrasions should be covered with a waterproof dressing
- Staff who are considered in the critically vulnerable group for coronavirus will continue to follow government guidance on shielding. Guidance is available on this link.
[COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

Children and Classroom Groups

Groups of 10 children or less with a consistent adult (teacher or teaching assistant), will use one classroom area.

- Each child to have their equipment pack and a workstation set as far apart from other workstations as the classroom dimensions allow. All belongings (coat, sun hat etc) will be kept on the child's workstation.
- Classroom areas are cleared of all non-essential furniture and equipment.
- Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in the bin (Appendix B)
- Pupils wash their hands after they have coughed or sneezed and before and after they go to the toilet. (Appendix A)
- Staggered drop off and pick up times for each group, staggered break times to minimize mixing between groups
- Lunchtime to take place in the classroom area designated for each group. Each child to bring their own water bottle. School lunches will be provided in disposable containers with disposable cutlery. Children bringing packed lunches will keep their packed lunch on their workstation.
- Doors and windows open where it is safe to do so to ensure good ventilation
- Children to wear appropriate mufti clothes, with school shoes if they still fit. Clothes to be washed each day.
- Children to shower after school, before seeing family members.
- Children will use the outside doors to enter and exit their classrooms
- Only use the corridor in order to use the toilet assigned to their group. One child at a time in the toilet and one toilet and sink allocated to each classroom group.
- As many activities as possible will be held outside.
- No jewellery to be worn by children on the school site.
- Children in **Reception, Year 1 and year 2** should be provided with a change of clothes in case of accidents.

Parents

- If you or your child are in the **clinically extremely vulnerable group for coronavirus**, follow the government guidelines on shielding and continue to stay at home.
- If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.
- Only one parent to drop off and pick up. No parents will be allowed on the school site.
- Parents will be asked to take their child's temperature or decide if the child feels hot before they come to school. Thermometers will be available in school to check temperatures.
- Parents must not congregate and must adhere to social distancing rules.
- Nobody with any symptoms of coronavirus should attend school under any circumstances.
- Parents are advised to avoid public transport and preferably walk or cycle to school. Park as far from school as possible and walk to avoid congestion outside the school gates.
- Parents to ensure items in lunchboxes can be opened by the child on their own
- Children should not attend school if they have had pain relief medication in the last 6 hours.

School Office

- School office will be closed to visitors and parents
- All communication via email or on the phone
- If we do need to arrange meetings with parents or other professionals, these will be held via phone calls.

3. First Aid, Medicines and Intimate Care

- Parents must provide up to date medical information and in date medical equipment for their child. Parents must complete a Pupil Contact and Medication Form which will be emailed to parents.
- All medical equipment and a first aid box (inhalers, epipens, hayfever medication etc) will be kept in the child's classroom area by the member of staff in charge of the group. Any medication administered will be record and communicated to parents.
- Staff will wear masks, gloves and an apron if attending to a child who needs first aid and stand above and or behind the child and not at their level wherever possible. These will be double bagged, left securely for 72 hours and placed in the normal rubbish. (See Appendix D)
- If a child vomits or has diarrhoea the child will be isolated and supervised by a member of staff with PPE. The child's parents will be called to collect them. Staff will not change children into new clothes. The child's group will be moved to the hall to allow cleaning to take place. The group will be sent home. Spillage kits will be available in each classroom
- If a child has a wetting accident, a member of staff will encourage the child to change into new clothing, adhering to social distancing rules.
- Children will need to apply their own sun cream in school

4. Supporting children with medical needs

- Where a child has a medical need, a risk assessment will be undertaken in line with current government guidance on coronavirus.
- If it is deemed safe for that child to be in school, the staff member in that child's group will have adequate training, detailed knowledge of the child's Individual Healthcare Plan (IHP) and access to the medical equipment needed to treat the child.
- Parents will provide the school with sufficient and up to date information on their child's medical needs. Be involved in the review of the child's Individual Healthcare Plan to meet current government guidance on coronavirus and social distancing.

5. Health and Safety

Thorpe Primary School has undertaken an extensive risk assessment and will maintain the health and safety procedures set out in the school's Health and Safety policy. All staff and children will have the relative training and information to follow the infection control measures outlined in this policy. Emergency procedures in the event of a fire or an intruder are as follows.

