

Health & Safety Policy Appendix 1: Glebe School – Medical Incident & Infection Control

Staged Response & Key Actions Plan

Glebe School has a 4-stage process for dealing with medical incidents/outbreaks. See also detailed actions for specific issues

Response Stage	Trigger	Key Actions/Control Measures	Who	Comments/Notes
STAGE 1 – General (everyday hygiene and procedures)	N/A	<ul style="list-style-type: none"> General reminders for hygiene, notices in toilets Effective handwashing facilities, soap & paper towels available Follow usual absence periods for sickness Daily cleaning & waste removal 	SBM/Caretakers	
STAGE 2 – Prevention	<p>Where an increased risk is present:</p> <ul style="list-style-type: none"> Increased absence rates of students or staff Local increases in sickness e.g. notifiable illness, flu, gastric, coronavirus Public health alerts Suspected cases of serious, infectious illness in school or within the community (eg. Covid-19 / gastric illness) 	<p>Actions required:</p> <ul style="list-style-type: none"> Complete a risk assessment Order essentials early (hand gel, soap, towels, tissues and gloves/masks/visors if necessary) Increase hygiene procedure Hand gel & instructions for visitors Daily reporting of absence/reasons for absence to Head Teacher Increased enforced use of handwashing before eating of food Contact Health Protection Team for advice re: suspected serious cases Enforce 48hr after symptoms have stopped for all fever, sickness, diarrhoea etc. Enforce 14 day isolation and Test & Trace for suspected cases of Covid-19 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 <p>Communications:</p> <ul style="list-style-type: none"> Communicate key information to staff, students and families, contractors, users of the site Specific hygiene lessons in class/assembly for students Update trustees & LA as necessary 	SLT	

STAGE 3 – Mitigate/delay	<p>Where a significant risk is present</p> <ul style="list-style-type: none"> • Direct case or increased likelihood of cases • Gvt/Public health advice for restrictions 	<p>Consider reducing contact situations/mixing:</p> <ul style="list-style-type: none"> • Limiting assemblies • Stagger lunch breaks • Limiting School events • Cancelling trips/external activities e.g. swimming • Non-essential visitors/contractors • Social distancing where appropriate <p>Other possible measures:</p> <ul style="list-style-type: none"> • Follow measures specified by PH England • Additional screening measures e.g. use of a thermometer in school • Increase time of exclusion from school for those with symptoms (beyond 48hrs, take PH England/NHS advice e.g. 14 days for Covid-19) • Sending home any students/staff with any symptoms • Sending home students/staff who are medically vulnerable • Additional cleaning including deeper cleans <p>Communications</p> <ul style="list-style-type: none"> • Regular updates for staff/parents/contractors/site users • Update trustees and LA as necessary 	<p>SLT</p>	
STAGE 4 – Containment	<p>Where specific and/or significant changes or restrictions need to be in place.</p> <ul style="list-style-type: none"> • High levels of sickness • High rates of absence • Significant risk of disease or serious illness to students/staff • Local/national outbreak 	<p>Measure for high risk situations:</p> <ul style="list-style-type: none"> • Part closure of site • Open only to certain classes, year groups or groups of pupils • Deep cleans • Closure of lettings and building use • Reduction or exclusion of all visitors • Exclusion of all contractors (other than essential workers: cleaning, hygiene, waste) • Full closure of site (see detailed actions below) <p>Communications:</p> <ul style="list-style-type: none"> • Detailed information for staff, parents, site users: Ping/email/website • Update trustees and LA • Record new answerphone message if admin team off 	<p>SLT</p>	

		<ul style="list-style-type: none"> Regular updates to families/staff, at least weekly <p><i>See also Emergency Plan, Reduced Provision & Coronavirus risk assessments</i></p>		
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Specific Issues – Detailed Action Plan

