



St Lawrence CE Primary School

Outbreak Policy

Revised: June 2020

Consultation with staff and Governors

and adoption of policy: Summer Term 2020

Review date: Summer Term 2021

Outbreak Policy

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Food poisoning or infectious disease can occur at any time.

Definition of an outbreak

An outbreak has been defined as two or more related cases of infectious disease or an incidence of infectious disease in excess of some expectation.

Occasionally one case of an infection with important public health implications may be considered an outbreak eg a case of polio or diphtheria or COVID-19

The objectives of an Outbreak Policy are as follows:

1. to ensure prompt action
2. to determine the cause of the outbreak
3. to prevent further spread
4. to prevent recurrence
5. to ensure all necessary agencies are promptly informed of a possible outbreak

To achieve these objectives it is essential to have an outbreak plan which is based on the following principles

- All staff should be aware of the definition of an outbreak
- All staff know who to inform in the event of a suspected outbreak
- All staff are familiar with the infection control policies within the establishment
- The outbreak plan should be regularly reviewed
- Good communication networks are established, both within the establishment and with outside agencies

Who to Inform

- a) General practitioner
- b) The Head teacher
- c) Registration Officer
- d) Consultant in Communicable Disease Control (CCDC) (Public Health England)
- e) Environmental Health Officer (if outbreak of diarrhoea)
- f) Relatives
- g) Other personnel specific to area of work: teachers, support staff

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h) Telford & Wrekin's Occupational Health Unit.

Support and further advice is available if required from the following:

Public Health England Centre (PHE) Health Protection Team – 0344 225 3560 (option 2-option2)

Infection Prevention & Control Team – 01743 277671

School Nurses:	Wellington	01952 246577
	Stirchley	01952 596677
	Newport	01952 825059
	Shifnal	01952 462862

School nurse would refer on if needed.

Environmental Health Officers

Telford & Wrekin Council - 01952 381818

Health and Safety

Telford & Wrekin Occupational Health - 01952 383630

Outbreak plan within the school

- Ensure relevant agencies have been informed: **Head of School and First Aiders** made aware in the first instance
- Pupil/s or adult/s who may be infectious are moved to the Headteacher's Office and isolated away from others. Parents called to collect the child, an adult is sent home.
- Staff dealing with them use PPE: apron, gloves followed by thorough hand washing.
- Follow any spillages with thorough cleaning and disinfecting, followed by thorough hand washing.
- Safely dispose of materials and PPE used in line with guidance in Infection Control Policy followed by thorough hand washing
- Inform LA and listed agencies above.
- Increase cleaning
- Reinforce hygiene rules
- Inform parents if required to do so by LA/Environmental Health.
- If COVID-19 is suspected, apron, gloves, mask and eye shield. Strictly follow the guidance below including cleaning the room and any toilet facilities thoroughly after the potential case.

Any potential COVID-19 case should self-isolate for 14 days.

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<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

Please note the poster guidance below relating to possible symptoms and infection control measures for COVID-19

Education guidance

The most important symptoms of coronavirus (COVID-19)



new and
continuous cough

or



high
temperature

or



loss of, or change in,
your normal sense of
taste or smell (anosmia)

If **you have symptoms** of coronavirus, you need to **self-isolate for 7 days**

If **you live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

For most people coronavirus will be a mild illness. However if you have any of the symptoms you should self-isolate at home

Stop the spread of coronavirus



Wash your hands more often and for 20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and throw the tissue away straight away



Supervise young children to ensure they wash their hands more often than usual



Posters and lesson plans on general hand hygiene can be found on the eBug website



Clean and disinfect regularly touched objects and surfaces more often than usual using your **standard cleaning products**



Staff, young people and children should stay at home if they are unwell with a new, continuous cough or a high temperature or loss of, or change in, normal sense of taste or smell **to avoid spreading infection to others**

If staff, young people or children become unwell with any of the coronavirus symptoms on site, **they should be sent home**

We are asking schools, colleges, nurseries, childminders and other registered childcare settings **to remain open for children of critical workers and vulnerable children** where they can

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- Relevant microbiological specimens may need to be collected, advice and help will be available from Environmental Health.
- Review extra requirements to cope with outbreak eg staffing levels, linen, disposables
- Dispose of any additional waste following Infection Control Policy and guidance from Environmental Health
- Plan In-service training and updates on infection control for staff. During an outbreak, relate these good practices to the type of infection causing the outbreak.
- Ensure food service staff are aware of their particular obligations to report illness under the Food Safety & Hygiene (England) Regulations 2013.

