



# Control of Infections Policy

The Diamond Learning  
Partnership Trust

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This policy will be checked annually and revised accordingly or where there is a change in the law or circumstances

# DIAMOND LEARNING PARTNERSHIP TRUST

## CONTROL OF INFECTIONS POLICY

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| Copy One    | Headteachers/Head of School |
| Copy Two    | All First Aiders            |
| Copy Three  | Front Office – all staff    |

## **CONTROL OF INFECTIONS POLICY**

### **REVIEW PROCEDURES**

The Control of Infections Policy for the Diamond Learning Partnership Trust is to be reviewed annually by the Trust.

### **AMENDMENTS**

It is the responsibility of the Headteacher/Head of School to ensure that the complete amendment is incorporated into all copies of the document and recorded accordingly on the Amendment Sheet. Copies of pages made redundant by the amendment are to be disposed of immediately and not to be retained for any reason.

| amdt<br>No | Date of<br>Issue | Incorporation Details |           |      |
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## **CONTROL OF INFECTIONS POLICY**

### **STATEMENT OF INTENT**

The Diamond Learning Partnership Trust and Academies of the Trust are committed to safeguarding the health, safety and welfare of staff, pupils and visitors so far as is reasonably practicable. Communicable disease can constitute a health and safety hazard to anyone entering the Academy and this policy aims to ensure that such risks are reduced wherever possible.

It is important that staff are aware of this policy and of statutory reporting procedures and of the outside agencies involved in dealing with outbreaks of disease.

Staff should also be particularly aware of the practical procedures to control the spread of communicable diseases.

Staff should also be aware of the Trust's First Aid and Medicine Policy which may also be relevant.

## **Section 1: ORGANISATION AND RESPONSIBILITIES**

### **1.1 Lead Executive Head and Headteacher/Head of School Responsibilities:**

The Lead Executive Head and Headteacher shall ensure the following:-

- a. That arrangements are in place for good standards of cleaning and are maintained at all times;
- b. In the event of an outbreak of infection the Headteacher/Head of School will arrange for relevant areas to be deep cleaned;
- c. That staff are informed of any risk to their health from a communicable disease that might arise as a result of their work or working environment and advise them on the means of avoiding either becoming infected or infecting others;
- d. That infection control issues are considered when doing workplace assessments;
- e. That staff are instructed, monitored and up-dated in correct infection control procedures;
- f. That records are maintained of staff' Hepatitis B vaccination history in areas where a risk of the disease has been identified;
- g. That sharps injuries are reported and that staff follow the correct procedures;
- h. That appropriate quantities of Personal Protective Equipment (PPE) (for example; suitable vinyl, protective gloves, aprons and resuscitation face masks) are available at all times.

### **1.2 All Teaching staff**

Individual staff are responsible for ensuring that they are familiar with and follow the infection control policy.

If any member of staff is unwell he/she should not return to school until clear of symptoms for 24 hours.

### **1.3 First Aiders**

First aiders should ensure they are familiar with this policy. Individuals may be exposed to infectious substances such as blood and other bodily fluids and should take the following precautions to reduce the risk of infection:

- Cover any cuts or grazes on their skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or any bodily fluids;
- Use resuscitation face masks if you have to give mouth to mouth resuscitation;
- Wash your hands after each procedure.

### **1.4 Pregnant staff/visitors**

- Pregnant staff will need to be given special advice of certain infectious diseases such as German Measles (Rubella) and Chicken Pox (Varicella-Zosta). As staff might not be aware that they are pregnant everyone should be informed if there are cases of German Measles or Chicken Pox in an academy.
- Staff should be advised to ask their doctor for a test to establish their immunity to German Measles if they are planning to become pregnant. Previous vaccination in childhood does not guarantee immunity.
- Offices should display a sign to let visitors know if there are cases of infectious diseases such as German Measles (Rubella) and Chicken Pox (Varicella-Zosta). Visitors to speak to their doctor if seeking further advice.

### **1.5 Pupils and parents**

Pupils are expected to comply with any request from staff to leave the area if someone is unwell. They should also report any concerns they may have to a member of staff.

Any pupil who is unwell should stay away from the Academy until they have been symptom free for 24 hours. Parents are asked to ensure that this happens.

