# Ladygrove Primary School and Nursery

## Control of Infections Policy

**Written by:** Kirsty Stewart
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**Next review:** September 2027, or sooner if national or local guidance changes

# 1. Statement of intent

Ladygrove Primary School and Nursery is committed to protecting the health, safety and welfare of pupils, staff, visitors and the wider school community. The school will take proportionate and practical steps to prevent and control infection, while recognising the importance of children attending education whenever they are well enough to do so.

This policy reflects current guidance from the UK Health Security Agency, the NHS and Telford & Wrekin Council's Health Protection Hub. It should be read alongside the school's First Aid, Supporting Pupils with Medical Conditions, Health and Safety, Intimate Care, Food Safety, Educational Visits and Safeguarding policies.

The policy applies to all pupils, staff, volunteers, contractors and visitors.

# 2. Aims

The school aims to:

- reduce the risk of infections spreading within the school;
- promote effective hand, respiratory and personal hygiene;
- maintain high standards of cleaning, ventilation and waste management;
- ensure that illness and outbreaks are managed promptly and consistently;
- follow current public health exclusion guidance;
- protect people who may be at increased risk of serious illness;
- provide clear information to staff, pupils and parents or carers; and
- seek advice from the Health Protection Hub or UK Health Security Agency Health Protection Team when required.

# 3. Responsibilities

## 3.1 Governing body

The governing body will:

- ensure that appropriate infection prevention and control arrangements are in place;
- monitor the effectiveness of this policy;
- ensure that leaders have access to suitable resources, training and advice; and
- review the policy at least annually or sooner where guidance changes.

## 3.2 Headteacher

The Headteacher has overall responsibility for implementing this policy and will ensure that:

- staff understand their responsibilities;
- infection-control risks are considered within relevant risk assessments;
- suitable washing facilities, cleaning materials and personal protective equipment are available;
- reported outbreaks or serious incidents are managed promptly;
- appropriate advice is sought from the local Health Protection Hub or Health Protection Team;
- confidentiality is maintained when communicating about individual cases; and

- parents, carers, staff and governors receive proportionate information when necessary.

## 3.3 School Business Manager, site and cleaning staff

They will:

- implement and monitor cleaning schedules;
- ensure cleaning products are used and stored safely in accordance with manufacturers' instructions;
- maintain supplies of liquid soap, paper towels, tissues, personal protective equipment and appropriate spill-cleaning materials;
- arrange enhanced cleaning when required;
- ensure waste is handled and disposed of safely; and
- report concerns about cleanliness, ventilation, water systems, pests or premises promptly.

## 3.4 All staff

All staff must:

- follow this policy and current public health guidance;
- practise and promote good hand and respiratory hygiene;
- report concerns about infection risks, illness patterns, cleaning or facilities;
- follow safe procedures when dealing with blood or body fluids;
- use personal protective equipment where a risk assessment identifies that it is required;
- maintain confidentiality;
- encourage pupils to follow hygiene routines; and
- stay away from school when they are not well enough to work or where public health exclusion guidance applies.

## 3.5 First aiders and staff providing personal care

First aiders and staff providing intimate or personal care must:

- cover cuts and abrasions with waterproof dressings;
- wear disposable gloves when contact with blood, body fluids, non-intact skin or contaminated materials is likely;
- wear a disposable apron and eye or face protection where splashing may occur;
- use an appropriate resuscitation face shield where available;
- dispose of used personal protective equipment safely; and
- wash their hands thoroughly after each procedure.

## 3.6 Pupils and parents or carers

Pupils will be encouraged to:

- wash and dry their hands properly;
- follow the "catch it, bin it, kill it" approach;
- avoid sharing items that may spread infection;
- tell an adult if they feel unwell; and

- follow reasonable instructions given by staff.

Parents and carers are asked to:

- tell the school promptly when their child is absent and explain the reason;
- inform the school of a diagnosed infectious illness;
- follow public health exclusion advice;
- collect their child promptly if the school considers them too unwell to remain;
- keep emergency contact details up to date; and
- seek medical advice where appropriate.

# 4. Infection prevention and control measures

## 4.1 Hand hygiene

Hand hygiene is one of the most effective ways to reduce infection.

The school will provide liquid soap, warm water and paper towels. Bar soap will not be used in shared facilities. Pupils and staff should wash their hands:

- after using the toilet;
- before eating or handling food;
- after outdoor play;
- after touching animals or animal environments;
- after coughing, sneezing or blowing their nose;
- after dealing with waste, soiled items or body fluids; and
- whenever hands are visibly dirty.

Hands should be washed thoroughly for at least 20 seconds and dried completely.

Alcohol hand gel may be used where suitable handwashing facilities are temporarily unavailable and hands are not visibly dirty. It does not replace handwashing and is not effective against some causes of gastroenteritis, including norovirus.

## 4.2 Respiratory hygiene

The school will promote the following measures:

- cover the nose and mouth with a tissue when coughing or sneezing;
- dispose of used tissues immediately;
- wash or sanitise hands after contact with respiratory secretions;
- cough or sneeze into the inner elbow if no tissue is available;
- avoid touching the eyes, nose and mouth with unwashed hands; and
- discourage spitting.