Further information

GPs, hospital clinicians and environmental health officers are responsible for notifying PHE about a case of food poisoning or infectious disease. It is essential to ensure this has been done.

Instituting and managing an outbreak plan in the community is the responsibility of PHE. They may decide to convene an Outbreak Control Team, which may include a member of staff from the childcare establishment involved.

List of Notifiable Diseases under Health Protection (Notification) Regulations 2010

Acute Encephalitis	Acute Meningitis	Acute Poliomyelitis
Acute Infectious Hepatitis	Anthrax	Botulism
Brucellosis	Cholera	Diphtheria
Enteric Fever (typhoid or paratyphoid fever)	Food poisoning	Haemolytic Uraemic Syndrome (HUS)
Infectious Bloody Diarrhoea	Invasive group A Streptococcal Disease and Scarlet Fever	Legionnaire Disease
Leprosy	Malaria	Measles
Meningococcal Septicaemia	Mumps	Plague
Rabies	Rubella	SARS
Smallpox	Tetanus	Tuberculosis
Typhus	Viral Haemorrhagic Fever (VHF)	Whooping Cough
Yellow Fever		

It is the doctor's responsibility to notify these diseases to the Department of Public Health.

Other Infectious Diseases

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If a teacher becomes aware of any case, or suspected case, of infectious disease affecting any scholar in the school, the fact should be notified at once by phone to PHE on the number above. **Inform Head of School** who will make the call to PHE.

If a large numbers of children are absent with flu like symptoms or diarrhoea/vomiting for example, this must also be reported to PHE on the number above.

Wherever, in addition to notified cases and contacts, there are a considerable number of children absent from unknown causes, please contact PHE as above.

Food Handlers

Under the Food Safety & Hygiene (England) Regulations 2013, food handlers have a duty to report the following illnesses to their employer:

- Vomiting
- Diarrhoea
- Skin rashes
- Boils
- Infected cuts
- Any discharge from ears, eye, nose or other parts of the body.

They should also report:

1. Any attack of diarrhoea and vomiting on holiday, even if they are well on return to work.
2. If they have had close contact with anyone suffering from any of the above symptoms

NB If the Head of School requires advice about a person's fitness to work, he/she should seek this from PHE or the Environmental Health Officer.

Working with Parents and Press

For cases likely to cause concern among parents or attract the interest of the press, PHE will tell you what advice to give to parents. **Head of School or Executive Headteacher** will work with PHE to manage this.

Advice should also be sought over what comments to give to the press. With many infections only laboratory tests will confirm the diagnosis. Sometimes these can take several days to complete. Normally it should suffice for a school to simply confirm whether or not a presumptive diagnosis of a particular disease has been made and to divert further technical questioning PHE.

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If asked what action the school or nursery is proposing to take, the comment should be that the school will comply with whatever medical advice is given by PHE.

Exclusion

Exclusion of children

Exclusion periods play an important part in limiting the spread of infection. The purpose is to separate a child with a potentially dangerous infectious disease from other children so the infection does not spread.

Headteachers acting on behalf of the Local Authority or School Governors can exclude children. The Consultant in Communicable Disease Control has legal powers to exclude but these are very rarely required.

Exclusion periods for children have no legal basis they are minimum periods and recommended on the basis of current research. It is generally expected that a child would only return to school/nursery/playgroup if well enough to benefit from it.

Please refer to: [Guidance on Infection Control in Schools and other Childcare Settings](#)

Exclusion of staff

General Staff

The same rules of exclusion apply to all members of staff and to peripatetic workers who come to the establishment.

Staff involved in Food Handling

The Food Safety & Hygiene (England) Regulations 2013 state that a person engaged in food handling is directed to inform their supervisor if they are suffering from or have been in contact with certain infections (see Outbreak Plan). The supervisor should exclude the employee and inform the EHO.