



INFECTION, PREVENTION & CONTROL SPECIAL EDUCATIONAL NEEDS (SEN) STAFF TRAINING BOOKLET v1.0



Scan for more
information



X @LCCIPC

Or find us at:

[Lancashire County Council –
Infection Prevention & Control](#)

Contents

Introduction	3
THE CHAIN OF INFECTION	4
Infection Prevention and Control Champion	6
IPC school training	6
Outbreak management	6
Exclusion for staff	7
Exclusion of children	8
Groups at higher risk of infection	8
Childhood illnesses	9
Hand hygiene	9
Enteral feeding – PEG feeds	12
Tracheostomy Care	12
Medication	14
Management of Sharps	14
Vaccinations	14
Toilets and Potties	15
Potties	16
Changing and disposal of nappies	17
Toys, equipment and sand	18
Sand and Water	19
Children's personal items	19
Food Hygiene	19
Cleaning	20
Children's Personal clothing	21
Pets	22
IPC Audit Tool	23

Resources:

Hand Hygiene: Sequence cards.

Introduction

This booklet has been designed to give an introduction into Infection, Prevention and Control for new and existing members of staff working in a SEN school setting.

The resources are to support staff, students and volunteers with education and training in respect of Infection Prevention & Control.

It is important to understand how germs are spread and actions that can be taken to break the chain of infection.



Infections can be acquired at home or in the community and brought into schools or acquired and spread within the school setting. A proactive and preventive approach is recommended, including the promotion of available immunisations. Schools must ensure that they have a written Infection Prevention and Control (IPC) policy in place which includes the chain of infection (see below) which is reviewed on an annual basis. Staff should also complete IPC training on their induction, and this should be reviewed annually.

THE CHAIN OF INFECTION

Infection prevention and control measures aim to interrupt the chain of transmission. Infections are caused by microorganisms, including bacteria, fungi, parasites, and viruses. There are many types of microorganisms. They are found everywhere and are harmless. However, certain microorganisms called germs can cause harm in those vulnerable to infection. Children and those who care for them may be exposed to these harmful microorganisms within childcare settings.

The process of infection can be represented as a chain, along which microorganisms are transmitted from a source to a vulnerable person. Breaking the link in this chain at any point will control the risk of infection by preventing the transmission of the germ to the vulnerable person. This can be achieved by removing the sources of infection, preventing the transmission of microorganisms, and reducing a child's vulnerability.

For an infection to occur several things have to happen. This is often referred to as the Chain of Infection.

