



INFECTION PREVENTION & CONTROL ARRANGEMENTS

Policy & Procedure No.

IPC01

Reviewed & Updated:

November 2019

Next Review:

November 2020

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Reference to

HS01 Health & Safety

C6 Risk Assessment

HS02 First Aid

1. Aims

- To minimise the risk of spreading disease within the school environment.
- To train and inform staff so they are aware of any risks and the precautions to be taken to prevent the spread of infection.
- Provide preventative measures such as procedure, training and personal protective equipment.
- Record all incidents of infection.
- Report notifiable infections to the local enforcing authority.

2. Control of Infection

- In cases of infection, all areas will be identified, and procedures implemented to control the risk of infection being spread.
- Advice will be sought from the Schools Health and Safety Officer and/or the visiting School Nurse.

3. Protection if necessary

- Where required, staff involved will be given ad hoc training in the infection control procedures.
- Close communication will be maintained with parents and carers in the case of infections to pupils.

4. Procedures for control of infectious disease

- If an infectious disease is suspected, the School's Health and Safety Officer and/or the School Nurse will be contacted.
- Subject to the School's Health and Safety Officer and/or the School Nurse advice, any pupils suspected of being infectious should be isolated and will be sent home and will not be permitted to return until the infection is clear as advised by a GP.
- The school will inform the cleaning services of this and a schedule will be prepared to decontaminate areas.
- Staff are to wear disposable portable protective equipment (PPE) if necessary.
- Reports of any incidences of fever, vomiting, diarrhoea, rashes, discharges, are to be reported to the Nurse.
- Infected staff should not return to work until at least 48 hours if vomiting and diarrhoea has occurred, or unless cleared by a GP.
- Any cases of food poisoning or other related infections will be reported to the local Environmental Health Officer and records will be kept.
- Any notifiable diseases will be reported to the local Health Protection Agency and relevant records kept.

5. Prevention of infection – Procedure to clear up body spillage

Body fluids such as blood, vomit, faeces, saliva, mucus and semen, potentially carry infection and transmittable diseases. It is important that all staff practise good personal hygiene, are aware of the procedure and fully comply with the controls for dealing with body fluid spillages. Sanitary disposal units are in each female toilet and are disposed of appropriately by our Cleaning Contractor.

Staff cleaning up spills of blood or body fluids will protect themselves with Personal Protective Equipment (PPE). A spillage kit containing gloves, plastic aprons, foot covers, goggles, masks, waste bags and scoop, can be in the school's medical room.

All body fluid spills will be cleaned up quickly to help protect pupils, staff and visitors from potential infections and to ensure we have a safe environment. All spillages of body fluids and material used during the clean-up will be treated as 'clinical waste' and disposed of appropriately.

Yellow biohazard bags are located at the first aid points throughout the building. These should be used to dispose of waste and are securely tied/sealed and disposed of in the yellow bin located in the rear courtyard.

In the case of large amounts of biohazard waste or if bins are full, a specialist waste company is contacted via the Cleaning Contractor or the school office. Mops and buckets etc. are only used once the area has been thoroughly decontaminated and will be disinfected and dried after use.

Contaminated clothing is sealed in a biohazard bag and parents are informed that the clothing should be washed separately on a hot wash. Spillages on soft furnishings, carpets and upholstery will be steamed cleaned by our Cleaning Contractor. In cases of excessive spillage, items will be disposed of as clinical waste.

Action:

- Cordon off area with hazard warning signs.
- Ensure any wounds or abrasions are covered with a waterproof dressing, wearing disposable gloves use paper towels to wipe up any excess body fluid.
- Scoop up and dispose of towels and gloves in a clinical waste bag and place in yellow biohazard bin.
- Clean the area with detergent and hot water.
- Wash hands thoroughly.
- The hazard warning sign will remain until the Cleaning Contractor has professionally cleaned the area.