Fire alarm: Designated muster points which adhere to socially distancing will be arranged on the playground.

Intruder alert: Existing procedures will be followed in the event of a lockdown. Children and staff to use the toilet areas or remain hidden under workstations.

Supporting Documents:

Covid-19 Cleaning in Non healthcare Settings (Appendix E)

[Supporting vulnerable children and young people during the coronavirus \(COVID-19\) outbreak guidance](#)

[Actions for schools during the coronavirus outbreak.](#)

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

Related Policies

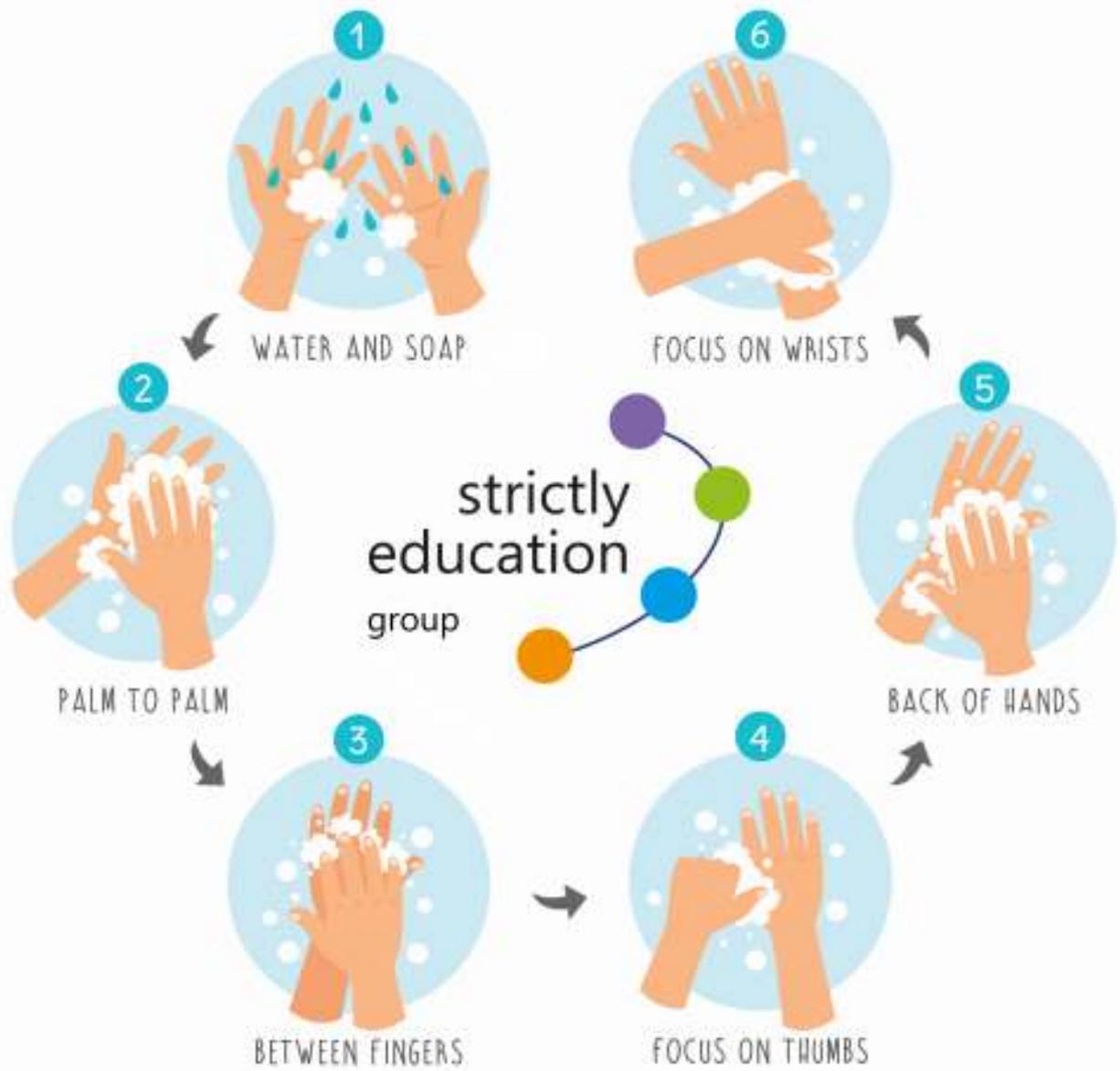
Health and safety

Intimate care

Supporting Children with medical needs

Medicines

WASH YOUR HANDS



Appendix B - Catch it, bin it, kill it

catch it



bin it

kill it



Appendix C: Sanitise Checklist

	A	B	C	D	E	F
