

Egerton Church of England Primary School

Together, we inspire, nurture and thrive



Perseverance **Compassion** **Respect** **Honesty** **Forgiveness** **Hope**

Health and Safety Policy

Key Contact Personnel in School

Mrs Julia Head

Headteacher

Mr Ed Schryver

Chair of Governors

Date written: November 2025

Date agreed and ratified by Governing Body: December 2025

Date of next review: December 2026

This policy will be reviewed annually.

School Vision

Egerton inspires joy in life by cherishing childhood within a rich and creative learning journey. Our Christian values influence all decisions enabling our community to flourish. We nurture everyone to reach their full potential as God intends, mind, body and soul.

Contents

1. Aims.....	3
2. Legislation.....	3
3. Roles and responsibilities	4
4. Site security	5
5. Fire.....	5
6. COSHH.....	6
7. Equipment.....	7
8. Lone working.....	8
9. Working at height	8
10. Manual handling.....	8
11. Off-site visits	9
12. Lettings	9
13. Violence at work.....	9
14. Smoking	9
15. Infection prevention and control	9
Following good hygiene practices	11
Implementing an appropriate cleaning regime	11
Keeping rooms well ventilated	11
16. New and expectant mothers	11
17. Occupational stress	12
18. Accident reporting.....	12
19. Training.....	14
20. First aid.....	14
21. Risk Assessment.....	16
22. Premises Inspections and Maintenance.....	18
23. Emergency Procedures.....	20
24. Medical Administration.....	23
25. Pupil Supervision.....	23
26. Forest School and Outdoor Learning.....	26
27. Monitoring.....	29
Appendix 1: Fire Safety Checklist	
Appendix 2: Recommended absence period for preventing the spread of infection	

1. 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

2. Legislation

This policy is based on advice from the Department for Education on [health and safety in schools](#), guidance from the Health and Safety Executive (HSE) on [incident reporting 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 require employers to protect their staff from falls from height

The school follows [national guidance published by UK Health Security Agency \(formerly Public Health England\)](#) and government guidance on [living with COVID-19](#) when responding to infection control issues.

Sections of this policy are also based on the [statutory framework for the Early Years Foundation Stage](#).

3. Roles and responsibilities

3.1 The local authority and governing board

KCC 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.

3.2 Headteacher

The headteacher is responsible for health and safety day-to-day. This involves:

- Implementing the health and safety policy
- Ensuring there is enough staff to safely supervise pupils
- Ensuring that the school building and premises are safe and regularly inspected
- 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
- Ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the headteacher's absence, Mrs Hubbard, SBM assumes the above day-to-day health and safety responsibilities. If both the Headteacher and SBM are absent then Phase Leaders Mrs Gilbert or Mr Langford will deputise.

3.3 Health and safety lead

The nominated health and safety lead is Mrs Hubbard, SBM.

3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent/carer would do so.

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 procedures and feel confident in implementing them
- Report near-misses and hazards without fear, promoting a positive safety culture

3.5 Pupils and parents/carers

Pupils and parents/carers 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.

3.6 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.

- All contractors must sign in at reception and wear a visitor or contractor badge. Contractors will be escorted around the school site, if the school is in session and children are on site.
- Where possible all work by contractors takes place in school holidays.
- Mrs Hubbard (SBM) is responsible for coordinating/supervising contractors and arranging suitable times for work to be completed

4. Site security

Mrs Head, Headteacher and Mrs Hubbard, SBM 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 the intruder and fire alarm systems.

Mrs Head, Headteacher; Mrs Hubbard, SBM; Mr Langford, Upper School Phase Lead and Mrs Gilbert, Lower School Phase Lead are key holders and will respond to an emergency.

5. 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.

Emergency evacuations are practised at least three times a year.

The fire alarm is a loud continuous bell.

Fire alarm testing will take place once a week.

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
- Staff and pupils will congregate at the assembly point. This is the grassed area at the front of the school.
- Class teachers will count the children and then double check using the class register for that day.
- The SBM/Admin Assistant will check that all staff and visitors are accounted for.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

The school will have special arrangements in place for the evacuation of people with mobility needs (individual PEEPs) and fire risk assessments will also pay particular attention to those with disabilities.

A fire safety checklist can be found in appendix 1.

6. COSHH

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- 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 Mrs Hubbard, SBM 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.

These products are stored in the cleaners' cupboard and back passage, both of which are marked and locked at all times, no children have access to these areas.

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 the school office.

6.1 Gas safety

- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer
- Gas pipework, appliances and flues are regularly maintained
- All rooms with gas appliances are checked to ensure they have adequate ventilation
- Gas is only used in the school for the boilers.

6.2 Legionella

- A water risk assessment is completed annually, organised and conducted by a company appointed by KCC. Mrs Hubbard, SBM is responsible for ensuring that the identified operational controls are completed and recorded in the school's water log 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: temperature checks which are taken and recorded monthly; flushing of little used outlets weekly; TMV servicing annually and boiler servicing annually.

