

Catshill Federation
Preventing & Managing Sickness including outbreaks.
Risk Procedures & Risk Assessment.

Progression of restrictions / Staged Response

At Catshill we have 4 stages for when dealing with medical incidents / outbreaks.

Response Stage	Trigger	Key Actions	Who
STAGE 1 – General (everyday hygiene and procedures)	None	<ul style="list-style-type: none"> - General reminders for hygiene - Effective handwashing facilities and soap available - Follow usual absence periods for sickness 	All
STAGE 2 – Prevention	<p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> - 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.coronavirus / gastric) 	<ul style="list-style-type: none"> - Increase hygiene procedure - 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 - Enforce 48hr 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 or large gatherings of people not normally in school - parent events) - Review <i>Core Control Measures and make changes as necessary</i> - Daily review of the situation 	EHT/HOS Office All staff
STAGE 3 – Mitigate/ Delay	<p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> - direct case or increased likelihood of cases - Public health advice for restrictions 	<p>Consider reducing contact situations:</p> <ul style="list-style-type: none"> - Assemblies - Carpet time - School events - Trips <p>Consider:</p> <ul style="list-style-type: none"> - Any screening measures take advice. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with <u>any</u> symptoms - Additional Cleaning including deeper cleans 	EHT/HOS
STAGE 4 – Containment	<p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> - High levels of sickness - High rates of absence - Significance of danger of disease or illness 	<ul style="list-style-type: none"> - Part / full closures of site / classes - Deep cleans - Closure of building - Reduction or exclusion of visitors 	EHT / Chair of Governors

Coronavirus Key Actions (as situation escalates)

Specific Issue	Actions including messages	Who
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"> - 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. 	EHT/HOS
Confirmed case in school	<ul style="list-style-type: none"> - 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. 	EHT/HOS Office
Suspected case in a family	<ul style="list-style-type: none"> - Discuss advice given to parents and act accordingly. If child is allowed to come to school by NHS111 then follow these procedures . - Parents to ensure child washes hands before leaving the house. - Child to wash hands immediately after coming into school - Increase monitoring of pupils 	Families; Staff
Confirmed case in a family	<ul style="list-style-type: none"> - Children in the family to remain at home for a fixed period of time. Check advice given to family by NHS111. - Deep clean of the classroom and school 	EHT/HOS
Teacher shortage	<ul style="list-style-type: none"> - Supply / Splitting classes / HT Cover - Where too many – partial closure for certain classes or part time / AM / PM classes 	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise most vulnerable children / classes with remaining staff 	EHT/HOS
Protection for most vulnerable children	<ul style="list-style-type: none"> - 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 	SENCO
Staff with health issues (e.g. Heart/asthma)	<ul style="list-style-type: none"> - Ask them to contact their consultants to seek advice on their condition - Consider working from home 	EHT/HOS Staff
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with HOS/EHT 	EHT/HOS
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice; - Check they have no other underlying conditions (heart/asthma)- seek advice from midwife. - Consider working from home 	EHT/HOS
Hot lunch shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	Office/ Families
Leadership shortage	<ul style="list-style-type: none"> - Access via phone 	EHT/HOS,Staff
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency 	EHT/HOS
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. 	EHT/HOS
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through online learning sites and Text messages - Children to complete 1 English and 1 maths activity per day - Possible use of technology to deliver stories etc. 	SLT/Staff

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who
Tissues for Each Class	1	<ul style="list-style-type: none"> - Ensure adequate stock levels of tissues for each class / office - Replenish as needed - Staff to also self-replenish from stock 	Office/ Class staff
Other users of the building	2, 3	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage 	Office
Monitoring daily any child or staff absence	2	<ul style="list-style-type: none"> - Daily report to the HT or number of absences and symptoms Weekly summary data for each class to HT	Office; EHT/HOS
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	Newsletter/Text: <ul style="list-style-type: none"> - Ask parents to inform us of any close family member who has returned from high risk areas abroad within the last fortnight - Staff members to inform HOS/EHT of any travel arrangements to high-risk areas including those of any close friends or family they have been in contact with. 	Office; EHT/HOS
Reducing contact point activities	2	Ensuring extremely high hygiene for any <ul style="list-style-type: none"> - Food making / tasting Avoid any activity where you are passing items around a class <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics Other <ul style="list-style-type: none"> - Cease hand shaking of children and visitors - 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. 	Staff

Good Personal Hygiene	2	<p>Newsletter:</p> <ul style="list-style-type: none"> - Inform parents of hygiene expectations and to discuss with children; - All children to wash their hands before coming to school, before going home and when they get home. - Classes to teach children hand washing techniques - Children to wash hands before snack (classroom) and before eating dinner (classrooms/ hall corridor toilets / hand sanitiser) <p>Information:</p> <ul style="list-style-type: none"> - Distribute key information posters 	EHT/HOS Staff
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaning team to review cleaning arrangement and make any necessary changes - Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed) or increase hours (cost?) - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	Office;
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Handles and rails to be cleaned during the day 	Site Manager & cleaning team
School visitors and site users	2, 3	<ul style="list-style-type: none"> - Compulsory handwashing / use of gel before entering school; - Inform them of new requirements and risk of suspension of use - Informing us of any suspected or confirmed cases by any users 	Office
Absence policy	2, 3	<ul style="list-style-type: none"> - Review time period of absence for ill children or staff and increase if necessary but at least to the minimum standard (e.g. 48 hrs clear of sickness / diarrhoea) 	EHT/HOS
Support for families affected	2, 3	<ul style="list-style-type: none"> - Communicate to parents and staff to contact school if they require support; - Regular contact with affected families and staff – wellbeing checks. 	EHT/HOS

Catshill Federation - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We have currently increased precautions to proactively manage infection control.

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



X do not touch your eyes, nose or mouth if your hands are not clean

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.

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Continuation of learning plan if school is closed for a prolonged period

- Staff to communicate to pupils via text/epraise
- Children to do 1 maths and 1 English activity **per day**
- Staff to set an additional project / longer task where appropriate
- Other core learning to complete:
 - Any online learning available e.g. TT Rockstars, Spelling Shed, Twinkl etc
 - Daily Reading
 - Suggested additional learning materials available via website

School based message to parents explaining the above and the expectations from parents to support this.