



MANOR HOUSE SCHOOL INFECTION CONTROL & BIOHAZARD SPILL POLICY INCL EYFS

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Responsibility: **Paediatric Nurse**

References: Health & Safety at Work Act 1974

PHE Health Protection in schools and other childcare facilities

Overview

The Governors and staff of Manor House School will strive to achieve and maintain the highest standards of health, safety and welfare for staff, pupils and third parties; and for these to be consistent with our duties under the Education Act and GSA policies.

Aim

The aim of this policy is to decrease the exposure risk to infection, blood-borne and body fluid pathogens. Adherence to this policy is the responsibility of all staff that may come into contact with suspected or confirmed infection or spillages of blood and/or other body fluids. All staff need to be aware of their personal responsibilities in preventing the spread of infection. Infection prevention and control measures aim to interrupt the cycle of infection by promoting the routine use of good standards of hygiene so that transmission of infection is reduced overall.

Disinfection aims to reduce the number of micro-organisms to a safe level. Whilst a variety of chemical disinfectants are available, high concentration chlorine-releasing compounds provide an effective method of treating body fluid spills with activity against a range of bacteria and viruses.

How Infection spreads

Infections are spread in many different ways.

Respiratory spread: coughing and breathing in an infected organism

Direct contact spread: skin contact

Gastrointestinal spread: from contaminated food or water or unwashed hands

Blood borne virus spread: contact with infected blood or bodily fluids

Legal position

The School has a duty to protect its staff from hazards encountered during their work: this includes microbiological hazards (COSHH). For the purposes of this policy, biohazards are defined as:

- Blood
- Respiratory and Oral Secretions including any coronavirus
- Vomit
- Faeces
- Urine
- Wound Drainage
- Gastric Aspiration

Prevention and control

Hand washing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting and respiratory disease. Liquid soap, warm water and paper towels are recommended.

- All staff and pupils are advised to wash their hands after using the toilet, before eating or handling food and after touching animals.
- Cover all cuts and abrasions with waterproof dressing
- Coughs and sneezes spread diseases. Children and adults are encouraged to cover their mouth and nose with a disposable tissue and wash hands after using or disposing of tissues. Spitting is to be discouraged.
- Wear disposable gloves and plastic aprons if there is a risk of splashing or contamination with blood or bodily fluids during an activity. Gloves should be disposable, non-powdered vinyl or latex-free and CE marked. Wear goggles if there is a risk of splashing to the face.

Sanitary Facilities

Good hygiene practices depend on adequate facilities. A hand washbasin with warm running water along with mild liquid soap, preferably wall mounted should be available. Toilet paper should be available in each cubicle and suitable sanitary disposal facilities should be provided for female staff and pupils aged 9 or over.

Bites

- If a bite does not break the skin: clean with soap and water and no further action is needed.
- If the bite breaks the skin: clean immediately with soap and running water. Record incident in accident book. Seek medical advice as soon as possible (on the same day) to treat potential infection, to protect against hepatitis B, for reassurance about HIV

Needle stick injuries

- Wash wound thoroughly with soap and water
- Cover with a waterproof dressing
- Record it in the accident book and complete the accident form
- Seek immediate medical attention

Personal Protective Equipment

All biohazard spillages should be cleaned up immediately, staff dealing with a biohazard spill are to ensure that they:

- Wear a plastic disposable apron.
- Wear disposable gloves
- Protect eyes and mouth with goggles and mask (or full face visor) if splash or spray is anticipated.
- Wear protective footwear when dealing with extensive floor spillages
- Use the biohazard spill kits provided by the school (not “just a cloth or mop”)
- Always dispose of PPE and contaminated waste in a sealed (yellow) disposable bag and then into a yellow biohazard bin.

Any member of staff who locates the biohazard spill is responsible for the following procedure:

- Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular avoid blood or body fluids reaching the eyes or the areas inside the mouth and nose.
- Wear appropriate PPE.
- Use the biohazard spill kits provided by the school.
- Place all soiled paper towel and gloves in a sealed (yellow) disposable bag to be disposed in an approved manner in one of the yellow biohazard waste bins.
- Immediately after **every** clean-up of blood or body fluid, hands including arms to the elbow must be washed with warm water and soap. This should be performed **even** if gloves have been worn.
- Wash all areas that have come into contact with blood.
- All biohazard spills are to be reported to the School Health & Safety Co-ordinator.
- If you use the last of the contents provided in the spill box it is your responsibility to let the school nurse aware so items can be replaced for future use.
- Contaminated clothing should be removed (if possible) and placed in a plastic bag and sent home with child and washed separately.

