

Gateway Federation
Lea Church of England
Primary and Gateway Lodge
and Gorsley Goffs Primary
Schools



Infection Control Policy

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Infection Control Policy – October 2025

AIM AND OBJECTIVES

This document aims to provide the Gorsley Goffs, Lea C.E. and Gateway Lodge communities with guidance when preparing for, and in the event of an outbreak of an infection such as the pandemic COVID-19 or influenza. It contains a checklist of actions to aid planning and preparing for an outbreak of pandemic influenza and clarifies communication procedures.

PRINCIPLES

The Schools recognise that infections such as influenza pandemics are not new. No-one knows exactly when the School will be faced with having to deal with a potentially contagious illness amongst its community. We recognise the need to be prepared.

Some infections are likely to spread rapidly in Schools e.g. Scarlet Fever, and as children may have no residual immunity, they could be amongst the groups worst affected. We recognise that closing the School may be necessary in exceptional circumstances in order to control an infection.

However, we will strive to remain open unless advised otherwise e.g. opening for Key Worker & vulnerable children.

Good pastoral care includes promoting healthy living. School staff will give pupils positive messages about health and well-being through lessons and through conversations with pupils.

PLANNING AND PREPARING

In the normal event (pre-COVID-19) of the School becoming aware that a pupil or member of staff has an infectious illness we would direct their parents/staff to report to their GP. Now we require them to contact the School by telephone or email to advise us that a pupil or member of staff is displaying symptoms, seeking appropriate medical attention as directed at that time e.g. household isolation for 10 days for person concerned. During an outbreak of an infectious illness such as pandemic influenza the School will seek to operate as normally as possible but will plan for higher levels of staff absence.

The decision on whether School should remain open or close will be based on Government, UK Health Security Agency and Hereford Outbreak Control Hub medical advice. It is likely that School will remain open in some form, but we recognise the fact that both the illness itself and the caring responsibilities of staff will impact staff absence levels. The School will close if lessons cannot be staffed or there is not adequate supervision and safeguarding for the children. Pupils will be asked to complete work at home using the school website or educational websites.

INFECTION CONTROL

Infections are usually spread from person to person by close contact, for example:

- Infected people can pass a virus to others through large droplets when coughing, sneezing or even talking within a close distance;
- Through direct contact with an infected person: for example, if you shake or hold their hand, and then touch your own mouth, eyes or nose without first washing your hands;
- By touching objects (e.g. door handles, light switches, keyboards) that have previously been touched by an infected person, then touching your own mouth, eyes or nose without first washing your hands;
- Viruses can survive longer on hard surfaces than on soft or absorbent surfaces.

Staff and pupils are given the following advice about how to reduce the risk of passing on infections to others:

- Wash your hands for at least 20 seconds and dry thoroughly regularly throughout the day, particularly after coughing, sneezing or blowing your nose;
- Minimise contact between your hands and mouth/nose, unless you have just washed your hands;
- Cover your nose and mouth when coughing or sneezing;
- Use the supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom - the location of lidded bins in classrooms and in other key locations around the site for the disposal of used tissues and any other waste;
- Do not attend School if you think you may have an infectious illness e.g. for COVID-19 displaying high temperature, persistent cough or anosmia;
- Parents/Staff family member will be contacted if First Aiders feel pupils/staff are not well enough to be in school.

These messages are promoted through Personal and Social Education lessons.

HAND WASHING FOR 20 SECONDS WITH SOAP & WATER IS THE SINGLE MOST IMPORTANT PART OF INFECTION CONTROL IN SCHOOLS

MINIMISE SOURCES OF CONTAMINATION

- We will ensure relevant staff have Food Hygiene Awareness Certificate in food handling.
- We store food that requires refrigeration, covered and dated within a refrigerator, at a temperature of 5°C or below.
- We wash hands before and after handling food.
- We clean and disinfect food storage and preparation areas.
- Food is bought from reputable sources and used by recommended date.

TO CONTROL THE SPREAD OF INFECTION

- We ensure good hand washing procedures e.g. for at least 20 seconds with soap & hot water (after toilet, handling animals, soil, food) and dry thoroughly. Staff will need to explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing;
- Government advice may direct us to install hand sanitiser stations, for example at the School entrance for pupils and any other person passing into the School to use;
- Children are encouraged to blow and wipe their own noses when necessary and to dispose of the soiled tissues hygienically into the lidded bins in each Classroom;
- We keep a record of the washing of equipment;
- Ensure different cloths and towels are kept for different areas;
- We cover all cuts and open sores;
- Aprons are worn when preparing food;
- We wear protective clothing when dealing with accidents. (e.g. disposable gloves, aprons, facemasks as staff will be briefly within the 2-metre social distancing zone);
- A protocol is in place that is followed regarding contact with blood and body fluids.
 - Gloves & apron worn – facemask if care/ assistance has necessitated a staff member being within 2 metres;
 - Soiled articles sealed in a plastic bag, which is then placed in another lined bin;
 - Staff aware of procedures for the prevention of blood borne virus infection

TO RAISE AWARENESS OF HYGIENE PROCEDURES

- Inform all attending adults of the existing procedures.
- Ensure that pupil induction includes this information.

- Provide visual instructions/ posters where possible for ease of understanding.

TO PREVENT CROSS-CONTAMINATION

Ensure that adults and children have separate toilet facilities.

DURING OUTBREAKS OF DIARRHOEA AND/OR VOMITING THE FOLLOWING SHOULD BE ACTIONED:

Children/staff who have had diarrhoea and/or vomiting should not be attending School for 48 hours after their last episode.

IF A CHILD/ STAFF MEMBER IS UNWELL IN SCHOOL

Normally, they should wait in the medical room until they are collected by their parents or carers. They should be closely monitored and should not wait in communal areas.

- If anyone becomes unwell with a new, continuous cough or high temperature or anosmia in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;
- If they need to go to the W.C. while waiting to be collected, they should use a separate bathroom if possible. The W.C. should be cleaned and disinfected using standard cleaning products before being used by anyone else;
- PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs);
- In an COVID-19 emergency, call 999 if they are seriously ill or injured or their life is at risk. The person must not visit the GP, pharmacy, urgent care centre or a hospital;
- If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature or anosmia, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

TO PREVENT THE PERSISTENCE AND FURTHER SPREAD OF INFECTION

- Ensure that dedicated sinks are clearly marked.
- Be vigilant as to signs of infection persisting or recurring.
- Ask parents/carers to keep their child at home if they have an infection, and to inform the school as to the nature of the infection.
- Remind parents/carers not to bring a child to school who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last attack.

FARM VISITS

Hand washing is essential throughout the visit and particularly after coming into contact with livestock. This will also apply to any animals brought into School which will be covered by a separate Risk Assessment.

SUPPORT FOR STAFF, STUDENTS, PARENTS AND CARERS

The School has qualified, experienced First Aiders who assess pupils and staff before recommending further action. Individuals who are believed to have an infectious illness are sent home and are advised to contact their GP or local hospital.

MONITORING AND EVALUATING

School Management will evaluate the effectiveness of the policy and agree adjustments that may be necessary to address any current concerns. These will be shared with staff, parents/carers and pupils.