

**Woodbridge School**  
**CONTROL OF INFECTION: POLICY AND PROCEDURES**

**1 Policy statement**

When people live or work closely together they are more at risk from spreading diseases. When a person has an infectious illness strict precautions will be observed. It is Woodbridge School's policy to:

- Train 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 procedures, training and personal protective equipment.
- Encourage/require staff to be immunised, at the School's expense, where appropriate.
- Record all incidents of infection.
- Report notifiable infections to the local enforcing authority.

**2 Procedure**

Control of infection

- In cases of infection, all areas will be identified and procedures implemented to control the risk of the infection being spread.
- Advice will be sought from the School's Medical Officer, if necessary.
- Where required, staff involved will be given ad hoc training in the particular infection control procedures.
- Close communication will be maintained with parents/guardians in the case of infections to pupils.

Procedure for control of infectious disease

- If an infectious disease is suspected, call the School's Medical Officer.
- Subject to the Medical Officer's advice, any boarding pupils suspected of being infectious should be quarantined, and any day pupils suspected of being infectious should not be allowed to come to School.
- Use sterile disposable equipment.
- Disinfect toilet seats, handles, hand basins and taps after use by any infected person.
- Wash contaminated clothing/bedding in a washing machine at a minimum temperature of 60C or the hottest wash the fabric will tolerate.
- Prepare cleaning schedules.
- Ensure staff wear disposable portable protective equipment (PPE).

- Instruct staff to report to the Day Matron any incidence of fever, vomiting, diarrhoea, rashes, discharges, etc.
- Infected staff should not return to work until medical clearance is given.
- Report any cases of food poisoning and any related infections to the local Environmental Health Officer and keep any relevant records.
- Report any notifiable diseases to the local Environmental Health Officer and keep any relevant records.
- Immunise staff (at the School's expense) if appropriate.

#### Prevention of infection – Procedure to clear up body spillage

- In cases of any spillage of blood, bodily fluids, or excreta, then Personal Protective Equipment (PPE), including disposable plastic gloves and disposable aprons, must be worn and disposed of appropriately after use. (Body spillage kits are available from the Maintenance Workshop, the Seckford Theatre Technician's office, the Cleaning Manager and Matron's Surgery)
- Immediately clean up any body fluid spills: blood, faeces, nasal and eye discharges, saliva and vomit, using PPE. Avoid getting splashes in eyes, nose, mouth or open sores or cuts. Clean and disinfect any surfaces where spills occurred using a disinfectant (following manufacturer's instructions) that will kill both bacteria and viruses such as diluted household bleach (sodium hypochlorite 1% solution). To clean up the spillage, cover it with clean, dry, paper towels and gently pour 1% sodium hypochlorite solution or an equally effective disinfectant over the towels. If possible, leave for 30 minutes, then wipe again with more clean, dry, paper towels. Care should be taken not to mix the sodium hypochlorite solution with acid cleaners or urine. Discard the clinical waste as described below. Any mops used should be cleaned in a cleaning equipment sink, rinsed with disinfectant solution and dried. If the spill is on fabric or carpet, then the local Health Protection Unit (HPU) should be contacted for advice.
- Dispose of large quantities of clinical waste in yellow bags and send to incinerator. Small quantities should be double bagged and disposed of via the household refuse system in black bin bags. Clinical waste disposal points are located in Day Matron Surgeries at The Abbey, Boarding House, Senior School and Queen's House.

#### 2.1 Prevention of infection – Dealing with “sharps”

- After a penetrative injury 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) the “sharp” may be contaminated with bodily fluid and must be disposed of.

- Sharps' containers are provided in Day Matron's Surgery, at the Abbey, Senior School and Queens House.
- This section also deals with the unlikely event of 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 not be handled or transported any more than is absolutely 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 an authorised waste disposal contractor. The Health & Safety Officer is responsible for this.
- The Headmaster 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':
  - encourage bleeding;
  - wash the site of the puncture/injury with running water;
  - immediately visit a GP or the local hospital Casualty Department and inform them of the circumstances of the incident. Advice should then be given on any further treatment that may be necessary.
- Appropriate health surveillance will be provided to any staff who have been potentially exposed to dangerous viruses, eg penetration of the skin by an object suspected to be contaminated.

#### Infection control table

- The Senior School Day Matron, in liaison with the School's Medical Officer, will provide current information about the recommended period any children/staff with specific infectious diseases should be kept away from School.

#### 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 should be investigated by a doctor. 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.

#### 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 Day Matron and the Boarding Matron.

#### 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 Day Matron/teaching staff will normally have been made aware of any children in School with these conditions. These children will be particularly vulnerable to chicken pox or measles and if a vulnerable child is exposed to either, the parent/guardian will be informed promptly by the Day Matron and the parent/guardian will be advised to consult their own doctor/consultant.

#### Animals

- Animals may carry infections. Health and Safety Executive guidelines for protecting the health and safety of pupils should be followed.
- In School, whether permanent or 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 children. Young people 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 local hospital Casualty department.

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References:	Department of Health (Health Protection Agency) and D.F.E.E. - Guidance on Infection Control in Schools & Nurseries (2003)
Governor Agreement	

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