Equipment

Biohazard spillage kits are found in the following places –

- Main office
- Pre-Prep Department/ Garden Block
- Early Years Department
- Facilities Workshop
- H.E Room
- Mason Centre
- EGH
- Main Block
- Medical Room
- Junior Department
- All MHS mini buses

Yellow biohazard waste bins are found in the following places:

- Main Office
- Medical Room
- In the main bin area by the gravel car park (locked – requires key from office)
- In the case that a mark is left on carpets following the powder clear up, it is that person's responsibility to make sure that the housekeeper is made aware and appropriate carpet cleaning can be arranged.

What to do if you suspect and outbreak of infection

An outbreak or incident may be defined as 2 or more people experiencing a similar illness are linked in time and place

A greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred

When to report

Headteachers and managers will contact the local health protection team as soon as they suspect and outbreak to discuss the situation and agree if any actions are needed.

Please have the following information ready to discuss:

- Total numbers affected (staff and pupils)
- Symptoms
- Date(s) when symptoms started
- Number of classes affected

The school will phone their HPT as soon as possible to report any serious or unusual illness particularly for:

- E-coli
- Food poisoning
- Hepatitis
- Measles, mumps, rubella
- Meningitis
- Tuberculosis

- Typhoid
- Whooping cough
- COVID-19

Immunisations

Immunisation is checked at school entry and at the time of any vaccinations. Parents are encouraged to have their child immunised.

Pregnant staff

Chickenpox can affect the pregnancy if a woman has not already had the infection. The GP and midwife should be informed immediately. Shingles is caused by the same virus as chickenpox therefore anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles. All staff under 25 will have evidence of 2 doses of MMR or a positive history of Rubella.

Cleaning

Cleaning is an important function for the control of infection in childcare settings. Cleaning schedules are checked by SLT and monitored by the housekeeper daily. All cleaning is undertaken under management of the housekeeper who has labelled all cleaning products clearly and they are stored in accordance with COSHH regulations. Training is given to all cleaners. In the event of an outbreak the school will consider additional cleaning if required.

Food Handling

The catering is currently handled by Holroyd Howe who have all policies and risk assessments up to date.

Food handlers are required by law to inform their employer immediately if they are suffering from:

- Typhoid fever
- Paratyphoid fever
- Other salmonella infections
- Dysentery
- Shingellosis
- Diarrhoea if cause has not been established

Covid-19 prevention and control

A range of approaches and actions should be employed. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. These include:

- Minimise contact with the individuals who are unwell
- Clean your hands often
- Robust hand and respiratory hygiene (catch it, bin it, kill it)
- Enhance cleaning, including cleaning frequently touched surfaces
- Minimise contact and mixing of bubbles
- Use PPE when necessary
- Social distancing measures are implemented
- Soft furnishings and toys removed
- Hard toys are cleaned after use
- Outdoor equipment is cleaned each day
- Use of shared resources minimised
- Air flow and ventilation is increased by using out doors and windows
- Active engagement with NHS Test and Trace

For the purposes of any suspected coronavirus infection:

- An unwell pupil or staff member must move to an identified room or stay in the room whilst others are vacated, close doors, open windows and the staff or pupil should remain in the room until next steps are established, supervision must be from an appropriate distance.
- All belongings and waste must stay with the unwell person.
- If unwell person uses toilet, this toilet must be used only for this person and not anyone else until it has been deep cleaned.
- The unwell person must vacate the premises as soon as possible either by collection or staff members, if well enough, can drive themselves. This room should remain out of use until it has been cleaned.
- Cleaning of the room should follow government guidance with regards to PPE, disposal and cleaning and transference should be minimised as much as possible.
- If possible, movements of affected person are to be tracked prior to illness, to ensure thorough cleaning is completed.

Cleaning and waste disposal

There will be enhanced cleaning during the pandemic and a set of equipment per room. The local health team will be contacted in the event of an outbreak for advice on further cleaning.

All object which are visibly contaminated with bodily fluids of a symptomatic person must be cleaned using disposable cloths or paper roll, to clean hard surfaces, touch points, floors, chairs, door handles and sanitary fittings using the biological solution. Avoid creating splashes and spray when cleaning. Any cloths

or mop heads must be disposed of and should be put into waste bags. Items which cannot be cleaned using detergents or laundered should be disposed of if contaminated heavily with bodily fluids.

Waste from possible cases and cleaning of areas where possible cases have been:

- Put into plastic rubbish bag and tied when full
- The plastic bag should then be placed in a second plastic bag and ties
- It should then be placed in a suitable area marked for storage until the individual's test results are known.
- This should be kept away from children and disposed of 72 hours after placed in storage or positive result or immediately after negative results.
- If 72 hours is not appropriate the school will arrange for a biohazard collection-orange clinical waste bag.

The school will follow advice from the gov.uk website and DfE for testing, track and trace and any further guidance.

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