Specific Issue	Key Actions	Who	Comments/Notes
Suspected case of notifiable/serious infection disease (staff or pupil)	Follow latest guidance - Public Health England/NHS <ul style="list-style-type: none"> School notify relevant agencies e.g. Public Health England as required Student/staff member advised to stay at home and follow current medical advice until condition confirmed, or fully recovered Student/staff member to confirm with the school before they return HT monitor all absence daily Deep clean core areas - SBM Inform staff – key messages, health guidance if any Reminders of hygiene for students/staff/all site users Contact parents - general information about sickness/reporting etc. Update trustees/LA as necessary 	SLT	
Confirmed case in school of notifiable/serious infection disease	Follow latest guidance - Public Health England/NHS <ul style="list-style-type: none"> School notify relevant agencies e.g. Public Health England Student/staff member advised to stay at home and follow current medical advice until fully recovered Student/staff member to confirm with the school before they return HT monitor all absence daily Deep clean core areas - SBM Inform staff – key messages, health guidance if any Update trustees/LA Increase hygiene measures for students/staff/all site users (hand gel etc) Contact parents - general information about sickness/reporting etc. Consider key next steps e.g. closure of a class / school/ or carry on etc. 	SLT	
Suspected case in family (staff or student)	Follow latest guidance - Public Health England/NHS: <i>Either</i> <ul style="list-style-type: none"> Parents to ensure student washes hands before leaving the house Inform staff who work with student Student to wash hands immediately after coming into school Increase monitoring of student for possible symptoms 	SLT	

	<ul style="list-style-type: none"> • Staff member to wash hands immediately after coming in to school • Staff member to be vigilant for any symptoms developing <p>Or</p> <p>Student or staff member remains at home for fixed period (e.g. 14 days)</p>		
Confirmed case in family (staff or student)	<ul style="list-style-type: none"> • Children in the family to remain at home for a fixed period of time • Member of staff to remain at home for fixed period of time • Deep clean of the classroom and school 	SLT	
Protection for vulnerable students	<ul style="list-style-type: none"> • Identify vulnerable students e.g. underlying health conditions that may be affected by a medical threat • Discuss with parents/social worker the initial steps and agree key actions re. isolation/seclusion 	SLT	
Protection for pregnant/vulnerable staff	<ul style="list-style-type: none"> • Ask them to contact their medical professional to seek advice on their condition and discuss with Head Teacher • Consider amended duties or working from home 	SLT	
Leadership Team/DSL shortage	<ul style="list-style-type: none"> • Phone cover via emergency phones • DSL – 4 people trained, arrange more training if possible • Contact trustees in extreme circumstances • Where too many off - consider partial/full closure of school 	SLT	
Teacher shortage	<ul style="list-style-type: none"> • Internal or Supply cover/ Splitting or amalgamating classes / SLT Cover • Where too many off – partial closure for certain classes or part time / AM / PM classes/year groups 	SLT	
Teaching Assistant shortage	<ul style="list-style-type: none"> • Prioritise most vulnerable children / classes with remaining staff • Re-allocate staff e.g. Behaviour team • Supply cover 	SLT	
Admin Staff shortage	<ul style="list-style-type: none"> • Arrange cover e.g. SBM/Finance team or TA's to answer phone • Inform parents to contact by email, or emergency phone calls only 	SBM	
Premises/Cleaning Staff shortage	<ul style="list-style-type: none"> • Arrange for other key holders to unlock/lock school • Contact cleaning company for additional cover for Caretaker (spillages, consumables etc) and/or open & lock service • Contact agency for temp caretaker/cleaning cover 	SBM	
Kitchen shutdown	<ul style="list-style-type: none"> • Arrange for catering company to deliver food for FSM students from another site • Parents asked to provide packed lunches • School provide packed lunches (note hygiene considerations) 	SBM	
Partial/Full closure	<ul style="list-style-type: none"> • Monitor government guidance daily (where applicable) • Inform trustees & LA • Produce learning packs for the website. Provide links to Mathematics etc 	SLT	

	<ul style="list-style-type: none"> • Paper learning packs for pupils without internet access/computer • Letter to all parents – explain reasons, details of e-learning & contacts for ongoing information and support • Detailed letter to parents whose children affected (partial closure) • Record new answerphone message if Admin team will be out of school • Inform contactors/visitors/other site users of closure by email/phone (see Emergency Plan for contact details) • Emergency phones for key staff working from home (Head/Pastoral) • Guidance for staff working from home – GDPR, encrypted memory sticks • Provide staff with work to complete at home, e.g. MyAko online training • Plan for staying in contact with (vulnerable) students/families. Log sheet to record conversations. Staff asked to report safeguarding concerns to DSL immediately • Ongoing updates to families/staff at least weekly – Ping/email/website • Deep clean site • Access to site restricted to key personnel e.g. HT, Caretaker, SBM, CFO (payroll etc) • Investigate online learning platform to set & mark work (future) 		
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