

**Outbreak control measures: Infection Prevention & Control check list.**

Actions to take	✓ Tick & date actions as completed
Read and regularly check for updates the <a href="#">health protection in children and young people settings, including education</a> guidance	
People who are showing <a href="#">the symptoms of an infectious disease</a> or have been diagnosed by a health professional or diagnostic test should be advised to stay away from their setting for the minimum period recommended, if required, and until well enough. <a href="#">Guidance on exclusion periods</a> is available for specific infectious diseases.	
<b>Hand hygiene</b> is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and/or vomiting and respiratory infections	
Good hand hygiene should be enforced for all pupils and staff and a programme should be put in place that encourages children to wash their hands: at the start of the school day, after using the toilet, after play, before and after eating, and at the end of the school day. See video for technique <a href="#">How to wash your hands - NHS (www.nhs.uk)</a>	
Younger children and children with complex needs, may need to be supervised and if required helped with hand hygiene?	
Regularly check & top up liquid soap and paper hand towel dispensers. Clean the dispensers regularly.	
Ensure there is a foot-operated waste bin in use and in working order.	
Display laminated hand hygiene posters at hand wash sinks.	
Make sure that all cuts, scrapes and wounds are cleaned and covered. This also applies to bites.	
Educate children and young people on why hand hygiene is so important. Resources are available at <a href="#">e-bug.eu</a> for ages 3 to 16	
<b>Respiratory and cough hygiene:</b> Coughs and sneezes spread diseases. Covering the nose and mouth when sneezing and coughing can reduce the spread of infections.	
Check there is adequate supplies of tissues in rooms/classrooms	
Discourage spitting	
Cover nose and mouth with a tissue when coughing and sneezing, dispose of used tissue in a waste bin, and clean hands.	
Display 'catch it, bin it, kill it' posters in all areas	

Educate children and young people on why respiratory hygiene is so important. Resources are available at <a href="http://e-bug.eu">e-bug.eu</a> for ages 3 to 16	
Classrooms/rooms	
De-clutter rooms/areas to aid thorough cleaning of all surfaces	
Keep occupied spaces well <a href="#">ventilated</a> to improve fresh air flow	
Shared keyboards & electronic devices should be cleaned between individual use.  If equipment is shared between classes, ensure it is cleaned frequently.	
Stop sand and water play, use of play dough / plasticine. Used sand, play dough and plasticine should be thrown away.	
Soft furnishings, soft toys and toys that are hard to clean should not be in use during an outbreak.	
Food/drink	
Drinking utensils are for individual use only.  Drink bottles to be clearly labelled with names and not stored together.	
Special precautions and supervision in filling water bottles to ensure taps are not contaminated.	
Snacks should be served in individual bowls handed directly to children and young people.	
Crockery and cutlery to be dishwasher washed and stored in cupboards	
Keep all food in cupboards or in a lidded wipeable container	
Stop cookery lessons if diarrhoea & or vomiting outbreak	
PPE: Personal Protective equipment (single use gloves, aprons, fluid masks & eye protection)	
Ensure there are adequate supplies of personal protective equipment.  PPE should be used in line with risk assessments in all settings, proportionate to the risk identified. PPE guidance <a href="#">Link</a>	
Cleaning and disinfection if you have an outbreak.	
Follow steps for cleaning highlighted in <a href="#">Preventing and controlling infections - GOV.UK (www.gov.uk)</a> guidance  Ensure cleaning schedules are in place.	

