

# Control of Infection Policy

Version 6

**This policy applies to all NCLT institutions.**



**Wingfield Academy**



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## **1.0 Introduction**

- 1.1 Attending face-to-face education is important for children and young people's health and educational progression. NCLT recognises the unique position that educational establishments occupy regarding the control of infectious diseases which may threaten the health, wellbeing and future prospects of students/pupils or staff. Educational establishments including primary schools, secondary schools and colleges are common sites for the transmission of infections. NCLT will take actions to reduce the risk of transmission of infectious diseases and to address outbreaks of infection where they occur.
- 1.2 Information, high standards of hygiene and offers of immunisation to staff and students/pupils will provide control of the risk of infection.

## **2.0 Organisation and Responsibilities**

### **2.1 Scope**

This policy applies to all New Collaborative Learning Trust Staff and is relevant to students/pupils, contractors, visitors to NCLT sites and individuals completing work experience on NCLT sites.

### **2.2 Roles and Responsibilities**

This is a summary of the organisational structure and responsibilities for the control of infectious diseases on NCLT sites. It includes proactive actions to reduce the risk of infection and reactive actions to deal with potential outbreaks of infection.

#### **2.2.1 Principals/Headteachers**

Principal/Headteachers are able to delegate these responsibilities to senior staff members.

- Manage communication with parents/carers and students/pupils regarding disease outbreaks, immunisations and health information provided by public health bodies.
- Co-ordinate delivery of immunisation programmes in co-operation with School Age Immunisation Services contractors appointed by the NHS.
- Where appropriate informing the UK Health Security Agency of disease outbreaks in their setting.
- Liaise with Local Authorities and other government agencies as required.

#### **2.2.2 Trust Health and Safety Manager**

- Advise Principals/Headteachers and/or liaise with UK Health Security Agency where there is a suspected disease outbreak.
- Arrange relevant health and safety training.
- Provide School Business Managers, Operations Officers, Human Resources Officers, Pastoral Staff and Attendance Officers with guidance material and reputable sources of information to use when advising on exclusion periods.
- Collaborate with the Chief of People Operations to manage communication with staff regarding disease outbreaks, immunisations and health information provided by public health bodies.

### **2.2.3 Chief of People Operations**

- Collaborate with the Trust Health and Safety Manager to manage communication with staff regarding disease outbreaks, immunisations and health information provided by public health bodies.

### **2.2.4 School Business Managers, Operations Officers and Human Resources Officers**

- Collect information on staff absence and communicate to Principals/Headteachers, Trust Health and Safety Manager and Chief of People Operations where there is a suspected disease outbreak. All information collected about the medical condition of staff members will be treated in strict confidence.
- Provide guidance to staff on exclusion periods for diseases covered by information provided by UK Health Security Agency.

### **2.2.5 Pastoral Staff and Attendance Officers**

- Collect information on student/pupil absence and communicate to Principals/Headteachers, Trust Health and Safety Manager and Chief of People Operations where there is a suspected disease outbreak. All information collected about the medical condition of students/pupils will be treated in strict confidence.
- Provide guidance to parents/carers and students/pupils on exclusion periods for diseases covered by information provided by UK Health Security Agency.

### **2.2.6 Trust Director of Estates**

- Manage contract cleaning services to maintain appropriate hygiene standards.
- Manage in-house cleaning staff to maintain appropriate hygiene standards.
- Engage a licenced waste disposal contractor to remove domestic and hazardous materials.

### **2.2.7 Staff**

- Inform Human Resources Officers or Business Managers/Operations Officer if they have or suspect that they may have an infectious disease.
- Inform Human Resources Officers or Business Managers/Operations Officer if they have or suspect that they may have a disease which would compromise their immune response or are taking immunosuppressant medication.
- Inform Human Resources Officers or Business Managers/Operations Officer in writing, in line with maternity/pay regulations, that they are pregnant.
- Inform Pastoral staff and/or Attendance Officers if they suspect that a student/pupil is suffering from an infectious disease.
- Remain off-site when advised to exclude by a Human Resources Officer or School Business Manager/Operations Officer due to suffering from an infectious disease.
- Maintain good hand and respiratory hygiene.