Tissues and suitable waste bins will be available in occupied areas.

## 4.3 Ventilation

Occupied rooms should be ventilated appropriately by using windows, doors or mechanical systems, where available. Staff should balance the need for fresh air with pupils' safety, security and thermal comfort.

Poorly ventilated spaces or faulty systems must be reported. During periods of increased respiratory illness, ventilation may be increased where it is safe and practical to do so.

## 4.4 Cleaning

The school will maintain a documented cleaning schedule covering classrooms, toilets, kitchens, offices, shared spaces, frequently touched surfaces, equipment and toys.

Cleaning products must be used in accordance with manufacturers' instructions and relevant risk assessments. Products must not be mixed.

During an outbreak or when advised by public health professionals, the school may increase the frequency and extent of cleaning, particularly for:

- door handles;
- taps and toilet flushes;
- handrails;
- tables;
- shared equipment; and
- communal areas.

Cleaning equipment should be stored safely and, where appropriate, colour-coded for different areas.

## 4.5 Food hygiene

Staff involved in preparing or serving food must receive training appropriate to their role and follow the school's food-safety arrangements.

Anyone with diarrhoea or vomiting must not prepare or serve food until at least 48 hours after the last episode, or for longer if advised by a health professional or public health team.

Cuts on hands must be covered with a waterproof, brightly coloured dressing. Staff must report skin conditions or illness that could affect food safety to their manager.

## 4.6 Laundry and soiled clothing

Staff handling soiled clothing or linen must wear disposable gloves and an apron. Manual rinsing or sluicing must not take place because it can create contaminated droplets.

Soiled clothing should be placed in a sealed, labelled plastic bag and sent home, with advice that it should be washed separately at the hottest temperature the fabric can safely tolerate. Hands must be washed after removing personal protective equipment.

## 4.7 Contact with animals

Any contact with animals, farms or animal environments will be risk-assessed.

Pupils and staff must wash their hands thoroughly with soap and water after touching animals, their bedding, fences or equipment, and before eating or drinking. Alcohol hand gel must not be relied upon as a substitute.

Eating should take place only in designated areas away from animals. Pregnant staff and people at increased risk should seek advice before taking part in activities involving animals where there may be a particular infection risk.

# 5. Managing illness and exclusion

Children with mild respiratory symptoms, such as a runny nose, sore throat or slight cough, may usually attend if they are otherwise well and do not have a high temperature.

A pupil or member of staff should not attend, or should go home, if they:

- have a high temperature and feel unwell;
- are not well enough to participate in normal activities;
- have symptoms or a diagnosis for which a public health exclusion period applies; or
- have been advised to stay away by a health professional or public health team.

For diarrhoea or vomiting, the usual exclusion period is until 48 hours after the last episode.

The school will use the current UKHSA public health exclusion guidance rather than relying on a fixed list within this policy. Exclusion periods may change, and some infections require individual advice.

When a pupil becomes unwell during the school day:

- they will be cared for safely and sensitively;
- they will be moved away from others where this is practical and appropriate;
- a parent or carer will be contacted;
- staff will call emergency services if urgent medical help is required;
- areas or items contaminated with body fluids will be cleaned safely; and
- confidentiality will be maintained.

Close contacts of an infected person do not normally need to be excluded unless public health professionals advise otherwise.

# 6. People at increased risk

Some pupils, staff or visitors may be at increased risk of acquiring an infection or becoming seriously unwell. This may include:

- pregnant people;
- people with weakened immune systems;
- babies and very young children;
- people with certain long-term health conditions; and
- people who are not fully immunised.

Individual risk assessments, healthcare plans and advice from health professionals will be followed where appropriate.

Pregnant staff who are exposed to, or who have concerns about, infections such as chickenpox, measles, rubella or parvovirus B19 should contact their midwife, GP or occupational health service promptly. The school will seek public health advice where required while maintaining confidentiality.

# 7. Cleaning blood and body-fluid spills

Only trained or appropriately instructed staff should deal with blood, vomit, urine, faeces or other body-fluid spills.

The following procedure must be followed:

- keep pupils and other people away from the area;
- display warning signs or isolate the area;
- cover cuts and abrasions with waterproof dressings;
- wear disposable gloves and an apron, with eye or face protection if splashing is possible;
- remove gross contamination using disposable absorbent material;
- clean and disinfect the area using an appropriate product and the manufacturer's stated contact time;
- never mix cleaning chemicals;
- place contaminated waste in the appropriate bag or container;
- remove personal protective equipment safely;
- wash hands thoroughly; and
- report any exposure, injury or concern.

Carpets, soft furnishings and specialist flooring must be cleaned using a method suitable for the material.

# 8. Sharps and needlestick injuries

Pupils must not touch any discarded needle, blade or other sharp item.

