

Rook's Nest Academy Preventing and Managing Sickness including outbreaks

Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At Rook's Nest Academy we have 4 stages when dealing with medical incidents / outbreaks. Depending on the nature of the situation and stage can be

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 handwashing 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 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 (touch points inc ICT and musical instruments) - 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) - 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 48hrs) - Sending home any children with <u>any</u> symptoms - Additional Cleaning including deeper cleans 	SLT	

<p>STAGE 4 – Containment</p>	<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 	<p>HT / Chair of Governors</p>	
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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 key next steps e.g. closure of a class / school/ or carry on etc. 	SLT; Site	
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 Increase monitoring of pupils 	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 	SLT Site	
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 Y2 first / classes with remaining staff 	SLT	
Protection for most vulnerable children	<ul style="list-style-type: none"> - Identification of most 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 	SEND Team; FSW	
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 	SLAM 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 shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches 	SLT; Families	
Site team shortage	<ul style="list-style-type: none"> - Approach contractor agencies if alternative staffing cannot be sourced internally 	Site	
Leadership shortage	<ul style="list-style-type: none"> - Access via phone 	SLT; Staff	
Admin shortage	<ul style="list-style-type: none"> - Cover with TAs / SLT - Inform parents not to phone unless emergency 	Site	
Other school users	<ul style="list-style-type: none"> - Inform of control measures, including the possibility that a suspension or usage may occur. 	Site	
Long period shut down	<ul style="list-style-type: none"> - Continue learning activities through website - Children to continue with online accelerated reader, Lexia, TT Rock Stars and link to Prodigy maths 	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"> - Ensure dispensers are well stocked from the start of each day - All children to wash hands before lunch daily – alcohol based gel is not to be used as a replacement to hand washing. - Ensure adequate stock levels 	Site; Staff; Lunch Staff	
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)	<p>Newsletter:</p> <ul style="list-style-type: none"> - Ask parents to inform us of any close 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	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <p>Review activity where you are passing items around a class</p> <ul style="list-style-type: none"> - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics <p>Other</p> <ul style="list-style-type: none"> - Cease any 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	<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 	HT; Staff	
Review of cleaning	2, 3	<ul style="list-style-type: none"> - 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 	Site; Cleaning Staff SMSAs Kitchen staff	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Key door handles to be cleaned at mid points during the day 	Site	

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; 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 hrs clear of sickness / diarrhoea 	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; Kitchens	
Taking temperature of anyone in school who may begin to feel unwell	2, 3	<ul style="list-style-type: none"> - Purchase hand held non-contact thermometer. 	SLT	

Rook's Nest Academy - Preventing and Managing Sickness

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

- Staff to communicate to pupils via Academy Website
- Children to have 1 maths (TT Rockstars or Prodigy) and 1 English activity **per day** (Lexia, Education City or Accelerated Reader)
- Staff will set projects / longer task onto website through usual Homework flyers - Other core learning to complete:
 - o Daily reading
- School based message to parents will continue through text messages and on website