1	TASKS	Mon	Tues	Wed	Thurs	Fri
2						
3	Sanitise all door handles					
4	Sanitise all light switches					
5	Sanitise all sinks and taps					
6	Sanitise drinking fountains					
7	Sanitise all used tables					
8	Sanitise all chairs being used					
9	Sanitise all fridge handles					
10	Sanitise all microwave handles					
11	Sanitise door glass					
12	Sanitize toilets					
13	Sanitize medical room					

Appendix D: Best Practice - Putting on and removing PPE

Use safe work practices to protect yourself and limit the spread of infection

Keep hands away from face and PPE being worn.

Change gloves when torn or heavily contaminated.

Limit surfaces touched in the environment.

Regularly perform hand hygiene.

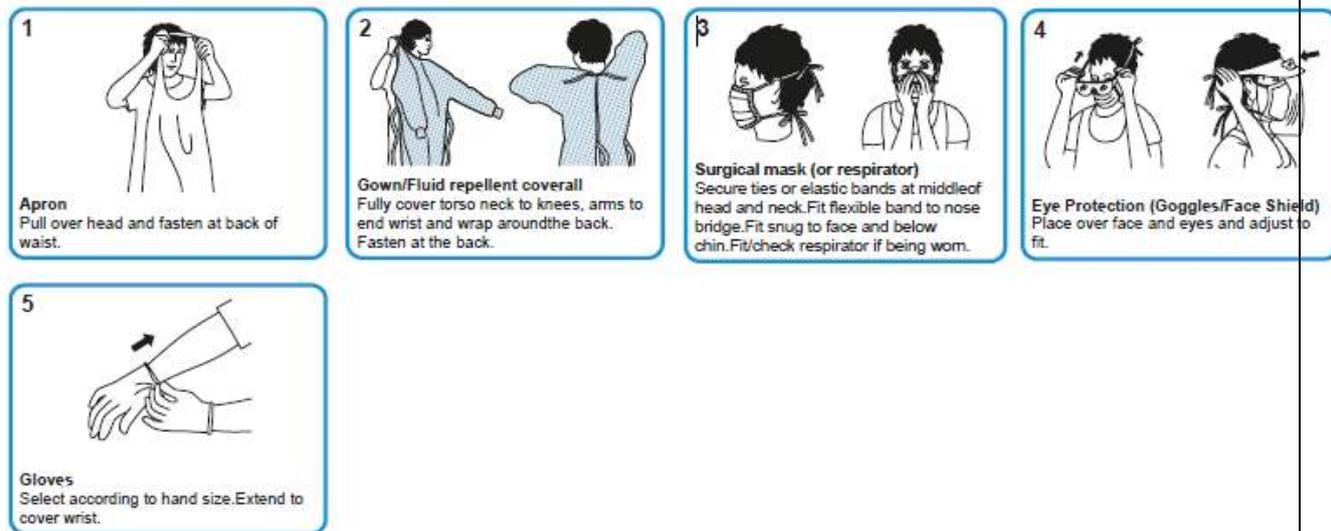
Always clean hands after removing gloves.

The order for putting on PPE is Apron or Gown, Surgical Mask, and Gloves.

