Coniston Primary School

Infection Control Policy and Procedures

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Document Approval

Ratified by:	Finance & Premises Committee	Date:	

Revision History

Version	Date	Reviewed By	Status	Comments
1.0	04/05/2023	H&S Dept	Live	Initial Issue
1.1	28/10/2025	H&S Dept	Live	Reviewed, only date changes
1.2	25/10/2026	H&S Dept	Live	Reviewed, only date changes

This document will be kept at the registered office of Coniston Primary School. All amendments will be issued to that office.

AMENDMENT RECORD
Amendments to the Infection Control Policy of Coniston Primary School will be issued following any review of the Policy where significant changes are required. Their incorporation should be recorded above.

We are a responsible employer and take our duties under the Health and Safety at Work Act 1974 seriously; we have therefore formulated this policy to help us comply with our legal duties. These include providing a safe place and a safe system of work for our staff and others who may be affected by our activities.

Equality Impact Assessment (EIA) Part 1: EIA Screening

EIA CARRIED OUT BY: C Stabb	**DATE:** 28/10/2026
EIA APPROVED BY: Finance & Premises Committee	DATE:

Groups that may be affected: N/A

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		X
Gender Reassignment (transsexual)		X
Marriage and civil partnership		N/A
Pregnancy and maternity		X
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		X

Any adverse impacts are explored in a Full Impact Assessment.

Approved by ……. **Date** ……

Chair of Finance & Premises Committee

Approved by ……. **Date** ……

Executive Headteacher

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The procedures outlined in this document are taken from Government guidance

Preventing and controlling infections - GOV.UK (www.gov.uk)

1. HAND HYGIENE

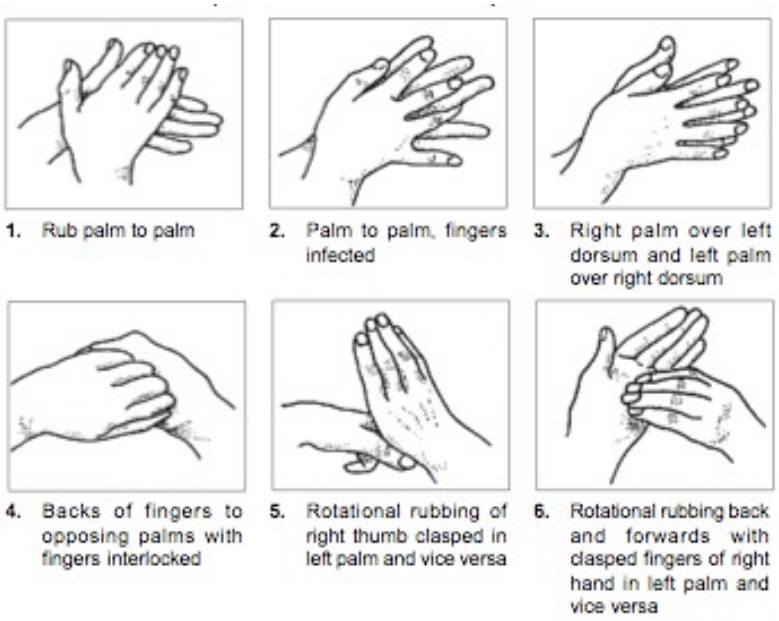
Hand hygiene is a simple but effective method to prevent the spread of infections. Respiratory infections or diarrhoea and vomiting spread quickly for example, but can be greatly reduced by thorough and frequent hand washing.

Coniston Primary School provide access to liquid soap, warm water, and paper towels for visitors, staff and pupils. When hands are not heavily soiled, alcohol hand sanitizer can be used. Handwashing with soap is still important and should not be replaced by hand sanitizer completely because Norovirus and either gastro related infections or viruses are not adequately controlled with alcohol gels alone.

Coniston Primary School encourages all visitors, staff and pupils to wash their hands after using the toilet, before eating or handling food, after playtime and after touching animals.

All cuts and abrasions should be covered with a waterproof dressing.

The hand washing procedure for optimal hygiene is as follows:



2. RESPIRATORY AND COUGH HYGIENE

Infections and diseases are easily spread by sneezing and coughing. This can be reduced significantly by covering the mouth and nose when coughing or sneezing.

