

<b>Name of Policy</b>	<b>Health and Safety Policy</b>
<b>School lead</b>	School Business Manager
<b>Governor lead</b>	Chair of Governors / Whole Governing Body
<b>Date of last Review</b>	29.01.2024
<b>Date of Approval</b>	29.01.2024
<b>Date of next Review</b>	29.01.2025
<b>Links to other policies</b>	- Lone working
<b>Chair of Governors sign off signature and date</b>	<i>B. Temple</i>

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## ➤ Aims.

- Our school aims to:
  - Provide and maintain a safe and healthy environment.
  - Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site.
  - Have robust procedures in place in case of emergencies.
  - Ensure that the premises and equipment are maintained safely and are regularly inspected.
  - The school is committed to achieving high standards of health and safety and comply with the law.

## ➤ Legislation.

- This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:
  - [The Health and Safety at Work etc. Act 1974](#), which sets out the general duties employers have towards employees and duties relating to lettings.
  - [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees.
  - [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training.
  - [The Control of Substances Hazardous to Health Regulations 2002](#), which require employers to control substances that are hazardous to health.
  - [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept.
  - [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test.
  - [The Gas Safety \(Installation and Use\) Regulations 1998](#), which require work on gas fittings to be carried out by someone on the Gas Safe Register.
  - [The Regulatory Reform \(Fire Safety\) Order 2005](#), which requires employers to take general fire precautions to ensure the safety of their staff.
  - [The Work at Height Regulations 2005](#), which requires employers to protect their staff from falls from height.
- The school follows [national guidance published by Public Health England](#) when responding to infection control issues.

## ➤ Roles and responsibilities.

- The local authority and governing board.
  - Lincolnshire County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

- The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.
- **Headteacher.**
  - The headteacher is responsible for health and safety day-to-day. This involves:
  - Implementing the health and safety policy.
  - Ensuring there are enough staff to safely supervise pupils.
  - Ensuring that the school building and premises are safe and regularly inspected including completion of weekly, monthly and annual compliance checks.
  - Providing adequate training for school staff.
  - Reporting to the governing board on health and safety matters.
  - Ensuring appropriate evacuation procedures are in place and regular fire drills are held.
  - Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff.
  - Ensuring all risk assessments are completed and reviewed.
  - Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary.
  - In the headteacher's absence or with delegated responsibility, the school business manager assumes the above day-to-day health and safety responsibilities.
- **Health and safety lead.**
  - The nominated health and safety lead is the School Business Manager who is supported by the Facilities Manager.
- **Staff.**
  - School staff have a duty of care for pupils.
  - Staff will:
    - Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
    - Co-operate with the school on health and safety matters.
    - Work in accordance with training and instructions.
    - Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken.
    - Model safe and hygienic practice for pupils.
    - Understand emergency evacuation and lockdown procedures and feel confident in implementing them.
    - Ensure their work environment is safe for work and minimize risk where possible.
- **Pupils and parents.**
  - Pupils and parents are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.
- **Contractors.**
  - Contractors will agree health and safety practices with the headteacher before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.
- **Site security.**
  - All staff are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for reporting any faults with regard to the boundary fencing, intruder and fire alarm systems.
  - A list of key holders is held at each base and who will respond to an emergency.