6.3 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 that 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 the school site, in a file in the school office.

7. Equipment

All equipment and machinery is 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 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.

7.1 Electrical equipment

- All staff are responsible for ensuring 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 Mrs Hubbard, SBM 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
- All isolator switches are clearly marked to identify their machine
- 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

7.2 PE equipment

- Pupils are taught how to carry and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the hall floor or other apparatus will be reported to Mrs Hubbard, SBM.

7.3 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 can request a workstation assessment if experiencing any discomfort
- 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 (and corrective glasses provided if required specifically for DSE use)

7.4 Specialist equipment

Parents/carers are responsible for the maintenance and safety of their children's wheelchairs. In school, staff promote the responsible use of wheelchairs.

8. Lone working

Lone working may include:

- Late working
- Home or site visits
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, a colleague, friend or family member will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone.

9. 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 retains ladders for working at height, these are only to be used by those trained to use them
- 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 persons

10. 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

11. 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 mobile phone, an appropriate portable first aid kit, information about the specific medical needs of pupils, along with the parents/carers' contact details
- For trips and visits with pupils in the Early Years Foundation Stage, there will always be at least one first aider with a current paediatric first aid certificate
- For other trips, there will always be at least one first aider on school trips and visits

12. 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.

13. 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.

14. Smoking

Smoking is not permitted anywhere on the school premises.

15. Infection prevention and control

We follow national guidance published by the UK Health Security Agency when responding to infection control issues. We will encourage staff and pupils to follow this good hygiene practice, outlined below, where applicable.

15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry with 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

15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is discouraged

15.3 Personal protective equipment

- Wear disposable 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 (e.g. 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
- Use personal protective equipment (PPE) to control the spread of infectious diseases where required or recommended by government guidance and/or a risk assessment

15.4 Cleaning of the environment

- Clean the environment frequently and thoroughly

15.5 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

15.6 Laundry

- Wash laundry in a separate dedicated facility
- Wash soiled linen separately and at the hottest wash the fabric will tolerate
- Wear personal protective clothing when handling soiled linen
- Bag children's soiled clothing to be sent home, never rinse by hand

15.7 Clinical waste

- 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 and bins

- Remove all clinical waste bags when they are two-thirds full and store in a dedicated, secure area while awaiting collection
- Remove clinical waste with a registered waste contractor

15.8 Animals

- Wash hands before and after handling any animals
- Supervise pupils when playing with animals

15.9 Infectious disease management

We will ensure adequate risk reduction measures are in place to manage the spread of acute respiratory diseases, including COVID-19, and carry out appropriate risk assessments, reviewing them regularly and monitoring whether any measures in place are working effectively.

We will follow local and national guidance on the use of control measures including:

Following good hygiene practices

- We will encourage all staff and pupils to regularly wash their hands with soap and water or hand sanitiser, and follow recommended practices for respiratory hygiene. Where required, we will provide appropriate personal protective equipment (PPE)

Implementing an appropriate cleaning regime

- We will regularly clean equipment and rooms, and ensure surfaces that are frequently touched are cleaned daily

Keeping rooms well ventilated

- We will use risk assessments to identify rooms or areas with poor ventilation and put measures in place to improve airflow, including opening external windows, opening internal doors and mechanical ventilation

15.10 Pupils vulnerable to infection

Some medical 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 children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

15.11 Exclusion periods for infectious diseases

The school will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance, summarised in appendix 2.

In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.

16. New and expectant mothers

Risk assessments will be carried out whenever any employee notifies the school that they are pregnant.

Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to an antenatal carer and GP at any stage of exposure.

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

- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly
- Some pregnant women will be at greater risk of severe illness from COVID-19

17. Occupational stress

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.

18. Accident reporting

18.1 Accident record book

- 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.
- As much detail as possible will be supplied when reporting an accident
- 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
- 18.2 Reporting to the Health and Safety Executive

The SBM 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 SBM will report these to the HSE as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

School staff: reportable injuries, diseases or dangerous occurrences

These 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) which:
 - Covers more than 10% of the whole body's total surface area; or
 - Causes significant damage to the eyes, respiratory system or other vital organs
- 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
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the SBM will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
 - Carpal tunnel syndrome
 - Severe cramp of the hand or forearm
 - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
 - Hand-arm vibration syndrome
 - Occupational asthma, e.g from wood dust
 - Tendonitis or tenosynovitis of the hand or forearm
 - Any occupational cancer
 - Any disease attributed to an occupational exposure to a biological agent
- 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

Pupils and other people who are not at work (e.g. visitors): reportable injuries, diseases or dangerous occurrences

These include:

- Death of a person that arose from, or was in connection with, a work activity*
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors)

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](#)

18.3 Notifying parents/carers

The Year R Class Teacher will inform parents/carers of any accident or injury sustained by a pupil in the Early Years Foundation Stage, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

18.4 Reporting to child protection agencies

The Headteacher will notify [Kent Safeguarding Multi-Agency Partnership](#) of any serious accident or injury to, or the death of, a pupil in the Early Years Foundation Stage while in the school's care.