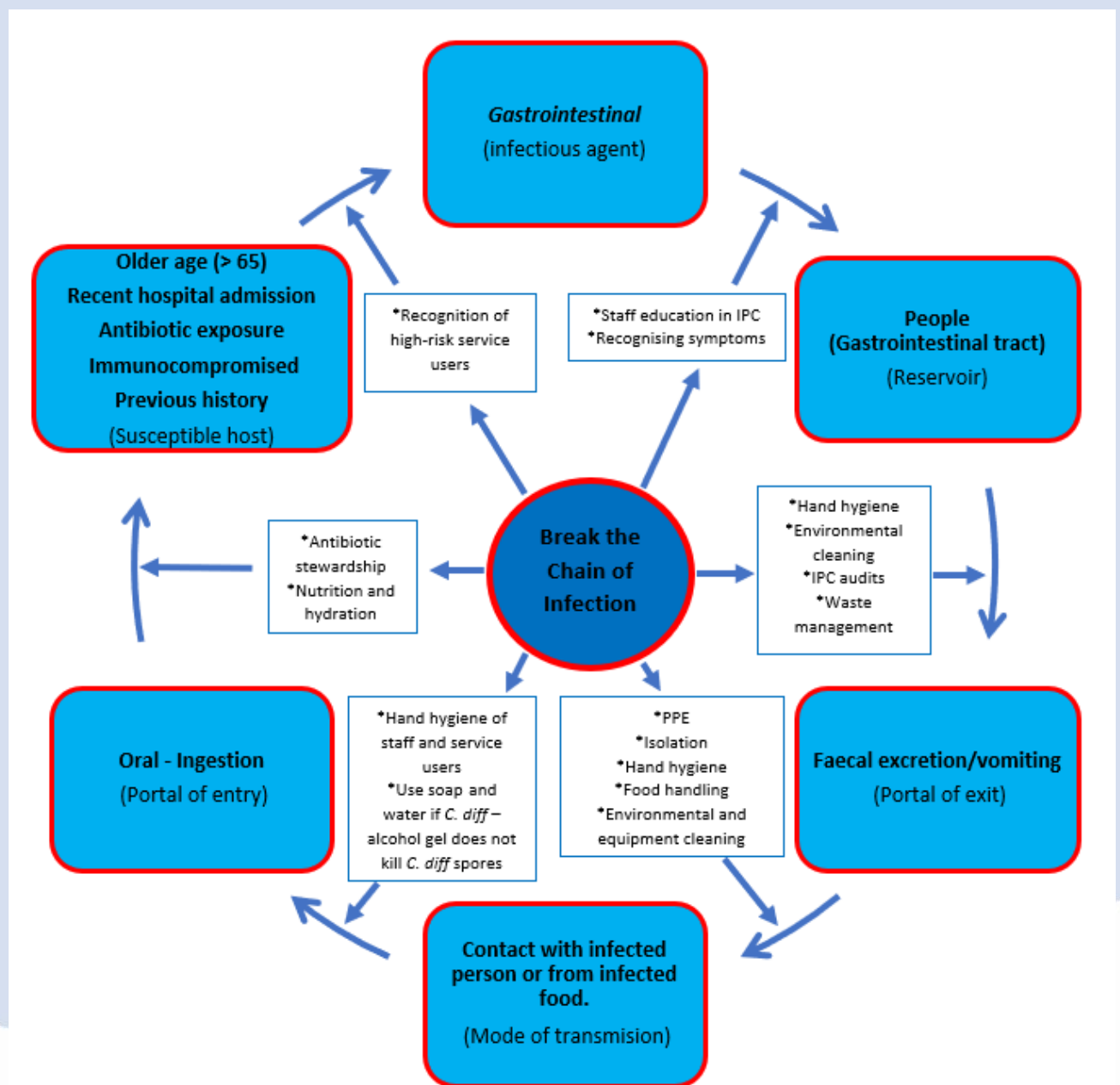
The six links in the chain are:

1. The **Infectious Agent** – or the microorganism which can cause disease.
2. The **Reservoir** or source of infection where the microorganism can live and thrive. This may be a person, an animal, any object in the general environment, food, or water.
3. The **Portal of Exit** from the reservoir. This describes the way the microorganism leaves the reservoir. For example, in the case of a person with flu, this would include coughing and sneezing. In the case of someone with gastro-enteritis microorganisms would be transmitted in the faeces or vomit.

4. The **Mode of Transmission**. This describes how microorganisms are transmitted from one person or place to another. This could be via someone's hands, on an object, through the air or bodily fluid contact.
5. The **Portal of Entry**. This is how the infection enters another individual. This could be landing on a mucous membrane, being breathed in, entering via a wound, or through the digestive system.
6. The **Susceptible Host**. This describes the person who is vulnerable to infection.

Infections can be prevented by breaking the Chain of Infection.

The chain of infection diagram illustrates and gives examples of actions that can be taken to break it.



Infection Prevention and Control Champion

To support the school in ensuring good infection Prevention and Control practices it is advisable that the school nominates 1-2 individuals to take on the role as Infection Prevention and Control Champion (IPCC).

The role of the of the IPCC is to support all staff on matters concerned with IPC and become a role model initiating best practice in IPC issues within school.

For further information about the role of the IPCC champion please access LCC's IPC webpage.

[Infection prevention and control - Lancashire County Council](#)

IPC school training

All staff should complete IPC training on their induction, and it is recommended that this is reviewed annually.

If the school would like bespoke face to face IPC training from Lancashire County Councils IPC team, please email the team so that this can be arranged.

Email: infectionprevention@lancashire.gov.uk

Outbreak management

Early reporting of suspected outbreaks in a school is essential for effective management.

An outbreak may be defined as, an incident in which 2 or more people experiencing a similar illness are linked in time or place. If two or more people are displaying symptoms of the same condition, contact UK Health Security Agency (UKHSA) on 03442550562 and select option 2 for Cumbria and Lancashire. Alternatively, you can notify the team via email, clhpt@ukhsa.gov.uk

Headteachers should contact UKHSA as soon as they suspect an outbreak to discuss the situation and agree if any actions are needed. It is useful to have the information listed below available before this discussion as it will help to inform the size and nature of the outbreak:

- total numbers affected (staff and children)
- symptoms
- date(s) when symptoms started.
- number of classes affected.