### ➤ **Fire.**

- Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly, and a log kept of drills that are undertaken.
- Emergency evacuations are practised at least once a term.
- Fire alarm testing will take place once a week and is recorded in the health and safety folders held by the school.
- New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.
- In the event of a fire:
  - The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately.
  - Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident, they can use them without putting themselves or others at risk.
  - Any free support/pastoral staff will check toilets and meeting rooms if safe to do so.
  - Staff and pupils will congregate at the assembly points. For each individual base the assembly point will be listed on the appropriate signs.
  - Admin staff will take a register of pupils, which will then be checked against the signing in register of that day.
  - The nominated member of staff at each base will take a register of all staff and visitors.
  - Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter.
  - Each base's Fire Risk Assessments are kept in the relevant Blue Base Folder.
  - Each base also has a Fire Evacuation plan which is kept in the red folder and should be known to all staff.
  - There is also a base specific Fire evacuation plan.
  - All students with mobility/mental health needs that may affect their exit of the building will have a Personal Emergency Evacuation Plan. All staff should be aware of these, and any updates shared amongst staff.
  - The school will have special arrangements in place for the evacuation of people with mobility needs and fire risk assessments will also pay particular attention to those with disabilities.
  - A fire safety checklist can be found in appendix 1.

### ➤ **COSHH.**

- Schools are required to control hazardous substances, which can take many forms, including:
  - Chemicals.
  - Products containing chemicals.
  - Fumes.
  - Dusts.
  - Vapors.
  - Mists.
  - Gases and asphyxiating gases.
  - Germs that cause diseases, such as leptospirosis or legionnaires disease.
  - Control of substances hazardous to health (COSHH) risk assessments are completed by Head of Science Department and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

- Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.
- Any hazardous products are disposed of in accordance with specific disposal procedures.
- Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.
- **Gas safety.**
  - Installation, maintenance and repair of gas appliances and fittings will be carried out by a qualified Gas Safe registered engineer and a certificate kept on file.
  - Gas pipework, appliances and flues are regularly maintained and recorded.
  - All rooms with gas appliances are checked by LA to ensure that they have adequate ventilation.
- **Legionella.**
  - A water risk assessment has been completed and the School Business Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's waterlog book.
  - This risk assessment will be reviewed every year and when significant changes have occurred to the water system and/or building footprint.
  - The risks from legionella are mitigated by the following: weekly flushing of less used outlets, monthly temperature checks, heating of water and provision of a separate water-cooling dispenser.
  - Records of this can be found in the blue base folder at each base.
- **Asbestos.**
  - Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.
  - Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work.
  - Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.
  - A record is kept of the location of asbestos that has been found on each school site in the blue base folder.

## ➤ **Equipment.**

- All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
- When new equipment is purchased, it is checked to ensure that it meets appropriate educational standards.
- All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.
- **Electrical equipment.**
- All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely.
- Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.
- Any potential hazards will be reported to the School Business Manager immediately.
- Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed.
- Only trained staff members can check plugs.
- Where necessary a portable appliance test (PAT) will be carried out by a competent person.
- Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

- Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.
- **PE equipment.**
- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
- **Display screen equipment.**
- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time.
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (89. Working at height.
- We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work.
- In addition:
  - The School Business Manager retains ladders/footstools for working at height.
  - Pupils are prohibited from using ladders.
  - Staff will wear appropriate footwear and clothing when using ladders.
  - Contractors are expected to provide their own ladders for working at height.
  - Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
  - Access to high levels, such as roofs, is only permitted by trained people.

### ➤ **Adverse weather conditions.**

- As part of keeping the students and staff safe the school may have to react to adverse weather conditions e.g. ice, snow or extreme heat. In adverse weather SLT will communicate and decide upon actions to be taken. This could include but not limited to:
  - Gritting- Gritting should be completed on icy days. There is a gritting risk assessment and gritting log in the Blue Base Folder.
  - Temporary school closure- In extreme cases this may be decided during the school day based on journeys home, temperature in school and other factors.
  - Indoor only break and lunch- limiting movement outside of buildings may be needed in extreme wet, heat or wind to minimise risk.
  - Restricted room use- This might be used as a measure to pull staff and students into a smaller area.

### ➤ **Manual handling.**

- It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.
- The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.
- Staff and pupils are expected to use the following basic manual handling procedure:
  - Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
  - Take the more direct route that is clear from obstruction and is as flat as possible.
  - Ensure the area where you plan to offload the load is clear.
  - When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching, and reaching where practicable.

