



Critical Incident Plan for Preventing and Managing Sickness including outbreaks and COVID-19 (Coronavirus) Risk Procedures and Risk Assessment

Progression of restrictions / Staged Response

At Broomhill Infant School we have 4 stages for dealing with medical incidents /outbreaks.

Response Stage	Trigger	Key Actions	Who is responsible	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 and children regularly reminded to use them - Follow usual absence periods for sickness - Children and staff to follow arrangements for bubbles 	HT/SLT Admin Staff	
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. Norovirus, gastric) See Separate Plan for 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 enforced use of handwashing before and after eating of food - Enforce 48hr absence after symptoms have stopped for all fever, sickness, diarrhoea etc. - In the event of suspected infectious disease such as Coronavirus, follow Public Health England guidelines of self-isolation for a period of 14 days or as instructed. - 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 - Staggered starts to beginning and end of day. - Increased cleaning 	HT/SLT Governors Admin Staff	

<p>STAGE 3 – Mitigate/ Delay</p>	<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 England 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/staff/visitors with <i>any</i> symptoms - Additional Cleaning including deeper cleans - Reduction or exclusion of visitors into school 	<p>HT/SLT Staff Governors</p>	
<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 cleaning of all areas - Closure of lettings and building use 	<p>HT / Chair of Governors</p>	

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 – contact relevant agencies to perform deep clean. - Inform staff - Core reminders of hygiene - Contact parents – general information about sickness etc. 	HT/SLT Admin Staff	
Confirmed case in school	<ul style="list-style-type: none"> - Deep clean core areas – contact relevant agencies to perform deep clean. - Inform staff - Core reminders of hygiene - Contact parents –specific information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc. 	HT/SLT	
Suspected case in a family (including staff) – Families living in same household or being in close contact with anyone suspected of and diagnosed with COVID-19	<ul style="list-style-type: none"> - All Parents to ensure children wash hands before leaving the house. - All Children to wash hands immediately after coming into school - Increase monitoring of pupils – absences and reasons - If someone within the family shows symptoms as identified by Public health follow guidelines for self-isolation, including the self-isolation of other family members (Whole family) and call 111 for advice. 	Families; HT/SLT; Staff; Admin	
Confirmed case in a family (including staff)	<ul style="list-style-type: none"> - Staff/Children in the family to remain at home for a fixed period of time – follow Public Health England guidance - All members of family to self-isolate and call 111 for advice or 999 in case of an emergency. - Deep clean of the classroom and school 	HT/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 	HT/SLT	
Support staff shortage	<ul style="list-style-type: none"> - Supply / Prioritise families according to Government guidelines/ classes with remaining staff - School to follow Government and DfE guidelines for class structures 	HT/SLT	
Protection for most vulnerable children/adults	<ul style="list-style-type: none"> - Identify who these children/adults who are vulnerable e.g. underlying health conditions that may be affected by the current threat - Discuss with parents/staff the initial steps and agree key actions re. isolation/seclusion 	HT/SLT Parents/SENDCo SEND Team	
Staff/Relatives 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 where possible - Discuss with HT/SLT 	HT/SLT Governors Staff	
Staff with symptoms	<ul style="list-style-type: none"> - Stay at home; follow NHS 111 advice; discuss with HT 	HT/Governors	
Pregnant staff	<ul style="list-style-type: none"> - Ask them to contact their midwife to seek advice; - Consider working from home - Follow advice on www.rcog.org.uk/en/women (Information for pregnant women) 	HT/SLT Governors	

School Meal providers restricted provision	- Parents to provide packed lunches	HT/SLT Parents	
Site team shortage	- Discuss with cleaning contractor cover arrangements in good time	HT/Admin Staff	
Leadership shortage	- Access via phone/email/online/skype	HT/SLT/Staff/Governors	
Admin shortage	- Cover with TAs / SLT - Inform parents not to phone unless emergency	HT/SLT Staff	
Other school users/External providers	- Inform of control measures, including the possibility that a suspension or usage may occur.	HT/SLT Admin staff	
Long period shut down	- Continue learning activities through Primary Site email, (enquiries/HT email, website email access) website provision, Purple Mash, paper copies of learning, recorded teaching lessons and Primary Site Text messages, Microsoft Teams. Materials to be prepared in advance as a precaution. - Children to take Maths textbooks home with them and will be directed to which units to do. - Children to be provided with relevant spellings/times tables/reading books etc - Possible use of technology to deliver assemblies / stories etc.	HT/SLT Staff	

Relevant Online links for updated information:

<https://www.gov.uk/government/organisations/public-health-england> - Latest Public Health Guidance

<https://www.gov.uk/government/publications/coronavirus-action-plan> - Coronavirus Action Plan

<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public> - latest travel guidance

<https://publichealthmatters.blog.gov.uk/2020/02/20/what-is-self-isolation-and-why-is-it-important/> - information on what to do if you are asked to self-isolate