For further information about [norovirus](#), [scabies](#), [influenza](#) and other infections; please refer to the [NHS Choices](#) website.

Lancashire County Council Infection Prevention and Control team can also provide schools with up-to-date guidance, advice, and support.

Email: infectionprevention@lancashire.gov.uk

Normal working hours of the IPC Team are Monday to Friday 8am to 5pm.

If you require IPC advice outside of these days and times, including Bank Holidays, please contact: UK Health Security Agency (UKHSA) on 0344 225 0562.

The Infection Prevention and Control team website provides useful IPC resources and guidance, which schools can access.

[Managing outbreaks and incidents - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Communicable disease outbreak management: appendices \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Exclusion for staff

Staff with infections can place risk, therefore staff suffering from conditions must be excluded from their work.

[Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Exclusion of children

Infections are common among children, and childcare settings often present ideal situations for infections to spread. It is important that an exclusion policy is in place.

Please refer to guidance below,

[Children and young people settings: tools and resources - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/children-and-young-people-settings-tools-and-resources)

Groups at higher risk of infection

A person who is immunosuppressed has an impaired immune defence mechanism in their body due to a medical condition or treatment they are receiving. People who are immunosuppressed may have a reduced ability to fight infections and other diseases.

Please refer to the following guidance:

[What infections are, how they are transmitted and those at higher risk of infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-infections-are-how-they-are-transmitted-and-those-at-higher-risk-of-infection)

Women who are pregnant should ensure they are up to date with the recommended vaccinations, including COVID-19 immunisation. If a pregnant woman has contact with someone with **measles, mumps, rubella, slapped cheek syndrome and chickenpox** they should consult their midwife or GP immediately. For more information on protecting pregnant staff in the workplace, refer to the [Health and Safety Executive's guidance on pregnant workers](#).

Childhood illnesses

Children are more susceptible to sickness due to their underdeveloped immune systems and their high exposure to microorganisms/germs at nursery and school. Common childhood illnesses include allergies, skin problems, eye conditions, neurological issues, and gastrointestinal conditions.

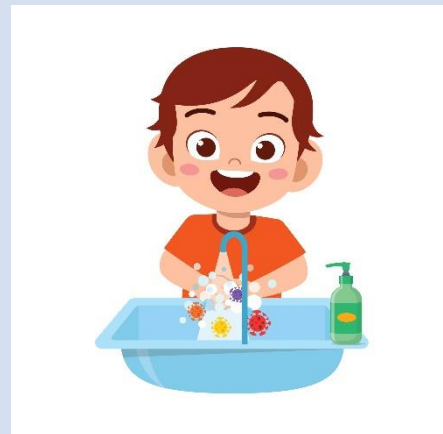
To promote good health, parents and carers should know the symptoms of common childhood illnesses and how to manage them. It is always advised to consult a health care provider for specific advice on managing common childhood illnesses.

[Managing specific infectious diseases: A to Z - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Common childhood illnesses - A guide for parents and carers of children aged birth - 5 years \(sesandspccg.nhs.uk\)](https://www.sesandspccg.nhs.uk)

Hand hygiene

Good hygiene is important to prevent the spread of illness. Many germs (bacterial and viral) are spread from person to person simply through touch (e.g., germs are on your hands after you touch a toy a sick child has been playing with). It is important to regularly wash hands thoroughly, especially when caring for children who are unwell.

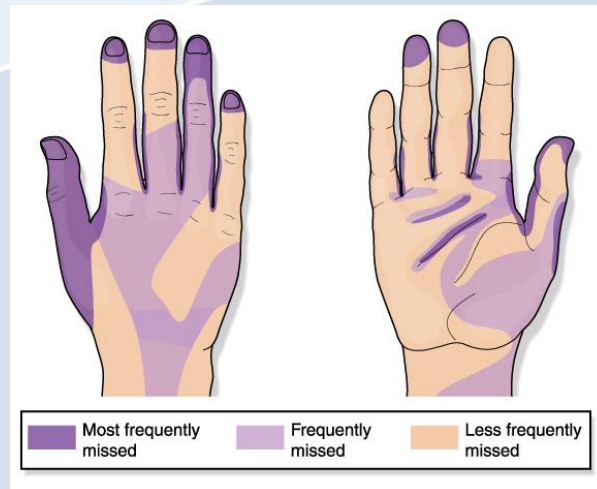


Children need to be encouraged to wash hands correctly especially before eating and after visiting the toilet. Hands should be washed with soap and warm water and dried using disposable towels or hand dryers.