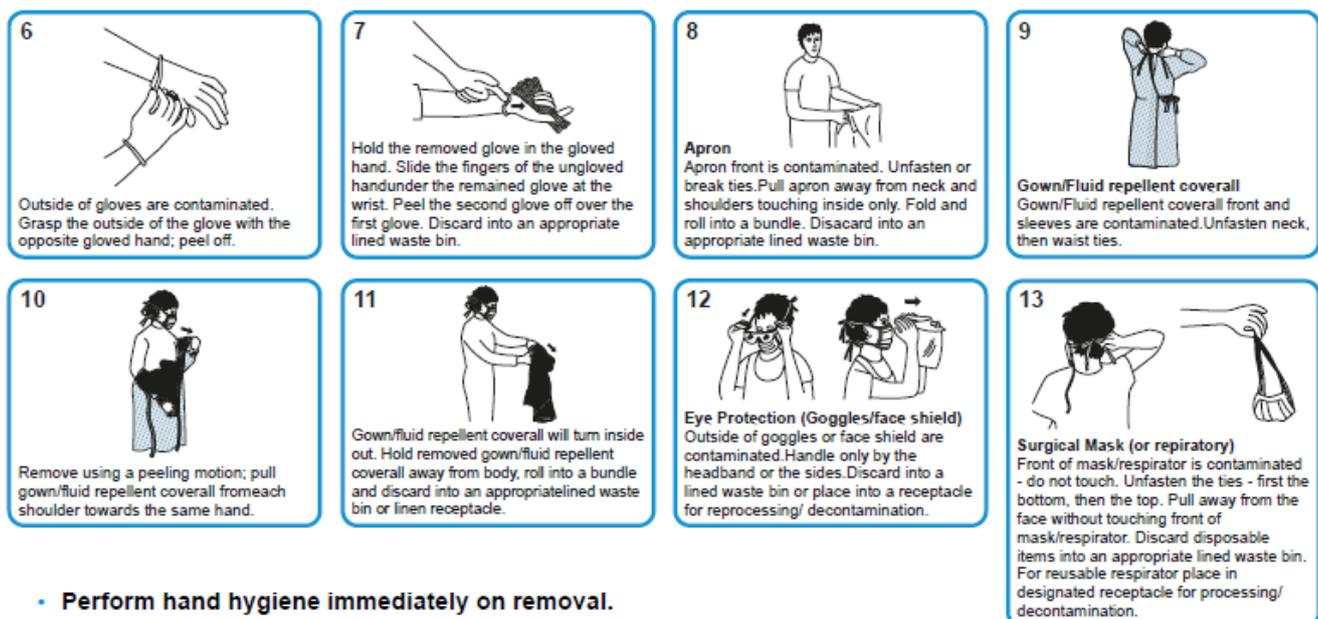
The order for removing PPE is Gloves, Apron or Gown and Surgical Mask.

1. Putting on Personal Protective Equipment (PPE).

Wash hands first.



2. Removing Personal Protective Equipment (PPE)



- Perform hand hygiene immediately on removal.
- All PPE should be removed before leaving the area and disposed of as healthcare waste.

May 2020

Surrey Guidance Cleaning in non-healthcare settings



Issued on behalf of the Surrey Recovery
Planning Team

21 May 2020

COVID-19 Cleaning in non-healthcare settings

COVID-19 is mainly passed on by person-to-person spread between people who are in close contact with one another and by droplets produced when an infected person coughs or sneezes.

It can also spread through contact with a surface or object that has the virus on it. Cleaning helps minimise the spread of coronavirus (COVID-19).

The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

This guidance describes the cleaning required, the appropriate disposal of materials, the cleaning of equipment and hard surfaces, and the personal protective equipment (PPE) that should be worn.

Surrey County Council does not have access to cleaning services or cleaning contractors. Schools will need to speak to their own cleaning contractors to check the arrangements they have in place to manage any outbreaks or deep cleans.

What you need to know

- Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products
- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

What to do if someone develops symptoms of coronavirus whilst at an education setting

If anyone develops coronavirus (COVID-19) [symptoms](#) in an education setting they must be sent home and advised to follow the [staying at home guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) [symptoms](#), they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

Principles of cleaning after the case has left the setting or area

Personal Protective Equipment (PPE)

The minimum **PPE** to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfecting

Public areas where a symptomatic individual have passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.) Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Ensure that bins for tissues are emptied throughout the day.

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

National guidance referred to in compiling this guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>