



## Preventing and Managing Sickness including outbreaks

### Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response At Oak Lodge School we have 4 stages for when dealing with medical incidents / outbreaks. Depending on the nature of the situation action can commence from any point

Response Stage	Trigger	Key Actions	Who	Notes
STAGE 1 – General (everyday hygiene and procedures)	None	General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness	<b>All</b>	
STAGE 2 – Prevention	Where an increased risk is present -Increased absence rates of pupils or staff -Local increases in sickness e.g. flu, gastric, coronavirus -Public health alerts -Suspected cases of specific illness in school or within the community (eg. <b>coronavirus</b> / gastric)	<b>Increase hygiene procedure</b> - Communication with key people including key information (staff, pupils and families, users of the site) - Specific hygiene lessons in class - Increased enforced use of handwashing before eating of food & hand sanitiser - Enforce 48hr (7 / 14 days) after symptoms have stopped for all fever, sickness, diarrhoea etc. - Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) - Review Core Control Measures and make changes as necessary - Daily review of the situation	SLT Admin Staff	
STAGE 3 – Mitigate/ Delay	<b>Where a significant risk is present</b> - direct case or increased likelihood of	Consider reducing contact situations: - Assemblies - School events - Trips Consider : - Any screening measures e.g. use of a thermometer in school.	<b>SLT</b> Admin Staff	



	cases - Public health advice for restrictions	<ul style="list-style-type: none"> <li>- Increase time of exclusion from school for those with symptoms (beyond 48hrs) – 7 days / 14 days</li> <li>- Sending home any children with any symptoms</li> <li>- Additional Cleaning including deeper cleans</li> </ul>		
STAGE 4 – Containment	<p><b>Where specific and/or significant changes or restrictions need to be in place.</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</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	
<b>Coronavirus Key Actions (as situation escalates)</b>				
Specific Issue	Key Actions including messages		Who	Notes
Suspected case in school (staff or pupil)	Contact relevant agencies e.g. LA / Public Health England Deep clean core areas Inform staff Core reminders of hygiene Contact parents – general information about sickness etc.		<b>SLT</b>	
Confirmed case in school	Deep clean core areas Inform staff Core reminders of hygiene Contact parents – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.		SLT; Site , Cleaning team	
Suspected case in a family	Parents to ensure child washes hands before leaving the house. Child to wash hands immediately after coming into school Increase monitoring of pupils. Parent to contact 111 and follow guidance		Families; Staff; Admin	
Confirmed case in a family	Children in the family to remain at home for a fixed period of time Deep clean of the classroom and school. Follow guidance provided		SLT Site /Cleaning	
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	Supply / Prioritise most needy children / classes with remaining staff	SLT	
Protection for most vulnerable children	Identify who these children are vulnerable e.g. underlying health conditions that may be affected by the current threat Discuss with parents the initial steps and agree key actions re. isolation/seclusion	Wellbeing Team DSL	
Staff with health issues (e.g. Heart)	- Ask them to contact their consultants to seek advice on their condition Consider working from home	SLT & HR Staff	
Staff with symptoms	Stay at home; follow NHS 111 advice; discuss with HT	HT	
Pregnant staff	Ask them to contact their midwife to seek advice; Consider working from home	SLT	
Kitchen shut down	Parents to provide packed lunches	SLT & Families	
Site/cleaning team shortage	Discuss with cleaning contractor/CFLP team cover arrangements in good time	Site & SBM	
Leadership shortage	Access via phone /skype/ Zoom/ WhatsApp	SLT	
Admin shortage	Cover with TAs / SLT Inform parents not to phone unless emergency /use email	Site	
Other school users	Inform of control measures, including the possibility that a suspension or usage may occur.	Site	
Long period shut down	Continue learning activities – Staff follow CFLP School Closure Guidance	SLT & Staff	
Remote Working and Use of Technology	<b>Please see additional safeguarding policy on Website</b> <b>IMPORTANT NOTE:</b> Whilst many staff will be working remotely during the coronavirus outbreak, it is important to note that personal data must at all times continue to be processed and stored in accordance with Data Protection principles. You should not use personal devices to communicate with service-users, store personal data on personal devices or download and use apps onto work or personal devices (phones/laptops/tablet computers) without express authorisation from your manager. For more information, refer to acceptable use and code of conduct policy and Safeguarding Staff and Storage of Data on Mobile Devices.	All	