Disposable towels should be stored in a dispenser to prevent risk of contamination. Cotton towels should not be used as they spread microorganisms. Liquid soap should be used opposed to soap bars again this is down to the contamination of the soap bar.

Special attention should be paid to fingernails, in-between fingers, thumbs, and wrists. These are the most frequent missed areas. To facilitate effective hand hygiene while working in childcare staff should wear sleeves above the elbow. They should remove any jewellery from hands and wrist except for a plain band ring. They should keep

nails short and clean and false nails and nail varnish should not be worn. Cuts and abrasions should be covered with a waterproof dressing.



When should hands be washed?

- After arriving at work
- Whenever they are visibly dirty
- After using the toilet
- Before preparing serving and eating food
- After touching any potential contaminated surfaces
- After sneezing or blowing your nose
- After handling pets
- Before (if hands are visibly dirty) and after messy play.
- After handling soiled clothing
- After dealing with waste
- After handling body fluids
- Before and after nappy changing/toileting
- At the end of the working day
- After removing PPE
- At any appropriate times throughout the day

REMEMBER!

- Hand washing is the single most important measure for preventing the transmission of infection.
- Children should be encouraged to learn the basic principles of good hygiene. One of the most important principles is hand washing should be supervised by staff.

- Effective hand drying is just as important as hand washing due to wet hands spreading microorganisms more easily than dry ones.
- Staff should look after their hands. Individual moisturisers maybe used.
- Wash hand basins should only be used for handwashing purposes. No plug should be present in any designated handwashing sinks.

Think Smart wash your hands

Wash your hands for at least 20-30 seconds
This will help to keep yourself, your family and your friends safe

1) Wet hands under running water 2) Put on soap and rub together 3) Back of hands

4) In between fingers 5) Grip fingers 6) Thumbs

7) Fingertips 8) Rinse hands under running water 9) Dry thoroughly

GET SMART

Join the fight against the spread of infection

www.lancashire.gov.uk twitter.com/lancsipc

Enteral feeding – PEG feeds

Preparing and giving feed:

- Ensure the staff member is bare below the elbow. Remove wrist and hand jewellery (including watches)
- Staff members nails should be short, clean, and free from false/acrylic nails and nail varnish.
- Staff members should have short, clean fingernails without nail polish, gel or acrylic nails.
- Cuts or grazes should be covered with waterproof plasters.
- Staff should wear clothes that are short-sleeved or have sleeves that can be easily pushed up.
- It is essential that hands are cleaned in the correct way when any type of healthcare is carried out, to minimise the risk of passing on infections.

Only staff who have received enteral feeding training should perform the above tasks. Each child will have their own individual care plan which staff should adhere to.

[Enteral feeding | Information for the public | Healthcare-associated infections: prevention and control in primary and community care | Guidance | NICE](#)

NICE Guidelines: Clinical Guideline CG139. Primary and community care - [Overview | Healthcare-associated infections: prevention and control in primary and community care | Guidance | NICE](#)

Tracheostomy Care

- Staff must ensure that they adhere to standard infection prevention precautions reduce the risk of transmission of microorganisms. Gloves and an apron should be worn when carrying out care. Mask/eye protection should be worn if bodily fluid contamination to the eyes or face is anticipated or likely. It is advised that staff carry out a risk assessment to determine this.
- Ensure the staff member is bare below the elbow. Remove wrist and hand jewellery (including watches).
- Staff members nails should be short, clean, and free from false/acrylic nails and nail varnish.
- The site should be kept clean, dry, and free from secretions as moisture can predispose the patient to infection and skin breakdown.
- This includes the use of hand hygiene and appropriate PPE equipment.

Only staff who have received tracheostomy care training should perform the above tasks. Each child will have their own individual care plan which staff should adhere to.