18.5 Reporting to Ofsted

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil in the Early Years Foundation Stage while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

19. Training

Our staff are provided with health and safety training as part of their induction process.

20. First Aid

20.1 First Aid Personnel

The school has the following qualified paediatric first aiders:

Mr Humphries	Expires July 2027
Miss Evenden-Davis	Expires July 2027
Mrs Paine	Expires July 2027
Miss Lutenco	Expires July 2027
Mrs Gomez	Expires July 2027
Mrs Lewis	Expires October 2028
Miss Olsen-Batt	Expires October 2028
Mrs Parker	Expires October 2028
Mrs Spencer	Expires October 2028
Mrs Robinson	Expires October 2028
Mrs Sheppard	Expires October 2028
Mrs Ashby	Expires October 2028
Mrs Gilbert	Expires October 2028
Miss Conner	Expires October 2028

A list of current first aiders, is displayed in:

- The staff room
- The school office
- Each classroom
- First Aid Area

All staff are made aware of who the first aiders are and how to contact them in an emergency.

20.2 First Aid Equipment

First aid kits are located in the following areas:

- Photocopier corridor
- Designated First Aid area
- Each classroom
- School kitchen

Mrs Hubbard, SBM is responsible for:

- Maintaining adequate stocks of first aid equipment
- Checking first aid kits termly to ensure contents are in date and complete
- Arranging for the disposal of items safely

Portable first aid kits are taken on all school trips and visits.

20.3 Administering First Aid

When first aid is administered, the following procedures will be followed:

- The first aider will assess the situation and provide appropriate treatment
- For minor injuries, the pupil will be treated and returned to class
- For more serious injuries, parents/carers will be contacted immediately
- If emergency medical treatment is required, an ambulance will be called without delay
- A member of staff will accompany the pupil to hospital if parents/carers cannot be contacted or cannot arrive in time

20.4 Recording First Aid Treatment

All first aid treatment must be recorded. The person administering first aid will complete an accident form (see section 18) which includes:

- The date, time and location of the incident
- The name of the injured person
- Details of the injury and treatment given
- The name and signature of the person administering first aid

For pupils in the Early Years Foundation Stage, details will be recorded in a separate book which will be located in the year R classroom, and taken out at break and lunchtimes so that any incidents can be recorded promptly. Parents/carers will be informed of any first aid treatment on the same day, or as soon as reasonably practicable.

20.5 Assessing First Aid Needs

The school assesses first aid needs through:

- Consideration of specific risks identified in risk assessments
- Taking account of the number of pupils and staff
- Considering the school's location and proximity to emergency services

First aid provision is reviewed annually, or following any significant changes to the school or its activities.

20.6 First Aid Training

All first aiders receive training from an approved provider. Training is refreshed:

- Every 3 years for Paediatric First Aid

Mrs Hubbard, SBM maintains details of training completed to ensure first aid certificates remain current and arranges refresher training in advance of expiry dates.

21. Risk Assessment

21.1 Our Approach to Risk Assessment

The school is committed to identifying and managing risks to ensure the health, safety and wellbeing of pupils, staff and visitors. Risk assessments are a systematic way of identifying hazards, evaluating the risks they pose, and implementing control measures to reduce those risks to an acceptable level.

21.2 Responsibility for Risk Assessments

Mrs Hubbard, SBM is responsible for:

- Overseeing the school's risk assessment process
- Ensuring risk assessments are completed, reviewed and updated
- Maintaining a central register of all risk assessments
- Providing guidance and support to staff conducting risk assessments

The Headteacher is responsible for:

- Ensuring risk assessments are in place for all significant risks
- Approving risk assessments
- Ensuring staff are aware of relevant risk assessments

All staff are responsible for:

- Following control measures identified in risk assessments
- Reporting any new hazards or concerns
- Conducting dynamic risk assessments when circumstances change

21.3 Types of Risk Assessment

The school maintains the following types of risk assessment:

General risk assessments covering:

- Premises and grounds
- Classrooms and learning spaces
- Specialist areas (e.g., PE hall, playground, kitchen)
- Routine activities (e.g., playtime supervision, assembly)

Specific risk assessments covering:

- Educational visits and trips (see section 11)
- COSHH (see section 6)
- Fire safety (see section 5)
- Manual handling (see section 10)
- Working at height (see section 9)
- Lone working (see section 8)
- Display screen equipment (see section 7.3)
- New and expectant mothers (see section 16)

Individual risk assessments for:

- Pupils with specific medical needs
- Pupils with SEND whose needs present particular risks
- Pupils with challenging behaviour
- Staff with specific health conditions or disabilities
- Pregnant staff members

21.4 Risk Assessment Process

When conducting a risk assessment, staff will:

1. **Identify the hazards** - what could cause harm?
2. **Identify who might be harmed** - pupils, staff, visitors, contractors?
3. **Evaluate the risks** - how likely is harm to occur and how serious could it be?
4. **Record the findings** - using the school's risk assessment template
5. **Implement control measures** - what actions will reduce the risk?
6. **Review and update** - is the risk assessment still suitable and sufficient?

