

**D.P.S**

**Out of School Club**

**Infection, Prevention &  
Control Policy**

## **INFECTION PREVENTION AND CONTROL POLICY**

### **Principle**

At DPS Out of School Club we endeavour to promote and safeguard the overall health and well-being of the children and staff.

### **Policy Statement of Intent**

At DPS Out of School Club we believe in the importance of promoting good health to help prevent the spread of common infections and sickness by encouraging good hygiene practices for both children and staff.

### **Procedures**

#### **Hygiene / Personal Care Practices**

- Children will wash their hands after they use the toilet, take part in any messy activities such as the sand/soil play areas outdoors.
- Staff will also follow good hygiene practices, such as washing hands after using the toilet, handling rubbish or after messy activities.
- Disposable paper towels and liquid soap are provided and replenished as necessary.
- Toys, equipment and other resources will be cleaned and disinfected on a regular basis and when necessary.
- The afterschool club including the kitchen and toilet area will be cleaned daily by the appropriate cleaning staff.
- Bins are emptied daily.
- Disposable gloves will be used by adults in the event of a toileting incident or first aid procedure.
- In the event that a child has a toileting accident, a change of clothes will be provided and with agreed permission (as detailed on the registration form) adult assistance offered if necessary. However to maintain children's privacy, the adults will ask the child first if they would like any help. This will be carried out in a discrete manner to foster children's dignity.

#### **Food hygiene**

- All hands will be washed prior to eating snack or participating in a cookery activity.
- During snack preparation / cookery all long hair will be tied back.
- Surfaces cleaned before the preparation and serving of food.
- Disposable cloths will be used and tea towels washed daily.
- The Safe Catering Guide will be followed and the HACCP principles applied. Good practice will include recording of the fridge temperature, correct storage and use by date and so on.
- Staff will follow the relevant hygiene measures such as wearing rubbing gloves and cleaning the area in which the accident occurred.

## **Exclusion of sick children**

- If your child becomes unwell we will contact you, the parent / carer. Staff aim to ensure any child who feels unwell is reassured and comforted until parent / carer arrives.
- Parents should make staff aware of any sickness or cross infection that their child may have. As many common infections have an incubation period, it is advised that children do not attend the afterschool club until they are completely recovered, (see PHA guidelines on infection control)
- Advice concerning the management of a particular illness may be sought from a qualified health professional and outbreaks may also be reported to the relevant health bodies.
- When staff become aware of any potential contact children may have had with an infective illnesses preventative action will be sought. The cleaning and disinfecting of toys, equipment and resources will occur.
- Please inform the afterschool club of all absences. Full fees will be payable for the first 3 consecutive days of absence and half fees will be payable thereafter.

**Significant events including serious illness, injury or accident that requires medical attention or death of a child whilst in our care will be reported to the relevant agencies.**

**Links with other policies:**

- Confidentiality Policy
- Health and Safety Policy
- Partnership with Parents/Carers Policy
- Safeguarding Child Protection Policy
- Managing Emergencies Policy

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out of School Club management team.

Signed: J. Thompson  
(on behalf of the management team)

Position: Chairperson

Date: 26/8/20

Reviewed on:

Date: ..... Signed: .....

Date: ..... Signed: .....

Date: ..... Signed: .....

# Guidance on infection control in schools and other childcare settings

Prevent the spread of infections by ensuring: routine immunisation, high standards of personal hygiene and practice, particularly handwashing, and maintaining a clean environment.

Please contact the Public Health Agency **Health Protection Duty Room (Duty Room) on 028 9055 3994/7** or visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or [www.hpa.org.uk](http://www.hpa.org.uk) if you would like any further advice or information, including the latest guidance.

Rashes and skin infections	Recommended period to be kept away from school, nursery or childminders	Comments
Athlete's foot	None	Athlete's foot is not a serious condition. Treatment is recommended
Chickenpox*	Five days from the onset of rash	See: Vulnerable children and female staff – pregnancy
Cold sores (Herpes simplex)	None	Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting
German measles (rubella)*	Six days from onset of rash	Preventable by immunisation (MMR x 2 doses). See: Female staff – pregnancy
Hand, foot and mouth	None	Contact the Duty Room if a large number of children are affected. Exclusion may be considered in some circumstances
Impetigo	Until lesions are crusted and healed, or 48 hours after commencing antibiotic treatment	Antibiotic treatment speeds healing and reduces the infectious period
Measles*	Four days from onset of rash	Preventable by vaccination (MMR x 2). See: Vulnerable children and female staff – pregnancy
Molluscum contagiosum	None	A self-limiting condition
Ringworm	Exclusion not usually required	Treatment is required
Roseola (infantum)	None	None
Scabies	Child can return after first treatment	Household and close contacts require treatment
Strep throat fever*	Child can return 24 hours after commencing appropriate antibiotic treatment	Antibiotic treatment recommended for the affected child
Slapped cheek (fifth disease or parvovirus B19)	None	See: Vulnerable children and female staff – pregnancy
Shingles	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 the Duty Room. SEE: Vulnerable Children and Female Staff – Pregnancy
Warts and verrucae	None	Verrucae should be covered in swimming pools, gymnasiums and changing rooms