Items intended for single use are packaged with the symbol below or they are labelled 'single use'.



Single use items such as medicine pots, syringes should be discarded after use and should not be re-used.

Re-usable equipment will not have the symbol above on equipment therefore can be re used. After use equipment should be washed thoroughly and dried with a paper towel. After equipment has been washed and dried, they should be stored away in a clean container/cupboard and not left out to air dry. When storing items in a container please ensure this is washed with detergent and warm water daily and dried thoroughly.

Medication

Please follow schools' policy on medication administration for both prescribed and non-prescribed medication.

Medications must never be shared between children.

Children's medication should **never** be left in a child's bag or where it can be reached by other children.

Please refer to LCC schools portal for further information - [Schools' portal \(lancscc.net\)](#)

[Medicine safety - Lancashire County Council](#)

Management of Sharps

Sharps include needles, lancets, razors, nail clippers, scissors and any other sharp instrument which may prick, scratch, or cut you and which has been contaminated with blood from a service user or an unknown source. Sharps can also include bites and scratches from humans and animals. Injuries from sharps are a cause of exposure to blood borne viruses and other infections.

Employees must be trained in the safe handling and disposal of sharps.

Please refer to guidance in the links below.

[Safe management of sharps \(infectionpreventioncontrol.co.uk\)](#)

[Sharps injuries - What you need to do \(hse.gov.uk\)](#)

Vaccinations

Vaccines are the most effective way to prevent infectious diseases. By achieving high levels of immunity against vaccine preventable diseases this reduces the spread of infection and prevents outbreaks.

Educational settings have a fundamental role to play to support the routine immunisation programme through sharing of information with parents and caregivers at key points.

It is important that all staff are up to date with vaccinations. Staff should be encouraged to check their immunisations status with their GP if they are unsure if they are up to date.

Mumps Measles and Rubella (MMR) are viral infections and can spread easily causing outbreaks. The MMR vaccine is the safest way to protect an individual against these infections and all staff should make sure that they have had 2 doses of the MMR vaccine.

The NHS winter flu and COVID-19 vaccination programme provides vital protection to those eligible and their families over winter, keeping people from developing serious illnesses, and helping to minimise hospitalisations during busy winter months.

[Supporting immunisation programmes - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Toilets and Potties

Children will develop good hygiene practices when using the toilet if they have all the appropriate advice and equipment needed.

Toilet areas should always be kept clean and checked regularly due to the likelihood of contamination with microorganisms. Toilet areas should be cleaned and disinfected as required. This should include high touch areas such as door handles, taps and toilet flush handles.

Children should be supervised whilst using toilet areas and should also be supervised in hand washing to ensure this is done correctly.

Child- size toilets should be installed, and all toilets should be fitted with a toilet seat and lid to minimise aerosol spread of contents when flushing.

There should be an adequate supply of toilet rolls, hand soap and paper towels.

Hand washing basins should be at the correct height for children to use.

Potties



Potties should be kept in toilet areas and should not be allowed in food or play areas.

After potty use the contents should be disposed of down the toilet, you should turn your head away when emptying and the toilet lid should be closed before flushing to prevent aerosol spread of contents.

After emptying, the potty should be cleaned correctly using manufactures instructions. It should then be dried thoroughly using disposable towels. Hands then should be washed thoroughly with soap and water.

Potties should be stored separately, upside down and should not be stacked on top of one another.

Potties should not be cleaned in sinks used for handwashing.

Individual potties can eliminate the risk of spread of infection and should be considered.

Any cracked or damaged potties should be discarded as these cannot be cleaned effectively.

No toys should be taken into toileting area if they are needed for distraction for potty training these toys should be fully cleaned and disinfected.

Changing and disposal of nappies

All childcare settings that accept children who are still in nappies must have designated changing facilities for nappy changing. These areas must be separate to food preparation and serving areas and all children's play areas.