Coniston Primary School encourages all visitors, staff and pupils individuals to:

- cover their mouth and nose with a tissue when coughing and sneezing, and to throw away the tissue straight away, followed by washing their hands

- cough or sneeze into the inner elbow (upper sleeve) if no tissues are available, rather than into the hand

- keep unwashed hands away from their eyes, nose and mouth, and the faces and hands of others

- frequently wash their hands after eating, drinking, travelling or coming into contact with a person known to be ill.

3. CLEANING

Coniston Primary School strive to keep our equipment and environment clean to reduce the risk of transmission. Effective cleaning and disinfection are critical in any setting, particularly when food preparation is taking place.

Coniston Primary School ensures regular cleaning takes place, covering daily, weekly and monthly cleaning agendas, including scheduled deep-cleans. These schedules include the activities required, the frequency of cleaning and who will carry them out.

Coniston Primary School ensures its cleaning staff are properly trained and have access to the required Personal Protective Equipment (PPE). Cleaning equipment used is either disposable or, if reusable, disinfected after each use.

There are nominated members of staff who are responsible for monitoring cleaning practices and report any issues to the line manager

In the event of an outbreak of infection at Coniston Primary School, we will follow guidance from the UK Health Security Agency (UKHSA) which may require enhanced or more frequent cleaning, to help reduce transmission. In particular we will pay close attention to high frequency hand touch areas such as door handles, railings, taps and toilet flushes.

Where food is prepared or handled Coniston Primary School uses a dishwasher/sterilising sink/steam cleaner to ensure utensils and crockery are suitably sanitised and disinfected. Dishwashers are also subject to thorough cleaning and maintenance.

4. TOILETING AND SANITATION

Coniston Primary School provides hygienic welfare facilities including toilets, showers and sanitary waste disposal.

Sinks for handwashing are available in suitable number and are equipped with liquid soap, warm running water and disposable paper towels for drying of hands. Separate waste bins are provided for sanitary waste and paper towel waste. There is a suitable amount of toilet paper provided for visitors, staff and pupils.

Staff support pupils with toileting needs and provide education around hygienic habits and standards.

5. PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE)is supplied by Coniston Primary School to staff so that they may work safely in environments or situations where there is a risk of spreading infections, diseases or viruses. This may occur when coming in contact with bodily fluids, blood or close proximity to people exhibiting symptoms of an infections, disease or virus.

Foreseen tasks that require PPE will be identified in risk assessments completed prior to work commencing.

In the event an unforeseen event occurs that requires PPE, staff will follow safe and correct use of PPE, including disposal in that situation and dynamically risk assess the event exercising caution and care.

Where it is possible blood or bodily fluids may splash or transfer from one person too another, gloves, aprons, and masks or face shields can be worn.

Gloves and aprons should be single-use disposable, non-powdered vinyl/nitrile or latex-free and CE marked. Reusable items must be washed in accordance with the instructions provided when issued.

5.1 Disposable gloves

A range of appropriate gloves are available and accessible to staff

- Gloves are to be worn whenever contact with body fluids, mucous membranes or openly wounded skin is anticipated
- Gloves are not to be worn as an alternative to hand hygiene
- Gloves should be changed after each procedure and hands washed following their removal
- Disposable gloves are not designed to be washed and should be discarded after each use.
- A latex-free glove is available for anyone who has a latex allergy

5.2 Aprons/gowns

These are worn to protect the clothing from contamination. The decision to wear an apron is based upon an assessment of the risk of contamination with body fluids e.g. diarrhoea. They are single use and should be changed between tasks, then discarded appropriately.

5.3 Masks, visors, eye protection

These are worn when a particular procedure is likely to cause splashing of blood, tissues or chemical into the eyes, face or mouth.

6. SAFE MANAGEMENT OF THE ENVIRONMENT

Ventilation

Ventilation for indoor spaces is an important factor when controlling the environment to reduce the spread of viruses, disease or infection. By creating a through-flow of fresh air, stale air is removed and takes particles of potentially infectious air outside.