<https://campaignresources.phe.gov.uk/resources/campaigns/101-coronavirus-/resources> - information on how to prevent and contain Coronavirus

<https://www.gov.uk/coronavirus> - latest updates

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus> - guidance for those travelling overseas

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 - Tissues bins in all classes and key areas 	Admin Staff Staff	
Alcohol based gel (60% alcohol)	1	<ul style="list-style-type: none"> - Additional dispenser fitted in main area outside school hall - Ensure dispensers and full from the start of each day - To use hand sanitiser in addition to washing hands. - Ensure adequate stock levels - Check any allergies to alcohol based substances 	Admin Staff All Staff Lunch Staff	
Additional cleaning of core areas – door handles. surfaces etc	1	<ul style="list-style-type: none"> - Staff to wipe door handles and tables and any surfaces where there may be cross contamination of germs using antibacterial cleaning products at core points throughout the day. 	HT/SLT Staff	
Other users of the building	2, 3	Contact every user and inform them of usage expectations: <ul style="list-style-type: none"> - Clean hands or use gel before using facilities - Restrictions or suspensions of usage 	HT/SLT Admin 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 and to governors	Admin Staff HT	
Finding out about travel arrangements now and in the future of staff and pupils	3 (where specific threats are evident aboard)	Newsletter: <ul style="list-style-type: none"> - Follow Public Health England guidelines on Social Distancing – travel. 	HT/SLT Admin Staff	

Control Measure	Control Stage	Notes / Action	Who	Review
Reducing contact point activities	2	<p>Ensuring extremely high hygiene for any</p> <ul style="list-style-type: none"> - Food making / tasting <p>Avoid any 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 hand shaking of children and visitors - Cease and use of shared cups in class (e.g. using cups for water); inform parents to ensure children have water bottles in school. <p>Intimate Care of Pupils</p> <ul style="list-style-type: none"> - Staff to ensure they are following Intimate Care Policy and correct hygiene procedures. (Staff to ensure they use appropriate PPE for any Body fluids as it has been identified that Coronavirus exists in faeces, urine and blood) 	Staff	
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/staff/visitors to wash their hands on arrival at school, before going home and when they get home, as well as identified times during the school day. - 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 <p>Intimate Care of Pupils</p> <ul style="list-style-type: none"> - Staff to ensure they are following Intimate Care Policy and correct hygiene procedures. 	HT/SLT Staff	

Control Measure	Control Stage	Notes / Action	Who	Review
Review of cleaning	2, 3	<ul style="list-style-type: none"> - Meet with cleaners 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 - Daily cleaning of classrooms (already in place) - Preparations for deep cleans if necessary 	HT Admin Staff Cleaning Contractor	
Additional touch point cleaning daily	2, 3	<ul style="list-style-type: none"> - Handles and rails and working surfaces to be cleaned at mid points during the day. 	HT Admin Staff All Staff	
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 HT/School of any suspected or confirmed cases by any users 	HT/SLT Office staff	
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 - If suspected coronavirus then follow public health England guidance on periods of absence. 	HT/SLT Governors	
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. 	HT/SLT	
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. - Staff to take temperature of children if required and inform parents. 	HT/SLT Staff	

Broomhill Infant School - Critical Incident plan for Preventing and Managing Sickness

Information for staff, parents, visitors and building users

STAGE 2/3 – PREVENTION/MITIGATE/DELAY

We 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 and dry properly– do this for at least 20 seconds
- ✓ always wash your hands with soap and water when you get home or into work and at appropriate times of the day.
- ✓ If hand washing facilities are not available please use hand sanitiser gel.
- ✓ If hands are visibly soiled, you must wash hands with soap and water as hand sanitiser will not be effective.
- ✓ 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

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ 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.

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Contingency Learning Plan upon school closure for a prolonged period

- Headteacher will send a School based message to parents explaining the expectations from parents to support learning at home.
- Staff to send out separate class letters with details of expectations for learning at home
- Staff to communicate to parents via email/text/Purple Mash/Tapestry for EYFS/Class Blogs/Microsoft Teams – all emails will be sent or received via enquiries@ or Headteacher email Jeanette.jameson@quadringleprimary.co.uk

Home Learning Expectations

- Children to have 1 maths (Textbooks to go home if appropriate) and 1 English activity **per day** (based on current topics if possible)
- Staff to set an additional project / longer task where appropriate based on Class Topic
- Other core learning to complete:
 - o Spellings/Times tables/Handwriting practice
 - o Any online learning available e.g. Purple Mash activity
 - o Any outstanding activities on their homework
 - o Daily Reading
- Parents/Children to submit work, where appropriate, via email or photographs via email – no paper copies will be received into school during the time of containment.
- Staff to provide a list of relevant online learning links to support children at home.
- Where appropriate and relevant teaching staff to provide video lessons of specific skills or knowledge to be taught and examples of how to do this. These will be uploaded to the Class pages on the school website.

Broomhill infant School – Critical Incident Plan for Preventing and Managing Sickness

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 and 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.