- Always wash hands before and after using gloves
- A new disposable apron and gloves must be worn for each nappy change
- Gloves and apron must be removed as soon as the task is complete
- Staff should ensure they have all the equipment they need before starting the task and should wash hands between each nappy change
- Changing mats should have sealed plastic covering and should be checked for cracks and tears if any of these found the mat should then be discarded
- The mat should be cleaned thoroughly, disinfected, and dried after each nappy change using manufactures instructions
- Disposable towels/rolls should be placed on top of the changing mat for protection and discarded after every use
- Clean nappies should be stored in a dry clean container
- Soiled nappies must go straight into a nappy sack or plastic bag before being disposed of into a foot pedal-controlled bin. These must be emptied regularly, and waste should be disposed of correctly
- Each child should have their own creams, these are to be supplied by the parent/guardian and should only be used for the specific child. The cream should be clearly labelled with child's name and should be applied using a gloved hand
- Children or babies should never be left unattended on the changing mat or table



Toys, equipment and sand

Toys are very important for the learning and development of children, but they also carry a risk of spreading infection due to contamination of microorganisms. This occurs from unwashed hands and bodily fluids. Cleaning schedules and rotation should be considered to help ensure toys are cleaned and disinfected regularly.

You should ensure:

- ✓ All toys in the setting can easily be cleaned and de-contaminated.
- ✓ You have a clear cleaning schedule in place explaining when and how toys are cleaned and what cleaning products should be used and who is responsible for cleaning.
- ✓ Always refer to manufacturers' instructions when cleaning
- ✓ Always check toys to ensure they are not broken or damaged as this will affect efficient cleaning, if toys and equipment are broken, they should be discarded immediately.
- ✓ Hard/plastic toys should be washed, and a suitable detergent should be used. Once washed they should be rinsed and dried thoroughly.
- ✓ Soft toys should be washed in the washing machine as per manufacturers' instructions at the highest possible temperatures.
- ✓ Toys that are visibly soiled should be removed immediately cleaned and disinfected according to manufacturers' instructions.
- ✓ Toys should be stored in closed cupboards or clean washable containers.
- ✓ Ensure hands are washed thoroughly and skin lesions are covered before and after using play dough, ideally fresh playdough should be made every day and the previous should be discarded.

You should not:

- ✗ Put toys back in boxes that are visibly dirty.
- ✗ Keep toys that are difficult to clean.

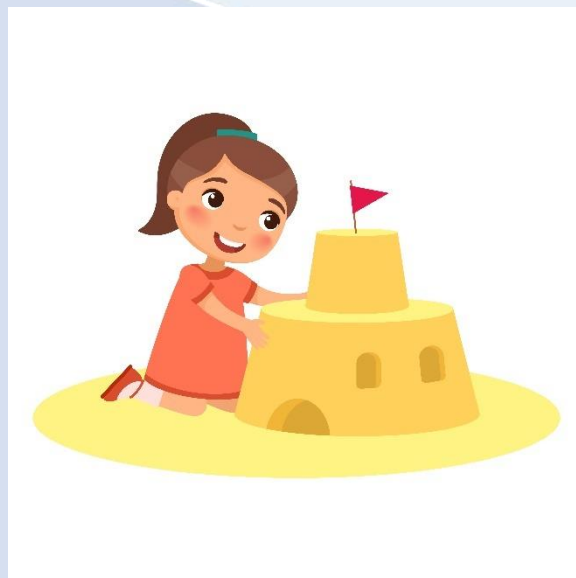


Sand and Water

Sandpits should be securely covered when not in use to protect from animals contaminating the sand. Sand should be changed regularly; 4 weekly for indoor sandpits and/or as soon as it becomes discoloured or malodorous for outdoor sandpits. Sand should be sieved (indoor) or raked (outdoor) regularly to keep it clean.

The tank should be washed with detergent and water, and dried before refilling with sand.

Water play troughs or receptacles should be emptied, washed with detergent and hot water and dried and stored inverted when not in use. The water should be replenished either daily or twice daily when in use and it should always be covered when not in use.



Children's personal Items

- Sensory chew toys must be clearly labelled for each child
- Sharing of sensory chew toys must not be allowed as this could transmit infection
- If a sensory chew toy falls on the floor they must be washed and disinfected before the child puts it back in their mouth
- Sensory chew toys should be stored away correctly in a clean dry container when not being used and should be clearly labelled with the child's name

Food Hygiene

Food hygiene is an essential to prevent the spread of gastrointestinal infections. For information on any food safety issues contact environmental health or your local council.

People employed specifically for the preparation of food should **not** be involved in cleaning tasks in the nappy changing and toilet areas.