Diarrhoea and vomiting illness	Recommended period to be kept away from school, nursery or childminders	Comments
Diarrhoea and/or vomiting	48 hours from last episode of diarrhoea or vomiting	
<i>E. coli</i> O157 VTEC*	Should be excluded for 48 hours from the last episode of diarrhoea	Further exclusion may be required for young children under five and those who have difficulty in adhering to hygiene practices
Typhoid* [and paratyphoid*] (enteric fever)	Further exclusion may be required for some children until they are no longer excreting	This guidance may also apply to some contacts who may require microbiological clearance
Shigella* (dysentery)		Please consult the Duty Room for further advice
Cryptosporidiosis*	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	Recommended period to be kept away from school, nursery or childminders	Comments
Flu (influenza)	Until recovered	See: Vulnerable children
Tuberculosis*	Always consult the Duty Room	Requires prolonged close contact for spread
Whooping cough* (pertussis)	Five days from commencing 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. The Duty Room will organise any contact tracing necessary

Other infections	Recommended period to be kept away from school, nursery or childminders	Comments
Conjunctivitis	None	If an outbreak/cluster occurs, consult the Duty Room
Diphtheria*	Exclusion is essential. Always consult with the Duty Room	Family contacts must be excluded until cleared to return by the Duty Room. Preventable by vaccination. The Duty Room will organise any contact tracing necessary
Otitis media	None	
Head lice	None	Treatment is recommended only in cases where live lice have been seen
Hepatitis A*	Exclude until seven days after onset of jaundice (or seven days after symptom onset if no jaundice)	In an outbreak of hepatitis A, the Duty Room will advise on control measures
Hepatitis B*, C, HIV/AIDS	None	Hepatitis B and C and HIV are bloodborne viruses that are not infectious through casual contact. For cleaning of body fluid spills. SEE: Good Hygiene Practice
Meningococcal meningitis*/ septicaemia*	Until recovered	Meningitis C is preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will advise on any action needed
Meningitis* due to other bacteria	Until recovered	Hib and pneumococcal meningitis are preventable by vaccination. There is no reason to exclude siblings or other close contacts of a case. The Duty Room will give advice on any action needed
Meningitis viral*	None	Milder illness. There is no reason to exclude siblings and other close contacts of a case. Contact tracing is not required
MRSA	None	Good hygiene, in particular handwashing and environmental cleaning, are important to minimise any danger of spread. If further information is required, contact the Duty Room
Mumps*	Exclude child for five days after onset of swelling	Preventable by vaccination (MMR x 2 doses)
Threadworms	None	Treatment is recommended for the child and household contacts
Tonsillitis	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 Director of Public Health via the Duty Room.

Outbreaks: if a school, nursery or childminder suspects an outbreak of infectious disease, they should inform the Duty Room.

## Good hygiene practice

**Handwashing** is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. 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** easily spread infections. Children and adults should be encouraged to cover their mouth and nose with a tissue. Wash hands after using or disposing of tissues. Spitting should be discouraged.

**Personal protective equipment (PPE).** Disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons must be worn where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing). Goggles should also be available for use if there is a risk of splashing to the face. Correct PPE should be used when handling cleaning chemicals.

**Cleaning of the environment, including toys and equipment,** should be frequent, thorough and follow national guidance. For example, use colour-coded equipment, follow Control of Substances Hazardous to Health (COSHH) regulations and correct decontamination of cleaning equipment. Monitor cleaning contracts and ensure cleaners are appropriately trained with access to PPE.

**Cleaning of blood and body fluid spillages.** All spillages of blood, faeces, saliva, vomit, nasal and eye discharges 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.

**Laundry** should be dealt with in a separate dedicated facility. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. Children's soiled clothing should be bagged to go home, never rinsed by hand.