Coniston Primary School ensure they keep frequently used indoor spaces well ventilated. Classrooms, the school hall, thrive rooms, kitchens and staff room can all get stuffy and warm when holding many bodies. We endeavour to keep windows and doors open as much as possible to let fresh air in, without leaving the school environment cold (unless it is unsafe to do so, e.g. we do not keep fire doors open). When the weather is particularly cold the classrooms can be ventilated between lessons.

7. SAFE MANAGEMENT OF LINEN AND SOFT FURNISHINGS

Coniston Primary School have used furnishings that are wipe able in areas of high use by pupils. This means they can be wiped down and sanitised daily, preventing the spread of viruses, bacteria and infections.

Occasionally we use laundry facilities for example when pupils have fancy dress items, towels from the kitchen, or lost property items used for temporary replacements.

If staff have uniforms or use cotton tabards, they should change them every day and wash them using normal washing detergent at the hottest temperature specified on the garment.

If clothing is contaminated with blood or bodily fluids staff are required to:

- wear gloves and aprons when handling soiled linen or clothing
- remove clothing as soon as possible and place in a named and sealed plastic bag or container
- send clothing home with the child or young person with advice for the parent or carer on how to launder the contaminated clothing
- wash any contaminated clothing separately in a washing machine, using a pre-wash cycle, on the hottest temperature that the clothes will tolerate
- wash hands thoroughly after removing the gloves and aprons

8. SAFE MANAGEMENT OF BLOOD AND BODILY FLUIDS

Infection and disease can be spread by blood or bodily fluids being inhaled, ingested or finding their way into a person's body through uncovered injuries. For this reason, it is important to work safely when near blood and bodily fluids

8.1 Cleaning blood and bodily fluid spills

PPE must be worn when cleaning bodily fluids such as blood, vomit, faeces, nasal fluid or saliva. An apron should be worn if there is a chance of bodily fluids splashing or further

contamination. Masks and eye protection can also be worn depending on the anticipated level of exposure.

When cleaning blood or bodily fluids ensure the correct products are used to ensure suitable sanitary standards are achieved. This means cleaning will be carried out with both detergent and disinfectant to ensure bacteria and viruses are controlled.

Those undertaking cleaning will follow the manufacturer's guidance on how to safely use the products and follow the COSHH assessment to manage any incidents of over exposure.

Disposable paper towels or cloths will be used to clean up blood and bodily fluid spills and disposed of correctly in the recommended waste bin.

A spillage kit should be available for bodily fluids like blood, vomit and urine.

8.2 Managing cuts, bites, nose bleeds and bodily fluid spills

Use Standard Infection Prevention and Control (SIPC) precautions to reduce the risk of unknown (and known) disease transmission.

These include:

- wearing gloves when in contact with blood, bodily fluids, non-intact skin, eyes, mouth, or nose (washing grazes, dressing wounds, cleaning up blood after an incident) and wearing a disposable plastic apron
- carefully cleaning the wound under running water if possible or using a disposable container with water and wipes; carefully dab dry
- covering all exposed cuts and grazes with waterproof plasters
- keeping the dressing clean by changing it as often as is necessary
- managing all spillages of blood or body fluids

9. SAFE MANAGEMENT OF WASTE (INCLUDING SHARPS)

Coniston Primary School is responsible for the safe removal of waste and uses a professional contractor to collect the waste. This is evidenced by waste transfer notes from the collecting company.

10. MANAGING PREVENTION OF EXPOSURE TO INFECTION - (including needlestick or sharps injuries, and bites)

When the skin is broken by a bite, or puncture of the skin from a used needle the chance of infection is much higher. Other means of fluids or infection getting into the body would be from broken skin, or through the eyes, nose or mouth.

If someone pricks or scratches themselves with a used hypodermic needle or has a bite which breaks the skin:

- dispose of the needle safely in a sharps container to avoid the same thing happening to someone else – please contact your local authority or school nurse for help with safe disposal of discarded needles
- wash the wound thoroughly with soap and warm running water
- cover the wound with a waterproof dressing

- seek immediate medical attention or advice from your local accident and emergency department or occupational health provider
- record on the first aid spreadsheet and if necessary complete an accident investigation form