## **3.0 Arrangements**

### **3.1 Hierarchy of Controls**

When considering control measures that will reduce the likelihood of transmission of disease a range of approaches should be employed. These can be seen as a hierarchy of controls:

- *Elimination* – exclusion periods for infectious diseases, immunisation to reduce risk of infection
- *Substitution* – Not applicable to the control of infection
- *Engineering Controls* – Cleaning procedures, proper disposal of contaminated items
- *Administrative Controls* – Encourage good hand and respiratory hygiene, safe systems of work for dealing with bodily fluids and contaminated items
- *Personal Protective Equipment (PPE)* – Gloves, aprons, face masks

### **3.2 Communication**

Information will be provided for staff, students/pupils, parents and carers to raise awareness of disease issues, including guidance on maintaining high standards of hand and respiratory hygiene.

### **3.3 Monitoring Ill Health and Exclusion Periods**

Students/pupils, staff and visitors must inform the school/college through local reporting procedures if they have or suspect they have a communicable disease. Any information provided will be treated in the utmost confidence. The Headteacher/Principal has powers to refuse access to the site for students/pupils, staff and visitors if they have a communicable disease. This will normally be requested by the UK Health Security Agency Public Health Team responsible for communicable disease control. The latest guidance on exclusion periods, based on information provided by the Department for Education and the UK Health Security Agency, is found on SharePoint under Central Services>Health & Safety.

In the event of an outbreak the priority is to prevent any further spread of infection, identify possible contacts in relevant cases, and maintain educational provision for students/pupils. Once it is established that a student/pupil, member of staff or visitor is suffering from a serious infectious disease the Principal/Headteacher, Chief of People Operations and the Health and Safety Manager must be informed as soon as possible. They will then advise on the appropriate action. This may include:

- Report and request further guidance about the incident from the local UK Health Security Agency Health Protection Team
- Advise the sufferer to contact their General Practitioner or hospital and assist to do so if needed.
- Advise that the sufferer or close contacts of the sufferer to leave site at once and assist to do so if required.
- Decide on whether decontamination of certain areas is necessary.
- Inform the Chief Executive Officer.

### **3.4 Immunisation**

Immunisation is the best way to protect vulnerable staff against common high-risk infections encountered as part of their working duties. Staff should review their own immunisation

status with their General Practitioner to ensure that they are fully protected against common diseases of a non-occupational nature.

NCLT may offer immunisation where this is necessary for staff if any are involved in overseas trips and expeditions.

NCLT will work with approved School Age Immunisation Services to allow the delivery of on-site immunisations sites. Support which could be provided to these groups in the form of:

- space and time in timetables for vaccination
- reminding staff, children and young people about the date of immunisation sessions
- sharing information leaflets and consent forms with parents and carers
- providing a list of eligible children and young people and their parent or carer's contact details

### **3.5 Cleaning**

#### **3.5.1 Toilets**

To minimise the risk of an outbreak of infectious disease it is vital that good personal hygiene is always practised at all NCLT sites. Toilets should always be open. Toilet paper and soap, disposable towels or hot air dryers should be available. A supply of hot water should be supplied. Bins must be emptied and cleaned regularly.

#### **3.5.2 Cleaning bodily fluids**

Blood may carry infective organisms, in particular the viruses which cause Hepatitis B and HIV infection. All blood and saliva must be regarded as potentially infective. Procedures must minimise the risk of transferring blood from one individual into the bloodstream of another, for example via a cut in the skin.

Staff must refer to the intimate care policy (or other as appropriate) when supporting children or young people to change soiled clothing. Clothing of children or young people may become contaminated with bodily fluids. In these cases clothing should be removed as soon as possible, placed in a suitable container (e.g. plastic bag) and sent home with the individual.

Staff must have received training in appropriate cleaning procedures before handling bodily fluids.

#### **3.5.3 Used menstrual products**

Blood may carry infective organisms and this includes menstrual blood. Menstrual products need safe disposal. This is achieved at the NCLT by means of a contract disposal service with sanitary bins located in staff and student/pupil toilets.

#### **3.5.4 Contaminated and Medical Waste**

Waste products contaminated with bodily fluids and medical waste, including sharps, must be disposed of by a licenced waste disposal contractor.

### **3.6 First Aiders**

Precautions need to be taken to protect against any blood-borne infection. Training will be provided to first aid staff outlining procedures and PPE requirements to minimise the risk of infection when treated injured or ill individuals.