## Section 2: ARRANGEMENTS

### 2.1 Risk Assessment

- A general risk assessment of Academy premises should consider the hazards that might be posed by infectious disease. In some areas there will be little or no risk identified over and above that which is encountered in everyday life. In some areas, however, where there exists a pupil or employee with known or probable health problems, further analysis will have to be made.
- The care plans of individual pupils with special needs should indicate if they are suffering from an infectious disease that requires special precautions to be taken, especially if they require personal care. This would also apply to pupils who are unpredictable and violent. However, the confidentiality of the student's medical condition should be protected whenever possible.
- Immunisation advice to staff will cover some aspects of risk, as will training in sound hygiene practices such as washing and universal precautions (see 2.2-2.3).

### 2.2 Basic Hygiene Measures

In all areas of the academies it is important to observe good basic hygiene procedures. **Universal Infection Control Precautions** is an approach to infection control that assumes anybody might be infectious, even if they do not fall into an obvious risk group. Therefore, when dealing with any fluids, it is necessary to employ infection control measures.

### 2.3 Hand-washing

Effective hand washing is an important method of controlling the spread of infections, especially those causing diarrhoea and vomiting type illness. Therefore, always wash hands after using the toilet and before eating or handling food using the following technique:

- a. Use warm running water and a mild, preferably liquid, soap. If tablets of soap are used it is important that they are kept on a clean soap dish when not being used;
- b. Rub hands vigorously together until soapy lather develops and continue for at least 15 seconds ensuring that all surfaces of the hand are covered;
- c. Rinse hands under running water and dry hands with either a hand dryer or paper towels. If possible try to avoid the use of cloth towels as these can harbour micro-organisms;
- d. Discard paper towels into a bin (pedal bins are preferable);
- e. It is important to ensure that hand basins are kept clean.

## **2.4 Disposal of Sharps**

- Sharps may sometimes be found discarded on Academy premises. Sharps include needles or syringes, scalpel blades, and razor blades etc. Used sharps will inevitably have traces of blood on them. Therefore it is important that they are not allowed to cut or penetrate the skin of another person after they have been used.
- Sharps' boxes are available and should be used to dispose of used needles, razor blades etc. A sharps' box will need to be available in all areas where there is a chance of discarded needles being discovered.

## **2.5 Cleaning-up body fluid spills**

- a. Disposable gloves must be available and should be worn. These should be vinyl gloves not latex which is known to cause allergic reactions in some people;
- b. Any cuts on the hands or arms should be covered with waterproof plasters;
- c. Clean the pupil (or staff member) and remove them from the immediate area;
- d. Isolate the area with signs, chairs, cones etc.;
- e. The spillage should be covered with paper towels and soaked with an appropriate bleach or approved cleaning product;
- f. Leave for 10 minutes or follow the instructions enclosed with appropriate product;
- g. Clean up spillage;
- h. This should be disposed of appropriately;
- i. The area should then be cleaned thoroughly with detergent and hot water using disposable cloths, and then wiped over using disinfectant cleaner following the manufacturer's instructions;
- j. Then remove and dispose of PPE (gloves, apron) and wash hands thoroughly (*as described in 2.3 above*).

## **2.6 Accidental Contamination with Body Fluids**

- Blood borne viruses do not invade the body through intact skin; they can however penetrate through open wounds, mucous membrane (mouth), conjunctivae (eyes) and puncture wounds (so-called “sharp issues” injuries).
- In the event of an accident with body fluids that results in possible contamination the following procedures should be followed:

**IMMEDIATE ACTION** by the person involved, first aider and manager:

- a. Make the wound bleed for a few seconds, but do not suck the wound;
- b. Wash the wound with soap and warm running water, do not scrub;
- c. Cover the wound;
- d. Conjunctivae (eyes), mucous membrane (mouth) should be washed well under running water;
- e. Report the incident to the Headteacher/Head of School or member of the Senior Leadership Team and ask them to complete, with the help of the person affected, an accident form as soon as possible. The accident form should note: whether the injury is deep, if there was visible blood on the device causing the injury, or if there is known HIV related illness.

### **AS SOON AS POSSIBLE (WITHIN THE HOUR)**

- a. The matter shall be reported to the affected person's GP or the local A&E department;
- b. The affected person shall take the accident form with them to their GP or hospital;
- c. If the person has had a Hepatitis B vaccination in the past they should remind the GP of this fact;
- d. However, if not having had a vaccine within the last six months the GP will probably decide to give a booster;
- e. A blood sample should be taken and tested for Hepatitis B;
- f. The Consultant for Communicable Disease Control (CCDC) should be informed of the incident by the Headteacher/Head of School. If the person whose bodily fluids are involved is known, their details should be given to the CCDC;

- g. The Headteacher/Head of School or SLT should also report the occurrence to the HSE under RIDDOR (online form [www.HSE.gov.uk/riddor](http://www.HSE.gov.uk/riddor)) and ensure that the above actions are carried out by the person involved in the accident.