Accidental exposure to blood and body fluids can occur when there is:

- A puncture to the skin through an object e.g. needle, instrument
- Exposure of broken skin, e.g. wound of abrasion
- Exposure of mucous membranes, including the mouth and eyes.

The following action should be taken immediately:

- Immediately stop what you are doing.
- In the case of a wound, encourage bleeding to stop by applying gentle pressure.
- Do not suck the wound.
- Wash thoroughly under running water.
- Dry and apply waterproof dressing.
- If blood or body fluids come into contact with eyes, irrigate with cold water.
- If blood or body fluids come into contact with mouth do not swallow, rinse mouth out several times with water.
- Seek medical advice from first aider and/or A&E department.
- An accident form will be completed.
- A health and safety assessment will be carried out.

6. Prevention of infection – Dealing with “sharps”

If a penetrative injury occurs by a sharp object (e.g. a knife, scalpel, saw or drill in Biology, Design and Technology or the Art departments or in a kitchen) occurs in school the “sharp” may be contaminated with bodily fluid and must be disposed of correctly in the correct container:

- A 'sharps' container is available in the medical room.

This section also deals with the unlikely event of anyone at Seadown School coming into contact with a discarded needle or syringe whilst cleaning or collecting litter.

The main hazards from cuts and piercing injuries are HBV – Hepatitis B Virus, HCV – Hepatitis C Virus, HIV – Human Immunodeficiency Virus and Tetanus. The likelihood of HIV infection is remote.

- When collecting litter, litter picks should be used wherever and whenever practicable. Any sharps found are to be placed directly and very carefully into an approved sharps' container.
- No attempt should ever be made to bend, break, cut or otherwise tamper with sharps.
- Sharps' containers should be handled or transported any more than is necessary. They should be secured whilst being transported to avoid damage to the container and subsequent spillage.
- Arrangements are made to ensure that sealed sharps containers are disposed of in a safe manner, by arrangement with the school doctor.
- The Headteacher should be notified of all circumstances where any sharps are disposed of.
- Accidents should always be recorded in the Accident Book.
- In the event of injury caused by potentially contaminated needles or sharps': -
 - Bleeding should be encouraged;
 - The site should be wash with running water;
 - The person involved will immediately visit a GP or the local hospital and inform them of the circumstances of the incident. Advice should then be given on any further treatment that may be necessary.

7. Infection control table

The H&S Officer or Nurse, in liaison with the Health Protection Agency, will provide current information about the recommended period any pupils/staff with specific infectious diseases should be kept away from School.

8. Female Staff – Pregnancy

In general, if a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, it is recommended they seek advice from their GP. The greatest risk to pregnant women from such infections comes from their own child/children rather than the workplace. Specifically, medical advice should be sought if a pregnant woman comes into contact with chicken pox (if she has not had the infection), German measles (Rubella), slapped cheek (Parvovirus B19) or measles.

9. Immunisation

A pupil's immunisation status will be checked against the National Schedule at School entry and updated annually. Records will be kept and updated by the school receptionist or Nurse.

10. Vulnerable children

Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers, those on high doses of steroids by mouth and those with conditions that reduce immunity. The staff will have been made aware of any pupils with these conditions. These pupils will be particularly vulnerable to chicken pox or measles and if a vulnerable child is exposed to either, the staff will inform the parent or carer promptly and will be advised to consult their own GP.

11. Animals

Visiting animals living quarters should be kept clean and away from food areas. Waste should be disposed of regularly and litter boxes not accessible to pupils. Pupils should not play with animals unsupervised. Particular care should be taken with reptiles as all species carry salmonella.

Following an animal bite; pupils/staff should go immediately to the hospital or doctor's surgery and parents will be informed as soon as possible.

END

POSITION	Headteacher	NAME		SIGNATURE		DATE	
POSITION	Governor	NAME		SIGNATURE		DATE	
POSITION		NAME		SIGNATURE		DATE	