Control measures should follow the hierarchy of controls:

- **Eliminate** the hazard completely
- **Substitute** with something less hazardous
- **Engineering controls** (e.g., guards on machinery)
- **Administrative controls** (e.g., training, procedures)
- **Personal protective equipment** (PPE) as a last resort

21.5 Review and Monitoring

General risk assessments are reviewed:

- Annually as a minimum
- Following any accident or near-miss incident
- When there are significant changes to activities, equipment or premises
- When new hazards are identified

Specific risk assessments are reviewed according to their individual requirements (e.g., educational visit risk assessments are reviewed for each trip).

Mrs Hubbard, SBM monitors the effectiveness of risk assessments through:

- Regular premises inspections
- Analysis of accident and incident reports
- Feedback from staff
- Health and safety audits

21.6 Recording and Storage

All risk assessments are:

- Recorded using the school's standard template
- Stored centrally in the school office and on the school's shared drive
- Made available to all relevant staff
- Shared with contractors and visitors where appropriate

21.7 Dynamic Risk Assessment

Staff are trained to conduct dynamic risk assessments - the continuous process of identifying hazards, assessing risk, taking action and reassessing. This is particularly important:

- During educational visits
- When dealing with challenging behaviour
- When circumstances change unexpectedly
- In emergency situations

Staff should stop an activity if they believe it has become unsafe and report their concerns to a senior leader immediately.

22. Premises Inspections and Maintenance

22.1 Responsibility for Premises

Mrs Head, Headteacher and Mrs Hubbard, SBM are responsible for ensuring the school premises are safe and well-maintained.

In the absence of a permanent caretaker Mrs Hubbard, SBM is responsible for:

- Regular visual checks of the premises
- Managing any reported defects or hazards
- Arranging minor repairs and maintenance
- Coordinating with contractors for major works

22.2 Premises Inspections

Regular checks are carried out to make sure:

- Gates, fences and boundaries are secure
- Paths and playgrounds are clear of hazards (e.g., litter, ice, trip hazards)
- External doors and windows are secure
- No obvious damage to buildings or equipment
- Emergency exits are clear and accessible

Weekly checks are carried out covering:

- Fire alarm testing (see section 5)

Monthly Checks are carried out covering:

- Water temperature checks (legionella control - see section 6.2)
- Playground equipment visual inspection
- Emergency lighting testing

Termly checks are carried out covering:

- First aid kit contents (see section 21.2)
- PE equipment inspection
- Classroom furniture and fittings
- Display boards and wall fixtures

Annual checks include:

- Full premises inspection by Mrs Hubbard, SBM
- Fire risk assessment review (see section 5)
- Legionella risk assessment review (see section 6.2)
- Asbestos management survey review (see section 6.3)
- Accessibility audit (Equality Act 2010 compliance)
- External play equipment detailed inspection

22.3 Statutory Inspections and Testing

The following statutory inspections and tests are carried out by competent contractors:

Item	Frequency	Responsible Person
Electrical installation (fixed wire testing)	Every 5 years	Mrs Hubbard, SBM
Portable Appliance Testing (PAT)	Annually/Biannually	Mrs Hubbard, SBM
Fire alarm and emergency lighting	Every 6 months (service)	Mrs Hubbard, SBM
Fire extinguishers	Annually	Mrs Hubbard, SBM
Gas boilers	Annually	Mrs Hubbard, SBM
Legionella risk assessment	Annually	Mrs Hubbard, SBM
Playground equipment (ROSPA)	Annually	Mrs Hubbard, SBM
PE equipment	Annually	Mrs Hubbard, SBM
Asbestos management survey	Every 2 years or as required	Mrs Hubbard, SBM

Certificates for all statutory inspections are kept in the school office and copies are available on request.

22.4 Reporting Defects

All staff are responsible for reporting any defects, damage or hazards they identify. Reports should be made to:

- Mrs Hubbard, SBM for non-urgent matters
- Mrs Head, Headteacher for urgent safety concerns

Reports can be made:

- In person
- Adding to the defects/issues board in the staff room

22.5 Maintenance and Repairs

Minor repairs are carried out by an agency handyman where safe and appropriate to do so.

Major repairs and maintenance are arranged by Mrs Hubbard, SBM through:

- KCC Property Services (for maintained schools)

- Approved contractors from the school's preferred supplier list

All contractors must:

- Sign in at the school office
- Provide evidence of appropriate insurance and qualifications
- Provide risk assessments and method statements for their work
- Be made aware of asbestos locations (see section 6.3)
- Work in accordance with the school's safeguarding procedures

22.6 Defect Log

A defect log is maintained by Mrs Hubbard, SBM recording:

- Date reported
- Description of defect
- Location
- Risk level (high/medium/low)
- Action taken
- Date completed

High-risk defects are addressed immediately. The area is cordoned off or access restricted until the defect is resolved.