<p>Education of Looked After Children ‘</p>	<p>‘Vulnerable’ children remain eligible to attend educational establishments.</p> <p>‘Vulnerable’ children include:</p> <ul style="list-style-type: none"> <li>• those who have a social worker (including children who have a child protection plan and those who are looked after by the local authority)</li> <li>• those children and young people up to the age of 25 with education, health and care (EHC) plans</li> <li>• those who have been assessed as being in need or otherwise meet the definition in section 17 of the Children Act 1989 Eligibility for free school meals in and of itself should not be the determining factor in assessing vulnerability, although schools and other education providers may also want to support other children who are vulnerable where they are able to do so.</li> </ul> <p><b>Do all children and young people with an EHC plan need to continue at school?</b></p> <p>Those with an EHC plan should be risk-assessed in consultation with the local authority, to decide whether they need to continue to be offered a school place in order to meet their needs, or whether they can safely have their needs met at the home. Many children and young people with EHC plans can safely remain at home.</p> <p>The assessment will need to consider a number of different risks to each child or young person, including:</p> <ul style="list-style-type: none"> <li>• the potential health risks to the child or young person from COVID-19, bearing in mind any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required</li> <li>• the risk to the child or young person if some or all elements of their EHC plan cannot be delivered at all, and the risk if they cannot be delivered in the normal manner or in the usual setting</li> <li>• the ability of the child or young person’s carers/home to ensure their health and care needs can be met safely</li> <li>• the potential impact on the child or young person’s wellbeing of changes to routine or the way in which provision is delivered</li> </ul> <p>The Government expect most children will fall into the following categories:</p> <ul style="list-style-type: none"> <li>• children and young people who would be at significant risk if their education, health and care provision and placement did not continue, namely those who could not safely be supported at home. This may include those with profound and multiple learning difficulties, and those receiving significant levels of personal care support.</li> </ul>	<p>SLT / HT DSL</p>	
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	<p>Local authorities will work with the child or young person’s educational setting – especially residential special schools and colleges – as well as local health partners, to ensure they are able to remain open wherever possible.</p> <p>As part of the government’s emergency powers under the Coronavirus Act 2020, the statutory duties on local authorities to maintain the precise provision in EHC plans have been modified, and the Government expects educational settings and local authorities to use their reasonable endeavours to support these children and their families.</p> <p>Where a local authority is unable to put in place stated provision, they will need to use their reasonable endeavors to do this, but won’t be penalised for failing to meet the existing duty in the Care Act 2014.</p> <p><b>Coronavirus (COVID-19): Guidance on Vulnerable Children and Young People</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-childrenand-young-people">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-childrenand-young-people</a></p> <p><b>Closure of Educational Settings: Information for Parents and Carers</b> <a href="https://www.gov.uk/government/publications/closure-of-educational-settings-information-forparents-and-carers">https://www.gov.uk/government/publications/closure-of-educational-settings-information-forparents-and-carers</a></p> <p><b>Coronavirus (COVID-19): Guidance for Schools and Other Educational Settings</b> <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-othereducational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-othereducational-settings</a></p> <p><b>Coronavirus (COVID-19): Guidance on Isolation for Residential Educational Settings</b> <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-forresidential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residentialeducational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-forresidential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residentialeducational-settings</a> applies to:</p> <ul style="list-style-type: none"><li>• children’s homes</li><li>• residential special schools and colleges</li><li>• other further education (FE) providers with residential accommodation</li><li>• Main stream boarding schools.</li></ul> <p>The guidance provides advice on managing isolation for individuals or groups, in the event that a child, young person or staff member either shows symptoms of coronavirus (COVID-19), or is confirmed as having the disease.</p>		
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	Residential, special schools are usually considered households for the purposes of the household self-isolation policy. Meaning, the setting should self-isolate if a resident shows symptoms.		
<b>Core Control Measures</b>			
<b>Control Measure</b>	<b>Notes / Action</b>	<b>Who</b>	<b>Control Stage</b>
Tissues for Each Class	Ensure adequate stock levels of tissues for each class / office Replenish as needed Staff to also self-replenish from stock Staff to ask parents to replenish stock	All	<b>1</b>
Alcohol based gel	Additional dispenser fitted in main entrance Ensure dispensers and full from the start of each day Have other supplies available during the day All children to use this (or have washed hands) before lunch daily Ensure adequate stock levels	Site; Staff; Lunch Staff	<b>1</b>
Other users of the building	Contact every user and inform them of usage expectations: Clean hands or use gel before using facilities Restrictions or suspensions of usage	Site / SBM	<b>2,3</b>
Monitoring daily any child or staff absence	Daily report to the HT / SBM or number of absences and symptoms Daily report to DFE Weekly summary data for each class to HT	SLT/ HT/ SBM	<b>2</b>
Finding out about travel arrangements now and in the future of staff and pupils	Newsletter: - Ask parents to inform us of any closes family member who has returned from abroad within the last month Staff members to inform SLT of any travel arrangements to highrisk areas including those of any close friends or family they have been in contact with.	SLT / HT	<b>3</b> (where specific threats are evident aboard)
Reducing contact point activities	Ensuring social distancing where possible – 2m Ensuring extremely high hygiene for any - Food making / tasting Avoid any activity where you are passing items around a class - Artefact sharing	Staff	<b>2</b>



