

## Our Lady and St Joseph School

### Communicable Diseases

Date	Review Date	Coordinator	Nominated Governor
01/09/2018	01/09/2021	Medical Team	Chair

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Occupiers 'Liability Acts 1957 and 1984
- Public Health (Control of Diseases) Act 1984
- Public Health (Infectious Diseases) Act 1988
- Schools Standards and Framework Act 1998
- Equality Act 2010
- Children and Families Act 2014
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The following documentation is also related to this policy:

- Planning for a Human Influenza Pandemic (DfE)
- Ebola: <https://www.gov.uk/government/publications/ebola-environmental-cleaning-guidance-for-potential-contamination-excluding-healthcare-settings>
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We believe a communicable disease is 'an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges of by indirect means (as by a vector).'

We acknowledge that outbreaks of many communicable diseases in schools are actually a reflection of infection spreading in the general community and are difficult to prevent.

We are aware that some communicable disease can be passed on before a person becomes unwell while others can be transmitted by apparently-well carriers of a disease. Therefore, it is very important for us to maintain high standards of basic cleanliness and hygiene at all times.

We have a duty to inform school personnel and parents of any outbreak of an infectious disease and of the incubatory periods for infectious and contagious diseases. We will advise anyone showing symptoms of a communicable disease or infection to stay away from school until they are fit enough to return.

Likewise we expect any member of the school personnel to inform the Headteacher if they are developing systems of any communicable disease or infection. Also, parents/carers

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have a duty to inform the Headteacher if their children are developing symptoms of any communicable disease or infection.

We have a legal responsibility under the Management of Health and Safety at Work Regulations 1999 to protect any member of the school personnel who is or in the future could be a new or expectant mother.

We believe we have a duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to report to the local authority and to the Health and Safety Executive any member of the school personnel who is suffering from one of the following:

Ebola, food poisoning, Leptospirosis, measles, meningitis, meningococcal septicaemia, mumps, paratyphoid fever, rubella, scarlet fever, smallpox, tetanus, tuberculosis, viral hepatitis A, B, C, whooping cough and yellow fever.

We will assess risks to all school personnel and will undertake what is reasonably practicable to control those risks. We will include any hazards/risks to new and expectant mothers when conducting this risk assessment.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aims**

- To have in place health and safety procedures and guidance to deal with the prevention of the spread of communicable diseases.

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- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be the Coordinator for Health and Safety;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy

### Role of the Headteacher

The Headteacher will:

- ensure school personnel (especially new or expectant mothers) and parents are aware of the health and safety procedures involving communicable diseases;
- notify the school nurse and the Health Protection Unit of problems relating to communicable diseases;

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- inform the local authority of problems relating to communicable diseases;
- inform parents and school personnel of any outbreak of an infectious disease;
- enforce individual medical exclusion from school;
- report to the HSE any suspected cases of infectious diseases;
- be aware of and well trained in the requirements of all current health and safety legislation;
- establish high standards of health and safety throughout the school;
- be responsible for the day to day management of health and safety;
- ensure that all stakeholders are aware of all risk assessments and safe systems of work;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by monitoring the levels of absenteeism;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Health and Safety Representative**

The Health and Safety Representative will:

- carry out regular inspections of premises and school activities;
- assist in carrying risk assessments;
- investigate potential hazards, employee complaints, accidents and dangerous occurrences;
- make representation to employers and others on health and safety matters arising;
- provide information and guidance to school personnel;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Local Authority**

The Local Authority will:

- keep schools updated with new guidance on the control of communicable diseases;
- liaise with all statutory health organisations.

### **Role of School Personnel**

School personnel will:

- comply with all the afore mentioned aspects of this policy;
- be aware of all other linked policies;
- report any outbreak of an infectious disease;

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- stay away from school if they are showing symptoms of a communicable disease or infection until they are fit enough to return;
- the above applies especially to those who handle food;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### **Role of Pupils**

Pupils will:

- be aware of and comply with this policy;
- stay at home if suffering from a communicable disease or infection until the minimum period of exclusion has passed;
- liaise with the school council;
- take part in questionnaires and surveys.

### **Role of Parents**

Parents will:

- be made aware of this policy;
- comply with this policy by informing school if their child has a communicable disease or infection;
- keep their child at home until the minimum period of exclusion has passed;
- be asked to take part periodic surveys conducted by the school
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

### **Procedures to Deal with an Outbreak of Disease**

The school will be aware of an outbreak of an infectious disease by:

- a sudden increase in the number of absentees;
- reports from parents that their children are suffering from an infectious disease;
- the mode of transmission;
- the HPU contacting the school.

The Headteacher will:

- contact the Local Authority and the Health Protection Unit with all the relevant details;
- inform parents/carers of the situation and refer them to the HPA website for information on how to deal with the infection.

### **Medical Exclusions**

- Parents will be requested not to send their children to school when they are ill.
- Pupils who become ill during the school day will be taken home by their parents.

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- Pupils suffering from infectious diseases should remain at home for the minimum recommended period.

### Exclusion Periods for Communicable Disease

See <http://patient.info/health/school-exclusion-times>

### Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

### Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Health and Safety
  - Risk Assessment
  - Medical and First Aid
  - Dealing with Critical Incidents
  - New and Expectant Mothers at Work
  - Reporting of Injuries, Diseases and Dangerous Occurrences
  - Ebola
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

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### Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

### Linked Policies

- Dealing with Critical Incidents
- Health and Safety
- Medical and First Aid
- New and Expectant Mothers at Work
- Reporting of Injuries, Diseases and Dangerous Occurrences
- Risk Assessment

### See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Headteacher:</b>	Sean Flood	<b>Date:</b>	September 2018
<b>Chair of Governing Body:</b>	Derek Vitali	<b>Date:</b>	September 2021