22.7 Security

The school maintains security through:

- Perimeter fencing and gates to the school
- Visitor signing-in procedures
- Intruder alarm system (see section 4)

All visitors must:

- Report to the school office
- Sign in and wear a visitor badge
- Be accompanied by a member of staff if required

23. Emergency Procedures

23.1 Fire Emergency

See section 5 for detailed fire emergency procedures.

23.2 Lockdown Procedures

In the event of a threat to the school (e.g., intruder on site, incident in the local area), a lockdown may be initiated.

Full lockdown (immediate threat):

- The lockdown alarm will sound [via the class phones with a specific 'lockdown' announcement]
 - **Procedures:** Follow the **CLOSE** procedure:
 - ❖ Close all windows and doors
 - ❖ Lock up
 - ❖ Out of sight and minimise movement
 - ❖ Stay silent and avoid drawing attention
 - ❖ Endure. Be aware you may be in lockdown for some time

- All pupils and staff move to the nearest safe room/classroom immediately
- Doors and windows are locked/secured
- Pupils sit quietly away from doors and windows
- Registers are taken
- No one enters or leaves the building
- The school office contacts emergency services
- The lockdown remains in place until the all-clear is given by emergency services or senior leadership

Partial lockdown (threat in local area):

- All external doors and windows are locked
- Pupils remain in classrooms
- No one enters or leaves the building
- Normal lessons continue as far as possible
- The school office monitors the situation

All-clear signal: [via class phones using the tannoy 'All Clear']

Lockdown procedures are practised at least once per year.

23.3 Evacuation (Non-Fire)

In the event of other emergencies requiring evacuation (e.g., gas leak, bomb threat, structural damage):

- The fire alarm will be activated OR a specific announcement made
- Evacuation procedures as per section 5 will be followed
- The Headteacher or senior leader will liaise with emergency services
- An alternative assembly point may be used if the usual assembly point is unsafe (Village Hall car park)

23.4 Medical Emergency

In the event of a serious medical emergency:

- First aid will be administered immediately (see section 20)
- An ambulance will be called without delay (dial 999)
- Parents/carers will be contacted
- A member of staff will accompany the pupil to hospital if parents cannot arrive in time
- The Headteacher will be informed
- An accident report will be completed (see section 18)

For pupils with specific medical conditions (e.g., severe allergies, epilepsy, diabetes), individual healthcare plans are in place detailing emergency procedures where required.

23.5 Severe Weather

In the event of severe weather (e.g., heavy snow, flooding, extreme heat):

School closure decision:

- The Headteacher will assess the situation, considering:
 - Safety of the site and access routes
 - Availability of staff
 - Ability to maintain adequate heating, lighting and facilities
 - Advice from local authority and emergency services
- Parents/carers will be notified of closure via:
 - School website
 - Text message/email

- Local radio
- KCC school closures website

Partial closure:

- If only some pupils can safely attend, priority will be given to vulnerable pupils and children of key workers

Early closure:

- If conditions deteriorate during the school day, parents/carers will be contacted to collect pupils
- Pupils will only be released to known adults
- Staff will remain on site until all pupils have been collected safely

23.6 Utility Failure

In the event of failure of utilities (electricity, gas, water, heating):

- The Headteacher will assess whether the school can remain open safely
- Consideration will be given to:
 - Heating and lighting
 - Toilet and handwashing facilities
 - Ability to provide food
 - Duration of outage
- If closure is necessary, parents/carers will be notified as per severe weather procedures

23.7 Emergency Contacts

Key emergency contacts are:

Service	Contact Number
Emergency services	999
KCC Emergency Planning	03000414989
Local Authority Health and Safety Team	03000 418456
School's health and safety consultant	03000 418456
Gas emergency	0800 111 999
Electricity emergency	0800 783 8866
Water emergency	0330 123 2000

A full list of emergency contacts is kept in the school office and in the emergency grab bag.

23.8 Emergency Grab Bag

An emergency grab bag is kept in the school office containing:

- Keys to the Boiler Room & Back Passage (turn off for Gas, Electricity and Water)
- Whistles
- SEMBCP
- School Floor Plan
- Emergency contact list for Pupils & Staff
- First aid kit and Foil Blankets
- High-visibility vests
- Torch
- Loud Hailer
- Whistles
- Notebook and Pen
- Emergency Contact Details for Suppliers/Providers

24. Medication Administration

24.1 Policy Statement

The school recognises that some pupils require medication during the school day to manage medical conditions. We will support pupils with medical needs to attend school and participate fully in school life, whilst ensuring their safety and the safety of others.

Please refer to the school's Supporting Pupils with Medical Conditions Policy and the Managing Medicines Policy.

25. Pupil Supervision

25.1 General Supervision Principles

The school has a duty of care to ensure pupils are appropriately supervised at all times during the school day. All staff are responsible for the supervision and safety of pupils in their care.

Supervision arrangements are based on:

- The age and needs of pupils
- The nature of the activity
- The location and any associated risks
- Statutory requirements (particularly for Early Years Foundation Stage)

25.2 Supervision Ratios

Early Years Foundation Stage (Reception)

- At least 1 qualified teacher in each class with additional support from teaching assistants where needed.

