

Fledglings Day Nursery & Overstone Park School

Preventing and Managing Sickness including outbreaks Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At Children First Learning Partnership Schools 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	<ul style="list-style-type: none"> ▪ General reminders for hygiene. ▪ Effective hand washing facilities and soap available. ▪ Follow usual absence periods for sickness. 		
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 increase in sickness e.g. flu, gastric, coronavirus. 	<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 in forced use of hand washing before eating of food. ▪ Enforce 48 hour 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 there are lots of contact/touchpoints). ▪ Review core control measures and make changes as necessary - Daily review of the situation. 	SLT Admin 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 e.g. use of a thermometer in school. ▪ Increase time of exclusion from school for those with symptoms (beyond 48 hours). ▪ Sending home any children with any symptoms. ▪ Additional cleaning including deeper cleans. 	SLT	

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 lettings and building use. ▪ Reduction or exclusion of visitors. 	Principal SLT	
------------------------------	---	---	----------------------	--

Coronavirus Key Actions (as situation escalates)

Specific issue	Actions including messages	Who	Notes
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. 	SLT	
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 next steps e.g. closure of a class/school/or carry on etc... 	SLT Cleaners	
Suspected case in a family.	<ul style="list-style-type: none"> ▪ Parents to ensure child washes hands before leaving the house. ▪ Child to wash hands immediately after coming into school. ▪ Increased monitoring of pupils. Parent contact 111 and follow guidance. 	Families Staff Admin	
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. ▪ Deep clean of the classroom and school. Follow guidance provided. 	SLT Cleaners	

Teacher shortage.	<ul style="list-style-type: none"> ▪ Supply/Splitting classes/SLT cover. ▪ Where too many - partial closure for certain classes or part time/AM/PM classes. 	SLT	
Support staff shortage.	<ul style="list-style-type: none"> ▪ Supply / prioritise most needy children / classes with remaining staff. 	SLT	
Protection for most vulnerable children.	<ul style="list-style-type: none"> ▪ Identify who these children are and how they are deemed vulnerable e.g. underlying health conditions that may be affected by the current threat. ▪ Discuss with parents the initial steps an agree key actions regarding isolation / seclusion. 	SENCo	
Staff with health issues (e.g. heart).	<ul style="list-style-type: none"> ▪ Ask them to contact their consultants to seek advice on their condition. ▪ Consider working from home. 	Staff	
Staff with symptoms.	<ul style="list-style-type: none"> ▪ Stay at home; Follow NHS 111 advice; Discuss with HT. 	HT	
Pregnant staff.	<ul style="list-style-type: none"> ▪ Ask them to contact their midwife to seek advice; ▪ consider working from home. 	SLT	
Kitchen shutdown.	<ul style="list-style-type: none"> ▪ Parents to provide packed lunches. 	Families SLT	
Cleaning team shortage.	<ul style="list-style-type: none"> ▪ Discuss with cleaning contractor / cleaner cover arrangements in good time. 	Site	
Leadership shortage.	<ul style="list-style-type: none"> ▪ Access via phone / Skype. 	SLT Staff	
Admin shortage.	<ul style="list-style-type: none"> ▪ Cover with TA's / SLT. ▪ Inform parents not to phone unless emergency / Use e-mail. 	Site	
Other school users.	<ul style="list-style-type: none"> ▪ Inform of control measures, including the possibility that a suspension of usage may occur. 	Site	
Long period shut down.	<ul style="list-style-type: none"> ▪ Continue learning activities. Staff to follow the schools closure guidance. 	SLT Staff	

Core Control Measures

Control Measure	Control Stage	Notes/Action	Who	Review
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. 	Site Staff	
Alcohol based gel.	1	<ul style="list-style-type: none"> ▪ Additional dispensers fitted in key areas. ▪ Ensure dispensers are full from the start of each day. ▪ All children to use this or have washed hands before lunch daily. ▪ Ensure adequate stock levels. 	Site Staff Lunch Staff	
Other users of the building.	2, 3	<ul style="list-style-type: none"> ▪ Contact every user and inform them of usage expectations. ▪ clean hands or use gel before using facilities. ▪ Restrictions or suspensions of usage. 	Site	
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. 	Admin HT	
Finding out about travel arrangements now and in the future of staff and pupils.	3 (Where specific threats are evident aboard)	<ul style="list-style-type: none"> ▪ Ask parents to inform us of any close family member who was returned from abroad within the last month. ▪ Staff members to inform SLT of any travel arrangements to high risk areas including those of any close friends or family they have been in contact with. 	Admin HT	
Reducing contact point activities.	2	<p>Ensuring extremely high hygiene for any:</p> <ul style="list-style-type: none"> ▪ Food making or tasting. <p>Avoid any activity where you are passing items around a class such as:</p> <ul style="list-style-type: none"> ▪ Circle time objects. ▪ Artefact sharing. ▪ Touching activities such as PE or gymnastics. <p>Other:</p> <ul style="list-style-type: none"> ▪ Cease hand shaking of children and visitors. ▪ Cease the 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 that can be sent home daily. 	Staff	
Good personal hygiene.	2	<ul style="list-style-type: none"> ▪ Inform parents of hygiene expectations and to discuss with children. 	Staff	