### ➤ Off-site visits.

- When taking pupils off the school premises, we will ensure that:
  - Risk assessments will be completed where off-site visits and activities require them.
  - All off-site visits are appropriately staffed.
  - Staff will take a school mobile phone, a portable first aid kit, information about the specific medical needs of pupils along with the parents' contact details.
  - There will always be at least one first aider on school trips and visits.

### ➤ Lettings.

- This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy and will have responsibility for complying with it.

### ➤ Violence at work.

- We believe that staff should not be in any danger at work and will not tolerate violent or threatening behaviour towards our staff.
- All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors, or other staff.

### ➤ Smoking.

- Smoking is permitted under the headteacher discretion but will not be permitted on the school premises.

### ➤ Infection prevention and control.

- We follow national guidance by Public Health England when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.
- **Handwashing.**
- Wash hands with liquid soap and warm water, and dry with hand dryers.
- Always wash hands after using the toilet, before eating or handling food, and after handling animals.
- Cover all cuts and abrasions with waterproof dressings.
- **Coughing and sneezing.**
- Cover mouth and nose with a tissue.
- Wash hands after using or disposing of tissues.
- Spitting is discouraged.



- **Personal protective equipment.**
  - Wear disposal non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing).
  - Wear goggles if there is a risk of splashing to the face.
  - Use the correct personal protective equipment when handling cleaning chemicals.
  - **Cleaning of environment.**
  - Clean the environment frequently and thoroughly by contracted cleaning companies.
  - **Cleaning of blood and body fluid spillages.**
  - Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear personal protective equipment.
  - When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface.
  - Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.
  - Make spillage kits available for blood spills.
  - **Clinical waste – (Not applicable at the moment).**
  - Always segregate domestic and clinical waste, in accordance with local policy.
  - Used nappies/pads, gloves, aprons, and soiled dressings are stored in correct clinical waste bags in foot-operated bins i.e. Sanitary bins.
  - Remove clinical waste with a registered waste contractor.
  - Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection.
  - **Animals.**
  - Wash hands before and after handling any animals.
  - Keep animals living quarters clean and away from food areas.
  - Dispose of animals' waste regularly and keep litter boxes away from pupils.
  - Supervise pupils when playing with animals.
  - Seek veterinary advice on animal welfare and animal health issues, and the suitability of the animal as a pet.
  - **Pupils vulnerable to infection and new and expectant mothers.**
  - Some conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These people are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly, and further medical advice sought. Advise these people to have additional immunisations, for example for pneumococcal and influenza and contact their medical professional if exposure has occurred.
  - Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant/ are vulnerable to infections.
  - **Exclusion periods for infectious diseases.**
  - The school will follow recommended exclusion periods outlined by Public Health England, summarised in appendix 4.
  - In the event of an epidemic/pandemic, we will follow advice from Public Health England about the appropriate course of action.
- **Occupational stresses.**
- We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

- Systems are in place within the school for responding to individual concerns and monitoring staff workloads. The staff can access independent counselling through the staff absence insurance scheme if required.

### ➤ **Accident reporting.**

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form template can be found in appendix 2.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.
- **Reporting to the Health and Safety Executive.**
- The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- The School Business Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include:
  - Death.
  - Specified injuries which are:
    - Fractures, other than to fingers, thumbs and toes.
    - Amputations.
    - Any injury likely to lead to permanent loss of sight or reduction in sight.
    - Any crush injury to the head or torso causing damage to the brain or internal organs.
    - Serious burns (including scalding).
    - Any scalping requiring hospital treatment.
    - Any loss of consciousness caused by head injury or asphyxia.
    - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days.
- Where an accident leads to someone being taken to hospital.
- Where something happens that does not result in an injury but could have done.
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.