For outdoor learning and trips, ratios are increased to ensure safety (see section 11).

Key Stage 1 and Key Stage 2

While there are no statutory ratios for Key Stage 1 and 2, the school maintains appropriate supervision based on:

- Class sizes (maximum 30 pupils per class for infant classes under the School Admissions Code)

- The activity being undertaken
- The location and identified risks
- Individual pupil needs

Typical ratios are:

- Classroom learning: 1 teacher per class, with additional support from teaching assistants where needed
- Playtime and lunchtime: Minimum of four staff on duty
- PE lessons: 1 teacher per class
- Educational visits: See section 11

25.3 Before and After School

Before school (from 8.30am):

- The school gates open at 8.40am
- Staff supervision begins at 8.30am, with regard to the walking bus from the village hall car park only
- Pupils arriving before this time are not supervised by school staff
- Parents/carers are responsible for their children until supervision begins
- Breakfast club operates from 7.45am with a ratio of 1 adult to 10 pupils

After school (until 3.20pm):

- Pupils are supervised until 3.20pm when they are collected by parents/carers or leave to walk home independently (Year 6 only with parental permission)
- Pupils attending after-school clubs are supervised by the club staff
- After-school club operates until 6pm with a ratio of 1 adult to 15 pupils]

Uncollected pupils:

- If a pupil has not been collected by 3.45pm (or 6pm if in After School Club), staff will:
 - Contact parents/carers using the emergency contact numbers
 - Keep the pupil safe and supervised in the school office or After School Club
 - Contact emergency contacts if parents cannot be reached
 - After 6.30pm, contact the local authority children's social care if no contact has been made

25.4 Playtime and Lunchtime Supervision

Morning and afternoon break:

- At least four members of staff supervise the playground
- Staff are positioned to ensure all areas are visible
- A first aider is always on duty
- Wet play arrangements: pupils remain in classrooms supervised by the class teacher or class teaching assistant.

Lunchtime:

- At least four members of staff supervise the playground
- Pupils are supervised in the dining hall and on the playground
- A first aider is always available

25.5 Classroom and Corridor Supervision

During lessons:

- Teachers must not leave their class unsupervised
- If a teacher needs to leave briefly, they must arrange for another adult to supervise

- Teaching assistants may supervise small groups working outside the classroom in visible areas

Moving around school:

- Pupils move around school in an orderly manner under staff supervision
- Pupils are taught to walk quietly and sensibly in corridors
- Staff supervise transitions to worship, lunch and at the end of the school day

Toilet breaks:

- Pupils may use the toilet during lesson time with teacher permission
- Staff conduct regular checks of toilet areas during break and lunch times

25.6 Specialist Areas

School Hall/Sports Activities:

- Pupils are supervised by a qualified teacher at all times during PE
- Equipment is checked before use (see section 7.2)
- Pupils are taught how to use equipment safely
- A first aider is always available during PE lessons

25.7 Pupils with Additional Needs

Pupils with SEND, medical needs, or challenging behaviour may require enhanced supervision. Individual risk assessments (see section 22.3) identify:

- Specific supervision requirements
- Any additional adult support needed
- Strategies to keep the pupil and others safe
- Arrangements for specific activities (e.g., trips, playtime)

25.8 Supervision During Educational Visits

See section 11 for detailed supervision arrangements during off-site visits.

25.9 Staff Responsibilities

All staff involved in supervision must:

- Arrive punctually for their supervision duty
- Position themselves to ensure maximum visibility of pupils
- Actively supervise - not use mobile phones or engage in conversations that distract from supervision
- Intervene promptly to prevent unsafe behaviour
- Know how to contact help in an emergency
- Follow the behaviour policy when managing incidents
- Complete accident forms for any injuries (see section 18)

25.10 Monitoring

Supervision arrangements are monitored by:

- Senior leaders conducting regular observations of playtime and lunchtime
- Review of accident reports to identify any patterns or areas of concern
- Staff and pupil feedback
- Termly review of supervision rotas and arrangements

26. Forest School and Outdoor Learning

26.1 Our Approach to Forest School

Egerton Church of England Primary School is committed to providing high-quality outdoor learning experiences, including Forest School sessions. Forest School is a child-centred, inspirational learning process that offers children regular opportunities to achieve, develop confidence and self-esteem through hands-on learning in a woodland environment.

26.2 Forest School Leadership

Forest School sessions are led by Teamtheme Kent staff (contracted by the school), who hold appropriate qualifications.

The Forest School Leader is responsible for:

- Planning and delivering Forest School sessions
- Conducting site-specific risk assessments
- Ensuring all equipment is safe and appropriate
- Maintaining first aid qualifications (including outdoor first aid where appropriate)
- Keeping records of sessions and pupil progress
- Ensuring safeguarding procedures are followed

26.3 Location and Site Assessment

Forest School sessions take place at a designated woodland site close to the school.