		<ul style="list-style-type: none"> ▪ 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 and before eating dinner. ▪ Distribute key information posters. 	HT	
Review of cleaning.	2, 3	<ul style="list-style-type: none"> ▪ Meet with cleaning staff to review cleaning arrangements and make any necessary changes. ▪ Increase focus cleaning on touch points and tables bracket (re-direct from vacuuming etc. if needed) or increased hours (cost?). ▪ Daily cleaning of classrooms should continue. ▪ Preparations for deep cleans if necessary. 	Site Cleaners	
Additional touchpoint cleaning daily.	2, 3	<ul style="list-style-type: none"> ▪ Handles and rails to be cleaned at mid points during the day. 	Site	
School visitors & site users.	2, 3	<ul style="list-style-type: none"> ▪ Compulsory hand washing / 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 Site	
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 hours clear of sickness - following Department of Health guidance). 	SLT	
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. 	SLT	
Taking temperature of anyone in school who may begin to feel unwell.	2, 3	<ul style="list-style-type: none"> ▪ Purchase handheld non-contact thermometer. 	SLT	

Information for staff, visitors and building users

STAGE 2 - PREVENTION

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

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.

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.

Continuation of Learning Plan if school closure for a prolonged period

Setting work for children to access at home in case of School Closure

- Staff members to be provided with all children's email addresses.
- All parents to be provided with their teachers email address to ensure contact at all times.
- Staff members to be very aware of the GDPR expectations regarding emailing. Group e-mails must use bb/cc to ensure no other person can see email address of other members of the group.
- Class teachers to upload year group specific work - Embedding previous taught knowledge (differentiated into bronze silver and gold groups where possible).
- Class teachers to inform parent by email of level of work child should access.
- Parents to access the work on a daily basis and ensure children access the correct year group and bronze, silver or gold activities.
- If parents or pupils need support use the homework email address provided to contact the class teacher.
- SEN pupils - individual work to be provided for pupil by personal email, linked to targets and correct levels.
- If possible, hard copies to be made and distributed as necessary.
- Daily contact will be made to parents via text from teacher to class.
- Teacher to respond to emails daily (weekdays and working hours only).
- written work to be completed in homework books in the first instance.

Information for lettings users

STAGE 2 - PREVENTION

Dear School user,

In order to ensure we do what we can to reduce the risk of illness in school we have a clear strategy plan in place. Part of this strategy includes, where there is an increased risk of illness, implementing additional cleaning, hygiene expectations and certain restrictions.

At the moment we have increased our level of response to stage 2 – PREVENTION. This is to ensure we do what we can to prevent/ reduce the chance of illness developing or the further spread of illness.

At this stage, you are able to continue to use the school facilities, but we ask that you ensure that all those using the building as part of your company comply with the following:

- Wash your hands as you enter the building or use the hand sanitisers
- Wash your hands frequently
- Avoid unnecessary contact (no shaking hands)
- Avoid touching your face including mouth, nose and eyes
- Sneeze into your elbow or a tissue (not your hands)
- Put any used tissues in the bin and then wash your hands

We have included a poster which you may wish to circulate to your users. We also ask you to inform us if any of your users are confirmed to have the coronavirus; this will help us to develop our response and ensure deep cleaning takes place. If we need to take further precautions as we move to stage 3 - MITIGATE/ DELAY, we will be in touch again; at this stage we need you to know that we may need to reduce or cease your ability to use the facilities for a period of time.

16.03.2020 Unfortunately as of the above date all users will not be able to use of school facilities. This is to act on current guidance -to avoid unnecessary social activity. This will be under constant review and we will inform you when this changes. Many apologies for any inconvenience caused. If you have any questions, please get in touch with me via CEO@childrenfirstlp.org.uk