- Information on how to make a RIDDOR report is available here:
- [How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)  
<http://www.hse.gov.uk/riddor/report.htm>

### ➤ **Training**

- Our staff are provided with health and safety training as part of their induction process and complete annual on-line courses.
- Staff who work in high-risk environments, such as in science labs or with woodwork equipment, or work with pupils with special educational needs (SEN), are given additional health and safety training.

### ➤ **Monitoring.**

- This policy will be reviewed by the School Business Manager every 2 years.
- At every review, the policy will be approved by the Governing Body.

### ➤ **Links with other policies.**

- This health and safety policy links to the following policies:
  - First aid.
  - Risk assessment.
  - Supporting pupils with medical conditions.
  - Accessibility plan.
  - Lone Working Policy.
  - Behaviour.
  - Trips and events.

➤ **Appendix 1: Fire safety checklist.**

Issue to check	Yes/No
Are fire regulations prominently displayed?	
Is fire-fighting equipment, including fire blankets, in place?	
Does fire-fighting equipment give details for the type of fire it should be used for?	
Are fire exits clearly labelled?	
Are fire doors fitted with self-closing mechanisms?	
Are flammable materials stored away from open flames?	
Do all staff and pupils understand what to do in the event of a fire?	
Can you easily hear the fire alarm from all areas?	

➤ **Appendix 2: Accident report.**

<b>Name of injured person</b>		<b>Role/class</b>	
<b>Date and time of incident</b>		<b>Location of incident</b>	
<b>Incident details</b>			
<i>Describe in detail what happened, how it happened and what injuries the person incurred.</i>			
<b>Action taken</b>			
<i>Describe the steps taken in response to the incident, including any first aid treatment, and what happened to the injured person immediately afterwards.</i>			
<b>Follow-up action required</b>			
<i>Outline what steps the school will take to check on the injured person, and what it will do to reduce the risk of the incident happening again.</i>			
<b>Name of person attending the incident</b>			
<b>Signature</b>		<b>Date</b>	

➤ **Appendix 3: Asbestos record.**

See asbestos management plan.

Location	Product	How much	Surface coating	Condition	Ease of access	Asbestos type	Comment
Roof	Asbestos cement	Whole roof	None	Fairly good	Difficult	White	
Storeroom	Pipes	6 x 3m	Metal case	Good	Medium	Unknown	

➤ **Appendix 4: Recommended absence period for preventing the spread of infection.**

This list of recommended absence periods for preventing the spread of infection is taken from [non-statutory guidance for schools and other childcare settings](#) from Public Health England (PHE).

**Rashes and skin infections**

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Athlete's foot</b>	None	Athlete's foot is not a serious condition. Treatment is recommended.
<b>Chickenpox</b>	Until all vesicles have crusted over	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to chickenpox. Chickenpox can also affect pregnancy if a woman has not already had the infection.
<b>Cold sores (herpes simplex)</b>	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting.
<b>German measles (rubella)</b>	Four days from onset of rash (as per " <a href="#">Green Book</a> ")	Preventable by immunisation (MMR x2 doses). If a pregnant woman comes into contact with German measles, she should inform her GP and antenatal carer immediately to ensure investigation.
<b>Hand, foot and mouth</b>	None	

<b>Impetigo</b>	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period.
<b>Measles</b>	Four days from onset of rash	Preventable by immunisation (MMR x2 doses). Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to measles. Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed, she should immediately inform whoever is giving antenatal care to ensure investigation.
<b>Molluscum contagiosum</b>	None	A self-limiting condition.
<b>Ringworm</b>	Exclusion not usually required	Treatment is required.
<b>Roseola (infantum)</b>	None	



<b>Scabies</b>	Child can return after first treatment	Household and close contacts require treatment.
<b>Scarlet fever</b>	Child can return 24 hours after starting appropriate antibiotic treatment	Antibiotic treatment is recommended for the affected child.
<b>Slapped cheek syndrome/fifth disease (parvovirus B19)</b>	None (once rash has developed)	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to parvovirus B19. Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), inform whoever is giving antenatal care as this must be investigated promptly.
<b>Shingles</b>	Exclude only if rash is weeping and cannot be covered	Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local PHE centre. Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. These children are particularly vulnerable to shingles. Shingles can also affect pregnancy if a woman has not already had chickenpox.
<b>Warts and verrucae</b>	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms.