A comprehensive site risk assessment has been completed covering:

- Access routes and boundaries
- Environmental hazards (e.g., poisonous plants, uneven ground, water features)
- Weather-related risks
- Wildlife
- Trees and vegetation

A dynamic risk assessment is conducted at each session to identify any changes or new hazards (e.g., fallen branches, animal activity, weather conditions).

26.4 Risk-Benefit Assessment

Forest School embraces managed risk-taking as part of the learning experience. Risk-benefit assessments are conducted for all Forest School activities, considering:

- The educational and developmental benefits of the activity
- The potential risks and how these can be managed
- Age-appropriate challenges for pupils
- Individual pupil needs and abilities

Activities may include:

- Tool use (e.g., potato peelers, loppers, bow saws)
- Fire lighting and cooking
- Shelter building
- Natural craft activities
- Climbing and balancing
- Exploring natural materials

25.5 Supervision Ratios

Forest School sessions maintain enhanced supervision ratios:

- Key Stage 1 and 2: Minimum ratio of 1 adult to 8 pupils

Ratios are adjusted based on:

- The specific activity being undertaken

- Individual pupil needs
- Weather conditions and site conditions
- The level of risk involved in the session

At least one adult present must hold a current outdoor first aid qualification (or paediatric first aid as a minimum).

25.6 Safeguarding During Forest School

All adults involved in Forest School sessions must:

- Have completed appropriate safeguarding training
- Have enhanced DBS checks
- Understand and follow the school's safeguarding and child protection policy
- Never be alone with a child out of sight of other adults

The Forest School Leader ensures:

- Clear boundaries are established and pupils understand them
- Pupils are within sight and sound of adults at all times
- Regular headcounts are conducted
- A walkie talkie is used to keep in contact with the school in case of emergencies

26.7 Clothing and Equipment

Pupils must wear:

- Appropriate outdoor clothing for the weather (long sleeves and trousers recommended)
- Sturdy, closed-toe footwear (wellies or walking boots)
- Waterproof coat
- Sun hat and sun cream in warm weather (applied by parents before school)

Parents/carers are informed in advance of Forest School sessions so pupils can dress appropriately.

School provides:

- Spare waterproof clothing
- Gloves for tool use
- Safety equipment (e.g., first aid kit, fire safety equipment)

26.8 Tools and Fire Safety

Tool use:

- Pupils receive instruction on safe tool use before handling any tools
- Tools are age-appropriate and well-maintained
- A "blood circle" or safety zone is established around pupils using tools
- Tools are counted out and counted back in after each session
- Tools are stored securely in a locked container

Fire safety [if applicable]:

- Fires are only lit in the designated fire circle area
- A fire risk assessment is in place
- Appropriate fire safety equipment is available (e.g., water, fire blanket)
- Pupils are taught fire safety rules before any fire lighting activities
- Fires are fully extinguished before leaving the site
- The Forest School Leader holds a fire safety qualification

26.9 First Aid and Emergency Procedures

A comprehensive first aid kit suitable for outdoor use is taken to every Forest School session, including:

- Wound care supplies
- Antiseptic wipes
- Emergency blanket
- Whistle for attracting attention

A walkie talkie allows contact with the school in emergencies

Emergency procedures:

- In the event of a serious injury, an ambulance will be called immediately (999)
- One adult will administer first aid while another supervises the rest of the group
- The school office will be contacted
- Parents/carers will be informed
- An accident report will be completed (see section 18)

Emergency evacuation:

- If the site needs to be evacuated (e.g., due to severe weather, hazard discovered), pupils will return to school immediately
- A headcount will be conducted before leaving the site and upon return to school

26.10 Weather Conditions

Forest School sessions take place in most weather conditions, as experiencing different weather is part of the learning. However, sessions may be cancelled or modified if:

- There are high winds (risk of falling branches)
- There is thunder and lightning
- There is heavy snow or ice making access unsafe
- There are extreme temperatures (very hot or very cold)
- There is flooding or the site/access routes are waterlogged

The Forest School Leader makes the final decision about whether conditions are safe for the session to proceed.

26.11 Environmental Considerations

The school is committed to minimising environmental impact during Forest School sessions:

- Pupils are taught to respect wildlife and habitats
- "Leave no trace" principles are followed
- Only fallen wood is collected for activities
- Litter is always taken away
- Pupils learn about conservation and sustainability

26.12 Allergies and Medical Needs

Parents/carers inform the school of any allergies or medical conditions that may be relevant to Forest School (e.g., allergies to bee stings, asthma, epilepsy).

The Forest School Leader:

- Is aware of all pupils' medical needs and allergies
- Carries any required medication (e.g., asthma inhalers, EpiPens)
- Knows how to administer emergency medication
- Adapts activities to accommodate individual needs

26.13 Parental Consent

Parents/carers provide written consent for their child to participate in Forest School sessions, acknowledging:

- The nature of Forest School activities
- That managed risk-taking is part of the learning
- The clothing and equipment requirements
- That they have informed the school of any relevant medical conditions or allergies

Consent is obtained before a pupil's first Forest School session.

