Good Apple
Independent School

Communicable Diseases

Date	Review Date	Coordinator	Nominated Committee member
07/08/2019	17/11/2020	Natalie Myers	Damian Redmond

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
- Management of Health and Safety at Work Regulations 1999

- Education (School Premises) Regulations 1999
- Equality Act 2010
- School Premises (England) Regulations 2012
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Children and Families Act 2014

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-forpotential-contamination-excluding-healthcare-settings
- Equality Act 2010: Advice for Schools (DfE)
- 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 are aware that communicable diseases are caused by pathogens (viral, bacterial, parasitic or fungal), which are passed from one person to another. They are transmitted by mucus, blood, breath, saliva and sexual contact. Therefore, it is very important for us to maintain high standards of basic cleanliness and hygiene at all times as contaminated surfaces, such as doorknobs, counter tops and playground equipment, provide a medium for passing disease from one person to another.

We understand that socioeconomic, environmental and behavioural factors, as well as international travel and migration, foster and increase the spread of communicable diseases.

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.
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 have a duty to inform the Headteacher if their children are developing systems 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
☐ 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 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.
- To maintain high standards of basic cleanliness and hygiene at all times.
- To report to the local authority and to the Health and Safety Executive any member of the school personnel who is suffering a communicable disease.
- 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 Committee member

The Committee 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 Committee 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 Committee members;
  ☐ discussing improvements to this policy during the school year;
  ☐ organising surveys to gauge the thoughts of all pupils;

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☐ reviewing the effectiveness of this policy with the Committee member

- nominated a link Committee 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 Committee every term;
  ☐ annually report to the Committee 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:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure risk assessments are:

  ☐ in place and cover all aspects of this policy;
  ☐ accurate and suitable;
  ☐ reviewed annually;
  ☐ easily available for all school personnel.

- have in place the following health and safety control measures:

  ☐ School website and school handbook informs parents of the minimum period o exclusion for all common diseases.
  ☐ Staff handbook informs school personnel when they should return to work after illness.

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☐ Local Health Authority immediately informed in the event of a serious problem.
☐ Crisis management team in place to deal with all eventualities.
☐ School catering personnel aware of the minimum period o exclusion for all common diseases.
☐ School catering personnel excluded from food handling until certified fit to return to work.
☐ School complies with the reporting of injuries, diseases and dangerous occurrences regulations by reporting diseases such as hepatitis, tuberculosis etc.
☐ Induction training in place for all new personnel with refresher training in place for all other personnel.
☐ New or expectant mothers are made aware of the health and safety procedures involving communicable diseases.
☐ School nurse and the Health Protection Unit notified of problems relating to communicable diseases.
☐ The local authority informed of problems relating to communicable diseases.
☐ Parents and school personnel informed of any outbreak of an infectious disease.
☐ Enforce individual medical exclusion from school if necessary.
☐ HSE informed of 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 Committee 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 Committee 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 Committee member;
- 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 Committee 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;
- 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.

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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.
- 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:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;

- Headteacher reports to the Committee member;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:

  - ☐ Facebook
  - ☐ Twitter
  - ☐ Virtual pin boards
  - ☐ School blog

- Annual report to parents;

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:

☐ All aspects of this policy	☐ Reporting of Injuries, Diseases and Dangerous Occurrences
☐ Health and Safety	
☐ Risk Management and Assessment	☐ Ebola
☐ Medical and First Aid	☐ Equal opportunities
☐ Dealing with Critical Incidents	☐ Inclusion
☐ New and Expectant Mothers at Work	

- 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.

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.

Race Disparity Audit

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.

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 Committee member.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Committee for further discussion and endorsement.

Linked Policies

- Health and Safety
- Risk Management and Assessment
- Medical and First Aid
- Dealing with Critical Incidents

- New and Expectant Mothers at Work
- Reporting of Injuries, Diseases and Dangerous Occurrences
- Ebola

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

Headteacher:		Date:	

Chair of Committee member:		Date:	