**Diarrhoea and vomiting illness**

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Diarrhoea and/or vomiting</b>	48 hours from last episode of diarrhoea or vomiting	
<b>E. coli O157 VTEC Typhoid [and paratyphoid] (enteric fever) Shigella (dysentery)</b>	Should be excluded for 48 hours from the last episode of diarrhoea. Further exclusion may be required for some children until they are no longer excreting	Further exclusion is required for children aged 5 years or younger and those who have difficulty in adhering to hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance. This guidance may also apply to some contacts who may also require microbiological clearance. Please consult your local PHE centre for further advice
<b>Cryptosporidiosis</b>	Exclude for 48 hours from the last episode of diarrhoea	Exclusion from swimming is advisable for two weeks after the diarrhoea has settled

## Respiratory infections

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Flu (influenza)</b>	Until recovered	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
<b>Tuberculosis</b>	Always consult your local PHE centre	Some medical conditions make children vulnerable to infections that would rarely be serious in most children, these include those being treated for leukaemia or other cancers. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.
<b>Whooping cough</b>	Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment	Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks. Your local PHE centre will organise any contact tracing necessary.

**Other infections**

Infection or complaint	Recommended period to be kept away from school or nursery	Comments
<b>Conjunctivitis</b>	None	If an outbreak/cluster occurs, consult your local PHE centre.
<b>Diphtheria</b>	Exclusion is essential. Always consult with your local HPT	Family contacts must be excluded until cleared to return by your local PHE centre. Preventable by vaccination. Your local PHE centre will organise any contact tracing necessary.
<b>Glandular fever</b>	None	
<b>Head lice</b>	None	Treatment is recommended only in cases where live lice have been seen.
<b>Hepatitis A</b>	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, your local PHE centre will advise on control measures.

<p><b>Hepatitis B, C, HIV/AIDS</b></p>	<p>None</p>	<p>Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. All spillages of blood should be cleaned up immediately (always wear PPE). When spillages occur, clean using a product that combines both a detergent and a disinfectant. Use as per manufacturer’s instructions and ensure it is effective against bacteria and viruses and suitable for use on the affected surface. Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below. A spillage kit should be available for blood spills.</p>
<p><b>Meningococcal meningitis/ septicaemia</b></p>	<p>Until recovered</p>	<p>Meningitis C is preventable by vaccination There is no reason to exclude siblings or other close contacts of a case. In case of an outbreak, it may be necessary to provide antibiotics with or without meningococcal vaccination to close school contacts. Your local PHE centre will advise on any action is needed.</p>
<p><b>Meningitis* due to other bacteria</b></p>	<p>Until recovered</p>	<p>Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. Your local PHE centre will give advice on any action needed.</p>
<p><b>Meningitis viral</b></p>	<p>None</p>	<p>Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required.</p>
<p><b>MRSA</b></p>	<p>None</p>	<p>Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact your local PHE centre.</p>

<b>Mumps</b>	Exclude child for five days after onset of swelling	Preventable by vaccination
<b>Threadworms</b>	None	Treatment is recommended for the child and household contacts.
<b>Tonsillitis</b>	None	There are many causes, but most cases are due to viruses and do not need an antibiotic.

Denotes a notifiable disease. It is a statutory requirement that doctors report a notifiable disease to the proper officer of the local authority (usually a consultant in communicable disease control). In addition, organisations may be required via locally agreed arrangements to inform their local PHE centre. Regulating bodies (for example, Ofsted/Commission for Social Care Inspection (CSCI)) may wish to be informed.