26.14 Monitoring and Evaluation

Forest School provision is monitored through:

- Regular review of risk assessments
- Analysis of any accidents or incidents
- Pupil and staff feedback
- Observation of sessions by senior leaders
- Review of pupil progress and outcomes

The Forest School Leader maintains records of:

- Session plans and activities
- Risk assessments and safety checks
- Attendance
- Pupil observations and progress
- Any incidents or accidents

27. Monitoring

This policy will be reviewed by the Mrs Hubbard, SBM annually.

At every review, the policy will be approved by the governing body.

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. 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 the UK Health Security Agency. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'dos and don'ts' to follow that you can check.](#)

In confirmed cases of infectious disease, including COVID-19, we will follow the recommended self-isolation period based on government guidance.

Infection or complaint	Recommended period to be kept away from school or nursery
Athlete's foot	None.
Campylobacter	Until 48 hours after symptoms have stopped.
Chicken pox (shingles)	Cases of chickenpox are generally infectious from 2 days before the rash appears to 5 days after the onset of rash. Although the usual exclusion period is 5 days, all lesions should be crusted over before children return to nursery or school. A person with shingles is infectious to those who have not had chickenpox and should be excluded from school if the rash is weeping and cannot be covered or until the rash is dry and crusted over.
Cold sores	None.
Respiratory infections including coronavirus (COVID-19)	Children and young people should not attend if they have a high temperature and are unwell. Anyone with a positive test result for COVID-19 should not attend the setting for 3 days after the day of the test.
Rubella (German measles)	5 days from appearance of the rash.
Hand, foot and mouth	Children are safe to return to school or nursery as soon as they are feeling better, there is no need to stay off until the blisters have all healed.
Impetigo	Until lesions are crusted and healed, or 48 hours after starting antibiotic treatment.
Measles	Cases are infectious from 4 days before onset of rash to 4 days after, so it is important to ensure cases are excluded from school during this period.
Ringworm	Exclusion not needed once treatment has started.

Scabies	The infected child or staff member should be excluded until after the first treatment has been carried out.
Scarlet fever	Children can return to school 24 hours after commencing appropriate antibiotic treatment. If no antibiotics have been administered, the person will be infectious for 2 to 3 weeks. If there is an outbreak of scarlet fever at the school or nursery, the health protection team will assist with letters and a factsheet to send to parents or carers and staff.
Slapped cheek syndrome, Parvovirus B19, Fifth's disease	None (not infectious by the time the rash has developed).
Bacillary Dysentery (Shigella)	Microbiological clearance is required for some types of shigella species prior to the child or food handler returning to school.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children and adults with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health adviser or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	Until 48 hours after symptoms have stopped.
E. coli (verocytotoxigenic or VTEC)	The standard exclusion period is until 48 hours after symptoms have resolved. However, some people pose a greater risk to others and may be excluded until they have a negative stool sample (for example, pre-school infants, food handlers, and care staff working with vulnerable people). The health protection team will advise in these instances.
Food poisoning	Until 48 hours from the last episode of vomiting and diarrhoea and they are well enough to return. Some infections may require longer periods (local health protection team will advise).
Salmonella	Until 48 hours after symptoms have stopped.

Typhoid and Paratyphoid fever	Seek advice from environmental health officers or the local health protection team.
Flu (influenza)	Until recovered.
Tuberculosis (TB)	Pupils and staff with infectious TB can return to school after 2 weeks of treatment if well enough to do so and as long as they have responded to anti-TB therapy. Pupils and staff with non-pulmonary TB do not require exclusion and can return to school as soon as they are well enough.
Whooping cough (pertussis)	A child or staff member should not return to school until they have had 48 hours of appropriate treatment with antibiotics and they feel well enough to do so, or 21 days from onset of illness if no antibiotic treatment.
Conjunctivitis	None.
Giardia	Until 48 hours after symptoms have stopped.
Glandular fever	None (can return once they feel well).
Head lice	None.
Hepatitis A	Exclude cases from school while unwell or until 7 days after the onset of jaundice (or onset of symptoms if no jaundice, or if under 5, or where hygiene is poor. There is no need to exclude well, older children with good hygiene who will have been much more infectious prior to diagnosis.
Hepatitis B	Acute cases of hepatitis B will be too ill to attend school and their doctors will advise when they can return. Do not exclude chronic cases of hepatitis B or restrict their activities. Similarly, do not exclude staff with chronic hepatitis B infection. Contact your local health protection team for more advice if required.
Hepatitis C	None.
Meningococcal meningitis/ septicaemia	If the child has been treated and has recovered, they can return to school.
Meningitis	Once the child has been treated (if necessary) and has recovered, they can return to school. No exclusion is needed.
Meningitis viral	None.

MRSA (meticillin resistant Staphylococcus aureus)	None.
Mumps	5 days after onset of swelling (if well).
Threadworm	None.
Rotavirus	Until 48 hours after symptoms have subsided.