#### **4.0 References**

UKHSA Guidance - Managing specific infectious diseases: A to Z

UKHSA Guidance - Children and young people settings: tools and resources

UKHSA Guidance - Supporting immunisation programmes

HSE guidance - Blood borne viruses, safe working practices

## Appendix A

<b>Policy Status</b>				
<b>Policy Lead (Title)</b>	Trust Health and Safety Manager		<b>Review Period</b>	Every year
<b>Reviewed By</b>	Trust Executive Team		<b>Equality Impact Assessment Completed (Y/N)</b>	Y
<b>POLICY AMENDMENTS</b>				
Version	Approval Date	Trade Union Consultation Date (if applicable)	Page No./Paragraph No.	Amendment
Version 1		N/A	N/A	Document split from single H&S Policy document.
				Reformatted to match official template
			Page 3 / Paragraph 2.1	Removed college from statement to include WFA
			Page 3 / Paragraph 2.1	Head of Department changed to Head of School to reflect job titles within the trust
			Page 3 / Paragraph 2.2	Family doctor changed to general practitioner
			Page 3 / Paragraph 3.0	Removed reference to college.
			Page 4 / Paragraph 3.0	Changed from 'progress tutor' to 'relevant member of pastoral team', this takes WFA structures in account.
			Page 4 / Paragraph 3.0	Amended to include informing principal
			Page 4 / Paragraph 4.2	Added each to reflect multiple sites within Trust.
			Page 4 / Paragraph 4.3	Amended to 'contact site team or on-site cleaner'. Better reflects processes in place at WFA and other college sites.
			Page 5 / Paragraph 4.4	Corrected to Appendix A
			Page 6	Changed to Emergency Planning Committee to match terminology in Disaster Recovery Plan.
Page 8	Added COVID-19 information to table of communicable diseases.			
Version 2	TET 01/03/2022	N/A	Page 3 paragraph 1.1	Terminology changed to include job titles and systems at WFA
			Page 3 Paragraph 2.1	Head of School changed to Head of School/Department to reflect current job title at WFA
			Page 4 Paragraph 3.1	Principal changed to Headteacher/Principal
			Page 6 Paragraph 5.7	Reference to septicaemia removed as refers to wider range of illnesses, beyond only meningitis
			Page 6 paragraph 5.3	Added usually to statement regarding chickenpox
			Page 3 paragraph 1.1	Added (WFA) and (colleges) to clarify which sites are being referred to
			Page 3 paragraph 2.1	Clarified wording about how information will be distributed to staff Replaced intranet with the term online
			Page 4 paragraph 3.1	Added line manager and clarified where sentence refers to staff and where it refers to students
Version 3	E&D Committee Submitted 3/11/22	N/A	Page 5 paragraph 4.4	Changed Feminine Hygiene to Menstruation
			Page 5 paragraph 4.4	Changed sanitary pads to menstrual products
			Page 6 paragraph 5.2	Changed pregnant woman to pregnant person
			Page 6 paragraph 5.6 Page 7 paragraph 5.10	
Version 4	TET 28/02/2023	N/A		Extended to NCLT primary schools
Version 5	TET 20/09/2023	N/A		Clarification of roles and updates to reflect changes in job titles.
Version 6	TET 07/10/24	N/A	Page 3 / Paragraph 2.2.2 Page 4 / Paragraph 2.2.4 Page 5 / Paragraph 3.1 Page 5 / Paragraph 3.3	Removal of abbreviations to improve clarity. Added "Operations Officer" alongside references to Business Manager



Reviewed by Jamie Baker			Page 5 / Paragraph 3.4 Page 6 / Paragraph 3.4 Page 6 / Paragraph 3.5.1 Page 6 / Paragraph 3.5.3	Changed all references to trust to NCLT for consistency. Added "Operations Officer" alongside references to Business Manager
			Page 4 / Paragraph 2.2.4 Page 4 / Paragraph 2.2.5 Page 5 / Paragraph 3.3	Updated job titles which have changed since previous review.
			Page 5 / Paragraph 3.3 Pages 7-9 / Appendix A	Removed Appendix A and replaced reference to appendix with direction to access the latest information on SharePoint.
			Page 5 / Paragraph 3.3	Added statement highlighting importance of maintaining educational provision to students/pupils
			Page 6 / References	Removed weblink that is no longer active
			Appendix A	Removed as current UK Health Security Agency advice is provided to colleagues in SharePoint

## Equality Impact Assessment (EIA)

**The completion of this document is a requirement for all existing and proposed New Collaborative Learning Trust (NCLT) policies, major procedures, practices and plans (hereafter referred to as policies) as well as whenever looking at policy updates.**

The Equality Act 2010 sets out our legal duty to undertake equality analysis of all trust/college policies. Completion of this EIA is the first step in meeting this duty. Please send the completed EIA (together with a copy of the related policy/draft policy document) to the Trust Director for Human Resources who will review the document and may refer to the Equality and Diversity Committee as necessary to advise on any follow up action that might be required.