	<ul style="list-style-type: none"> <li>- Touching activities</li> <li>- PE / Gymnastics Other</li> <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- sent home daily.</li> </ul>		
Good Personal Hygiene	<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) Information:</li> <li>- Distribute key information posters</li> </ul>	HT/ Admin/ Staff	<b>2</b>
Review of cleaning	<p>Meet with cleaning staff to review cleaning arrangement and make any necessary changes</p> <ul style="list-style-type: none"> <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 – Easter Break</li> </ul>	Site & SBM	<b>2,3</b>
Additional touch point cleaning daily	<p>Handles and rails to be cleaned at mid points during the day</p> <p>Keyboards, phones and door handles additional cleaning daily.</p>	Site & cleaning team	<b>2,3</b>
School visitors and site users	<p>Reduce to only essential visitors if absolutely necessary.</p> <p>Compulsory handwashing / use of gel before entering school;</p> <ul style="list-style-type: none"> <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>	SLT / HT	<b>2,3</b>
Absence policy	<p>Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g.– following Dept of Health Guidance)</p>	SLT / HT	<b>2,3</b>
Support for families affected	<p>Communicate to parents and staff to contact school if they require support;</p> <p>Regular contact with affected families and staff – wellbeing checks.</p> <p>Free Schools Meals Voucher</p>	Wellbeing Team, HT, DSL's, SBM	<b>2,3</b>
Taking temperature of	<p>Purchase hand held non-contact thermometer.</p>	SBM/SLT	<b>2,3</b>



anyone in school who may begin to feel unwell			
PPE	Staff to follow handwashing & hand sanitiser as needed Staff to ensure social distancing as possible – PPE masks restrict communication with staff & students Aprons if staff wish to wear can bring their own – but sensible precautions of changing clothes and washing them on arrival home. Gloves – can be worn if desired – but handwashing and wiping surfaces are more effective in reducing transmission in a school setting.		<b>2,3</b>



## Information for staff, visitors and building users

### STAGE 3 - MITIGATE/ DELAY

We currently increased precautions in place to ensure effective the 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.