Ivingswood Academy
Preventing and Managing Sickness including outbreaks
Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At Ivingswood Academy we have 4 stages for dealing with medical incidents / outbreaks.

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		
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.coronavirus / gastric)	- 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) - Review *Core Control Measures and make changes as necessary* - Daily review of the situation	SLT Admin Staff	
STAGE 3 – Mitigate/ Delay	**Where a significant risk is present** - direct case or increased likelihood of cases - Public health advice for restrictions	Consider reducing contact situations: - Assemblies - Carpet time - School events - Trips Consider: - Any screening measures e.g. use of a thermometer in school. - Increase time of exclusion from school for those with symptoms (beyond 48hrs) - Sending home any children with *any* symptoms - Additional Cleaning including deeper cleans	SLT	
STAGE 4 – Containment	**Where specific and/or significant changes or restrictions need to be in place**. - High levels of sickness - High rates of absence - Significance of danger of disease or illness	- Part / full closures of site / classes - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors	HT / Trustees	

Coronavirus Key Actions (as situation escalates)

Specific Issue	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 (Teachers2Parents)– general information about sickness etc.	SLT	
Confirmed case in school	- Deep clean core areas - Inform staff - Core reminders of hygiene - Contact parents (Teachers2parents) – general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.	SLT; Site	
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	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	SLT Site	
Teacher shortage	- Supply / SLT Cover - Where too many – partial closure for certain year groups/merging of two classes/ or part time / AM / PM classes	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	IM/DSL	
Staff with health issues (e.g. Heart/breathing)	- Ask them to contact their consultants to seek advice on their condition - Consider working from home	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 team shortage	- Discuss with cleaning contractor cover arrangements in good time	Site	
Leadership shortage	- Access via phone	SLT; Staff	
Admin shortage	- Cover with TAs / SLT - Inform parents not to phone unless emergency	Site	
Other school users /lettings	- Inform of control measures, including the possibility that a suspension or usage may occur. - Consider closure of before and after school clubs	Site	
Long period shut down	- Continue learning activities through Website, emails and Text messages - Possible use of technology to deliver assemblies / stories etc. (staff need urgent training)	SLT; Staff	

Core Control Measures

Control Measure	Control Stage	Notes / Action	Who	Review
Tissues for Each Class	1	- 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	- Additional bottles places in entry points - Ensure bottles placed in central areas and 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	-	Site	
monitoring daily any child or staff absence	2	- Absences reported on Spreadsheet and each pupil updated daily - 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)	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 high-risk areas including those of any close friends or family they have been in contact with.	Admin; HT	
Reducing contact point activities	2	Ensuring extremely high hygiene for any - Food making / tasting Avoid any activity where you are passing items around a class - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics Other - 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	

Control Measure	Control Stage	Notes / Action	Who	Review
Good Personal Hygiene	2	Newsletter: - 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) Information: - Distribute key information posters	HT; Staff	
Review of cleaning	2, 3	- Meet with cleaning staff 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	HT PN; Cleaners	
Additional touch point cleaning daily	2, 3	- Handles and rails to be cleaned at mid points during the day	PN	
School visitors and site users	2, 3	- 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; PN	
Absence policy	2 , 3	- 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	SLT	
Support for families affected	2, 3	- 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	- Ensure stock of covers for thermometer.	SLT	

IVINGSWOOD ACADEMY - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 2 - PREVENTION

We currently have increased precautions in place to ensure 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.

IVINGSWOOD ACADEMY - Preventing and Managing Sickness

Information for staff, visitors and building users

STAGE 3 - MITIGATE/ DELAY

We have currently increased precautions in place to ensure effective 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.
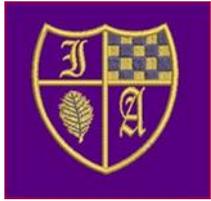
Continuation of learning Plan if school closure for a prolonged period

- Staff to communicate to pupils via text / email / website
- Children to have 1 maths and 1 English activity **per day** (based on current topics if possible)
- Staff to set an additional project / longer task linked to topic and/or science where appropriate
- Other core learning to complete:
    o Any online learning available
    o Daily Reading
- Children to be given an exercise book and pencils to record learning
- Staff to contact each child at least once a week
- School based message to parents explaining the above and the expectations of parents to support this