**Clinical waste.** Always segregate domestic and clinical waste, in accordance with local policy. Gloves, aprons and soiled dressings should be stored in correct clinical waste bags in foot-operated bins. All clinical waste must be removed by a registered waste contractor. All clinical waste bags should be less than two-thirds full and stored in a dedicated, secure area while awaiting collection.

**Sharps, eg needles,** should be discarded straight into a sharps bin conforming to BS 7320 and UN 3291 standards. Sharps bins must be kept off the floor (preferably wall-mounted) and out of reach of children.

## Sharps injuries and bites

If skin is broken as a result of a used needle injury or bite, encourage the wound to bleed/wash thoroughly using soap and water. Contact GP or occupational health or go to A&E immediately. Ensure local policy is in place for staff to follow. Contact the Duty Room for advice, if unsure.

## Animals

Animals may carry infections, so wash hands after handling animals. Health and Safety Executive for Northern Ireland (HSENI) guidelines for protecting the health and safety of children should be followed.

**Animals in school (permanent or visiting).** Ensure animals' living quarters are kept clean and away from food areas. Waste should be disposed of regularly, and litter boxes not accessible to children. Children should not play with animals unsupervised. Veterinary advice should be sought on animal welfare and animal health issues and the suitability of the animal as a pet. Reptiles are not suitable as pets in schools and nurseries, as all species carry salmonella.

**Visits to farms.** For more information see [www.hseni.gov.uk/hseni\\_information\\_sheet\\_no\\_1\\_11.pdf](http://www.hseni.gov.uk/hseni_information_sheet_no_1_11.pdf)

## Vulnerable children

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, on high doses of steroids and with conditions that seriously reduce immunity. Schools and nurseries and childminders will normally have been made aware of such children. These children are particularly vulnerable to chickenpox or measles and, if exposed to either of these, the parent/carer should be informed promptly and further medical advice sought. It may be advisable for these children to have additional immunisations, for example pneumococcal and influenza.

## Female staff\* – pregnancy

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace.

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of exposure. The GP and antenatal carer will arrange a blood test to check for immunity. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles.
- German measles (rubella), if a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation. The infection may affect the developing baby if the woman is not immune and is exposed in early pregnancy.
- Slapped cheek disease (fifth disease or 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.
- Measles during pregnancy can result in early delivery or even loss of the baby. If a pregnant woman is exposed she should immediately inform her GP or giving antenatal care to ensure investigation.
- All female staff under the age of 25 working with young children are advised to ensure they have had two doses of MMR vaccine.

\*The above advice also applies to pregnant students.

## Immunisations

Immunisation status should always be checked at school entry and at the time of any vaccination. Parents should be encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.

For the most up-to-date immunisation advice visit [www.publichealth.hscni.net](http://www.publichealth.hscni.net) or the school health service can advise on the latest national immunisation schedule.

2 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Pneumococcal (PCV)	One injection One injection
3 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Meningitis C (Men C)	One injection One injection
4 months old	Diphtheria, tetanus, pertussis, polio and Hib (DTaP/IPV/Hib) Pneumococcal (PCV) Meningitis C (Men C)	One injection One injection One injection
Just after first birthday	Hib/meningitis C Measles Mumps and Rubella (MMR) Pneumococcal (PCV)	One injection One injection One injection
Three years and four months or soon after	Diphtheria, tetanus, pertussis, polio (DTaP/IPV) or dTaP/IPV Measles Mumps and Rubella (MMR)	One injection One injection
13 to 18 years old	Tetanus, diphtheria, and polio (Td/IPV)	One injection
Girls aged 12 to 13 years	Cervical cancer: caused by human papilloma virus types 16 and 18. HPV vaccine	Three doses over six months

This is the UK Universal Immunisation Schedule as of December 2011. Children who present with certain risk factors may require additional immunisations.

**Staff immunisations.** All staff should undergo a full occupational health check prior to employment; this includes ensuring they are up to date with immunisations. All staff under the age of 25 should be advised to check they have had two doses of MMR.

For references visit [www.hpa.org.uk](http://www.hpa.org.uk)

Original material was produced by the Health Protection Agency and this version adapted by the Public Health Agency, Ormeau Avenue Unit, 18 Ormeau Avenue, Belfast, BT2 8HS.  
Tel: 028 9031 1611. Textphone/Text Relay: 18001 028 9031 1611.  
[www.publichealth.hscni.net](http://www.publichealth.hscni.net)

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