Completion of the Equality Impact Assessment is part of the Specific Equality Duties (SED) required of the trust. Over arching the specific duties is the General Equality Duty (GED) required of everyone. Please bear the GED and SED in mind when undertaking this audit.

### General Equality Duty

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

### Specific Equality Duties Relevant to EIA are to provide:

- Sufficient information to demonstrate compliance with the general duties; including effects policies have on people.
- Evidence that analysis of this information has been undertaken.
- Details of information considered during analysis.
- Details of engagement (consultation) that has taken place.

### Protected Characteristics are:

- |                              |                      |
|------------------------------|----------------------|
| • Age                        | • Race               |
| • Disability                 | • Religion or Belief |
| • Gender Reassignment        | • Sex                |
| • Marriage/Civil Partnership | • Sexual Orientation |
| • Pregnancy/Maternity Leave  |                      |

Audit Prompt	Response
Name of policy	Control of Infection Policy
Author of document:	Jamie Baker
Responsible Senior Manager:	
Briefly describe the aims, objectives and purpose of the policy.	Set out how staff should respond to reported instances of infectious disease, including guidance on preventing the spread of infection and periods of isolation from site for specified illnesses

<p>Who does the policy apply to:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Learners (please indicate which groups)</li> <li>• Members of the general public (please specify)</li> </ul>	<p>All staff and learners</p>
<p>Will the policy affect members of the target audience equally?</p> <p>If no, please indicate the specific groups targeted by the policy.</p> <p>In targeting the policy at a specific group of people will members of other groups be disadvantaged?</p> <p>If yes, how will this be addressed?</p> <p>What information has been gathered about the diversity of the target audience? Attach details of information considered.</p> <p>How has this diversity been taken into account in writing the policy?</p>	<p>Yes</p>
<p>Does this policy contain visual images?</p> <p>If yes, are these technical or cultural in nature?</p> <p>If cultural, do they reflect diversity?</p> <p>If yes, please indicate how.</p>	<p>No</p>
<p>Please indicate how this policy supports the trust/college in its General Equality Duty to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful discrimination, harassment and victimisation (A).</li> <li>• Advance equality of opportunity between people who share a protected characteristic and those who do not (B).</li> <li>• Foster good relations between people who share a protected characteristic and those who do not (C).</li> </ul>	<p>All staff are treated equally regardless of any protected characteristics.</p>
<p>Please indicate any negative impacts identified in relation to the protected characteristics listed below, or how you have arrived at the view that there are not negative impacts in relation to these characteristics:</p>	

<p>Age</p> <p>Disability</p> <p>Gender Reassignment</p> <p>Marriage/Civil Partnership</p> <p>Pregnancy/Maternity Leave</p> <p>Race</p> <p>Religion or Belief</p> <p>Sex</p> <p>Sexual Orientation</p>	
<p>Is the policy free from discrimination on the grounds of:</p> <ul style="list-style-type: none"> <li>• Additional Learning Needs</li> <li>• Economic Needs</li> <li>• Social Needs</li> </ul>	<p>Yes</p>
<p>Please indicate who the policy has been considered by and/or who has been consulted about the policy. Where applicable include:</p> <ul style="list-style-type: none"> <li>• Staff/student consultative groups</li> <li>• Trade unions</li> <li>• Equality and Diversity, Health and Safety and Safeguarding Committee</li> <li>• Other committees/working groups (specify)</li> <li>• Senior Management Team</li> <li>• Trust Executive Team</li> <li>• Board of Directors</li> <li>• External group / Advisory group (specify)</li> </ul>	<p>TET Equality and Diversity Committee</p>
<p>Can you identify any further consultations that might be necessary to ensure no adverse impact? If yes, please specify.</p>	

<p>Can you identify any differential or adverse impact the policy might have that is not already recorded? If yes, please specify.</p>	<p>Changed phrasing to reflect latest approved terminology when referencing menstrual products and pregnancy, changes recorded at end of policy.</p>
<p>How would you assess the overall impact of this policy on equality? Please circle.</p>	<p style="text-align: center;"><b>High</b></p>
<p>Please record who this audit has been completed by (if by committee/work group please indicate and get lead person to sign off):</p>	<p>Name :        Jamie Baker  Job Title :    Trust Health and Safety Manager  Date :         7/10/24</p>