## 2.7 The Consultant in Communicable Disease Control (CCDC)

- The CCDC is responsible for dealing with outbreaks of communicable disease. The CCDC should be contacted (by phone initially) by the Academy when there is an outbreak of a serious infectious disease in their establishment. The level of reporting is when two or more individuals are reported with the same infectious disease. The CCDC will advise on all management aspects of the situation. This will include information to parents, pupils and staff, vaccination arrangements (if indicated), possible collection of samples for microbiological analysis and statements to the press.
- For the list of reportable diseases see Appendix 1.

## 2.8 Training

- Training should be delivered to staff where there is an identified risk.
- Appropriate training will need to be identified for the different categories of infection risk that staff encounter in their particular jobs. Cleaners, facilities staff and staff supporting pupils with special needs will require specific instruction in this area. Staff working entirely in Academy offices are unlikely to require training.
- Lead Food handlers can attain the appropriate Food Hygiene Certificates through SmartLog. Kitchen staff will attain appropriate Food Hygiene Certificates through their own company.

## 2.9 First Aid

- First Aid is an area that might expose individuals to infectious substances such as blood and other bodily fluids. Within the training for an Occupational First Aider there is an element of infection control based on Universal Infection Control Precautions.
- Staff responsible for purchasing first aid materials should supply first aiders with suitable vinyl protective gloves and resuscitation face masks in addition to the basic requirements of the first aid box (see **Universal Infection Control Procedures** for further details).

## **2.10 Immunisation**

- Specific immunisation is not necessary for all staff in the context of their work. However, school staff have been identified as being at risk of specific infections, such as, Tuberculosis (TB), Rubella, Polio and Tetanus.
- It is recommended that the caretakers and all trained first aiders should have up to date tetanus vaccinations.
- It is not considered necessary for the Hepatitis B or HIV/AIDS status of staff to be declared. If the Infection Control Procedures are set out in these Guidelines are followed there will be no risk to either pupils or other staff.

## **2.11 Contact with Animals**

- Farm visits pose a potential risk of infection to pupils and adults. Generally farms that are open for visits are plentifully supplied with wash hand basins. Pupils should be instructed to wash their hands thoroughly after touching animals, especially before eating.
- Academies with school animals should ensure that animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to pupils. Pupils should not play with animals unsupervised. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.
- Pond Dipping is an activity that might bring pupils into contact with leptospirosis (Weil's Disease). This is a disease caused by contact with the urine of infected rats. The organism can penetrate skin, especially broken skin. Therefore cover any abrasion with waterproof plasters and wash thoroughly after contact with pond or river water. Symptoms develop about ten days after contact and can include severe headache, severe muscle aches and tenderness, redness of the eyes, loss of appetite, vomiting and sometimes a skin rash. Anyone who has been in contact with pond or river water and subsequently develops any of these symptoms in the time period should mention the contact to their doctor. Early treatment with antibiotics is usually effective. Symptoms can seem similar to influenza illness.

## **CONCLUSION**

Basic good hygiene practice is the key to infection control in Academies and in areas of food preparation.

The inclusion of infection control issues in risk assessment, as well as training staff on induction and at suitable intervals thereafter will reduce the likelihood of infections being spread unnecessarily.

## Appendix 1

### List of Notifiable Diseases

|  |                                 |
|--|---------------------------------|
| Acute Encephalitis                             | Parathyphoid Fever              |
| Acute Poliomyelitis                            | Plague                          |
| Anthrax  | Rabies                          |
| Cholera  | Relapsing Fever                 |
| Diphtheria                                     | Rubella                         |
| Dysentery                                      | Scarlet Fever                   |
| Food Poisoning (or suspected poisoning)        | Smallpox food                   |
| Leprosy  | Tetanus                         |
| Leptospirosis                                  | Tuberculosis                    |
| Malaria  | Typhoid Fever                   |
| Measles  | Typhus                          |
| Meningitis (viral, bacterial or fungal)        | Viral Haemorrhagic Fever        |
| Meningococcal Septicaemia (without meningitis) | Viral Hepatitis (A,B,C,D and E) |
| Mumps  | Whooping Cough                  |
| Ophthalmia neonatorum                          | Yellow Fever                    |

The patient's physician would report the above diseases to the Consultant in Communicable Disease Control (CCDC).

The CCDC will advise the school of any action necessary.

If you require advice on any communicable disease, please contact the Consultant in Communicable Disease Control.