Ensure that all staff and contractors are aware of and are following the guidance	
Clean and disinfect hard toys daily. Limit and stock rotate toys.	
Clean any spillages of blood, faeces, saliva, vomit, nasal discharges immediately, wearing PPE. See <a href="#">link to guidance</a>	
Single use disposable cloths or paper towels should be used for cleaning.	
When items cannot be cleaned using detergents or laundered, for example, upholstered furniture, steam cleaning should be used.	
A very thorough deep clean should be completed once the outbreak is over (including toys, carpets etc.) See <a href="#">Preventing and controlling infections - GOV.UK (www.gov.uk)</a> guidance	
<b>Caring for a symptomatic child</b>	
Children and young people with symptoms to wait in an area away from communal/busy areas where they can be observed until parent/carer collects them	
PPE should be worn by staff caring for the child if required (risk assess - <a href="#">PPE guidance</a> )	
<b>Handling of waste</b>	
See <a href="#">Preventing and controlling infections - GOV.UK (www.gov.uk)</a> guidance for handling waste  Waste such as tissues used by symptomatic people and disposable items used for cleaning & PPE should be to be double bagged, tied and discarded into domestic waste	
Settings that generate clinical waste should continue to follow usual waste policies	
<b>Other Essential steps</b>	
Visitors restricted. Essential visitors informed of outbreak and advised on hand washing	
Keep staff working in dedicated areas try to avoid cross working between classes/rooms	
Consider signage on doors advising of circulating illness with exclusion advice	
If you have a diarrhoea and or vomiting outbreak inform HPT of any affected food handlers.	

## Appendix 1

### Be prepared for outbreaks of infectious diseases.

Actions to take	Tick ✓
Ensure infection control and <a href="#">health and safety policies</a> are up to date, read and followed by all staff.	
Have a record of all children and staff in clinical risk groups.	
Ensuring all eligible groups are enabled and supported to take up the offer of <a href="#">immunisation programmes</a> including <a href="#">coronavirus (COVID-19)</a> and <a href="#">flu</a>	
Ensure liquid soap and disposable paper hand towels within dispensers are available at each handwashing facility, this includes toileting areas and classrooms. Ensure stock levels are adequately maintained.	
Hand hygiene posters are laminated and displayed at handwash sinks.	
If possible and safe to do so, use alcohol gel in places where handwashing facilities are not available (e.g., entrances/exits, and classrooms under supervision), and maintain supplies in view of increased use. Alcohol gel should not be used instead of washing hands with soap & water if there is a diarrhoea & or vomiting outbreak.	
Reinforce general education for children and staff about washing hands and respiratory hygiene ('catch it, bin it, kill it' message). Display poster in classrooms/communal areas and use education resources. See <a href="#">e-bug resources</a>	
Ensure disposable tissues are available and staff and children understand the need for using them and how to use them e.g., cover nose and mouth with tissue, use tissue, throw away and wash hands.	
Ensure there are adequate supplies of vomit bags, which are easily accessible when required.	
Ensure foot operated bins are in use and in working order.	
UKHSA has published guidance: A practical guide for staff on managing cases of infectious diseases in education and childcare settings. Please use this link for access to the information <a href="#">Health protection in children and young people settings, including education - GOV.UK (www.gov.uk)</a> website.	
Keep occupied spaces <a href="#">well ventilated</a> . Identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas. Further information from Education Hub: <a href="#">Ventilating classrooms to reduce the spread of Covid 19 doesn't mean pupils need to be cold.</a>	
Check you have procedures for isolating (with appropriate supervision) a child who falls ill during the day until their parents can collect them. This will include a suitable isolation room/area with hand washing facilities, PPE available (for staff if required: disposable gloves, aprons and surgical masks).	
Maintain high standards of record keeping in the event of an outbreak.	

Maintain adequate levels of cleaning materials in anticipation of increased cleaning (e.g., disposable cloths, detergent, PPE)	
Supply of Chlorine based solution (e.g. Milton), stored in-line with <a href="#">Control of Substances of Hazardous to Health (COSHH)</a> guidelines.	
A spillage kit should be available for cleaning spills of bodily fluids like blood, vomit and urine.	
Develop plans for situations where additional cleaning will be required (for example in the event of an outbreak) and how the setting might carry this out.	
Cleaning schedules should clearly describe the activities required, the frequency of cleaning and who will carry them out.	