If a sharp is found:

- keep people away from the area;
- inform the Headteacher, School Business Manager or site staff immediately;
- do not recap, bend or break it;
- use an approved sharps container and appropriate equipment; and
- arrange disposal through an authorised waste route.

If a needlestick or contamination incident occurs:

- encourage the wound to bleed gently;
- do not suck or scrub the wound;
- wash with soap and running water;
- rinse eyes or mouth thoroughly with water if splashed;
- cover the wound;
- report the incident immediately;
- seek urgent medical advice from NHS 111, a GP, occupational health or an emergency department, as appropriate; and
- complete the required accident and incident records.

The school will consider whether the incident is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations after taking competent advice. Reference to obsolete paper reporting forms will not be used.

# 9. Outbreaks and incidents

An outbreak may be suspected when:

- there are more cases than would normally be expected;
- absences rise rapidly;
- two or more people have linked symptoms;
- a serious or unusual illness is reported;
- someone is admitted to hospital because of an infectious illness; or
- public health professionals advise that an outbreak may be occurring.

The Headteacher or delegated senior leader will:

- record key information while maintaining confidentiality;
- seek advice from the Health Protection Hub or UKHSA Health Protection Team;
- follow any recommended exclusion, testing, cleaning, ventilation, vaccination or communication measures;
- ensure that messages to families are accurate, accessible and proportionate;
- consider support for people at increased risk;
- notify other agencies where there is a legal or regulatory requirement; and
- keep actions under review until the incident is closed.

The school will not name affected individuals in general communications.

# 10. Notifiable diseases

Registered medical practitioners have the legal duty to report suspected notifiable diseases. The school's responsibility is to act promptly on information it receives, seek public health advice and cooperate with any investigation or control measures.

Because the statutory list can change, the school will refer to the current GOV.UK list rather than reproduce a fixed list within this policy. The 2026 list includes additional diseases that were missing from the previous version, including acute flaccid paralysis or acute flaccid myelitis, chickenpox, congenital syphilis, Creutzfeldt-Jakob disease, disseminated gonococcal infection, hantavirus disease, influenza of zoonotic origin, Middle East respiratory syndrome and neonatal herpes.

# 11. Immunisation

The school supports national immunisation programmes and will work with relevant health teams to facilitate vaccinations offered through school.

Parents and carers will be encouraged to ensure that their child's routine vaccinations are up to date. Staff should seek advice from their GP or occupational health service about vaccinations relevant to their health or role.

Immunisation information will be handled confidentially.

# 12. Training and information

All staff will receive infection-control information during induction and updates appropriate to their role.

Additional training may be provided for:

- first aiders;
- early years and intimate-care staff;
- cleaners and site staff;
- food handlers;
- staff supporting pupils with complex medical or personal-care needs; and
- staff responsible for managing outbreaks.

Records of relevant training will be maintained.

# 13. Equality and reasonable adjustments

The school will implement this policy in accordance with the Equality Act 2010. Decisions will not discriminate unlawfully against any pupil, employee or visitor.

Reasonable adjustments will be made for disabled pupils and staff and for those with medical needs. Communications will be made accessible where required, including for families who need translated information or support to understand public health advice.

# 14. Confidentiality and records

Information about a person's health is confidential and will be shared only where necessary to protect health, meet legal duties or obtain professional advice.

Records of significant incidents, outbreaks, risk assessments, advice received and actions taken will be maintained and stored securely in accordance with the school's data-protection and record-retention arrangements.

# 15. Monitoring and review

The Headteacher and governing body will monitor the operation of this policy through:

- illness and absence patterns;
- accident and incident records;
- cleaning and premises checks;
- complaints or concerns;
- outbreak reviews;
- staff training records; and
- updates to national and local guidance.

The policy will be reviewed in September 2027 or earlier if guidance, legislation or local arrangements change.

# Appendix 1: Quick reference for parents and carers

- A child with a slight cough, sore throat or runny nose may usually attend if they are otherwise well and do not have a high temperature.
- A child with a high temperature should stay at home until the temperature has gone and they feel well enough to return.
- After diarrhoea or vomiting, a child must remain at home until at least 48 hours after the last episode.
- Chickenpox normally requires exclusion until five days after the rash first appears and the child is well enough to return, following current public health guidance.
- If a child is diagnosed with an infectious illness, parents or carers should tell the school promptly.
- Families should follow any additional advice from the NHS, their health professional or the Health Protection Team.

# Appendix 2: Key guidance and contacts

The school will use the most recent versions of:

- UK Health Security Agency, *Health protection in children and young people's settings, including education*;
- UK Health Security Agency, *Public health exclusion periods in children and young people's settings*;
- UK Health Security Agency, *Notifiable diseases and how to report them*;
- NHS, *Is my child too ill for school?*; and
- Telford & Wrekin Council Health Protection Hub guidance for educational and childcare settings.

**Local Health Protection Hub**
Email: HealthProtectionHub@telford.gov.uk
Telephone: 01952 381800

**Emergency medical help:** Call 999.
**Urgent medical advice:** Contact NHS 111.