Staff in school who deal with food should have the required food standard hygiene training.

Cleaning

Enhanced cleaning is vital for all outbreaks including treating and preventing. Here are the 5 principles of cleaning.



Contact Time - A disinfectant must be in contact with a surface for a specified time and the surface needs to remain wet for that time. Staff should know the contact times for the disinfectants in use.

Areas need to be cleaned from top to bottom, dirty to clean to minimise recontamination of an area and transfer of microorganisms.

Frequent touch points such as door handles, light switches should be cleaned more frequently than other surfaces.

[B0271-national-standards-of-healthcare-cleanliness-2021.pdf \(england.nhs.uk\)](https://www.england.nhs.uk/publications/b0271-national-standards-of-healthcare-cleanliness-2021.pdf)

National Colour Coding Scheme

Red

Bathrooms, washrooms, showers, toilets, basins and bathroom floors

Blue

General areas including wards, departments, offices and basins in public areas

Green

Catering departments, ward kitchen areas and patient food service at ward level

Yellow

Isolation areas

Children's Personal clothing

Linen and clothing can be a potential source of infection.

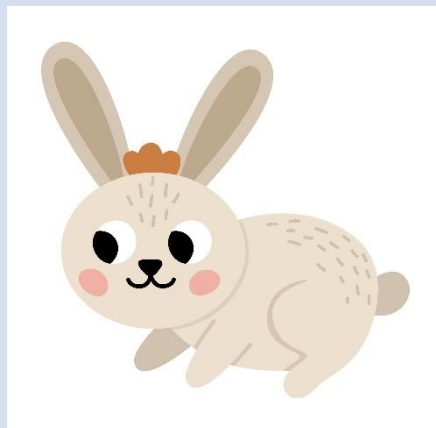
- When handling soiled clothing appropriate PPE must be worn - [personal-protective-equipment-ppe.pdf \(lancashire.gov.uk\)](#)
- Soiled items should be placed into an alginate bag to prevent staff and parents handing of soiled linen by parents/carers. Please ensure the bag is stored away from children's play areas and all food areas.
- Explain to parents how to efficiently clean soiled close explaining that high temperatures help kill any microorganism that may be present. While this is unpleasant for the parent/guardian to receive this is the policy in which protects the health of children and staff.



Pets

Pets within school can significantly enhance children's education. However, animals can pose a risk of infection. Even if they are healthy, they can carry germs, and parasites such as fleas and worms. Sensible precautions can reduce the risks to an acceptable level. It is recommended that school, keep a record of vaccinations/ treatments the animal has received.

If you wish to introduce other pets, you should first consult parents and consider children's anxieties and allergies (e.g., children with asthma). The animals must be safe to be around children and not pose a health risk.



Please refer to guidance in link below for further information.

[Preventing and controlling infections - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Other useful resources

[Health protection in children and young people settings, including education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

[Infection prevention and control - Lancashire County Council](https://www.lancashire.gov.uk)

[Infectious diseases: education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
[personal-protective-equipment-ppe.pdf \(lancashire.gov.uk\)](https://www.lancashire.gov.uk)

IPC Audit Tool

Document to be used by School IPC champion or other staff member familiar with infection, prevention, and control within the school setting. The audit document below can be adapted and changed to suit your school environment and needs.

Standard: Infection Prevention & Control Management is seen as an integral part of the overall business of the school and is afforded high priority				
General Management				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is there a named lead person/infection prevention & control care champion (IPCCC) responsible for infection prevention and control (IPC)?				
Is there evidence of a process for reporting untoward incidents in relation to IPC?				
Can the person in charge state how they would manage an outbreak? Who to contact etc?				
Does the school have suitable equipment to clean carpets?				
Does the school have a colour coding system for cleaning equipment?				

Is there provision for the separate storage of domestic cleaning equipment?				
Standard: Infection Prevention & Control Management is seen as an integral part of the overall business of the school and is afforded high priority				
Staff Health				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Are staff offered immunisation in line with current national guidelines and an in-house record kept?				
Does the school have an exclusion from work policy for staff?				
Does the school have an exclusion from school policy for children?				
Are staff aware of the procedure for managing an inoculation contamination injury?				
Standard: Infection Prevention & Control Management is seen as an integral part of the overall business of the school and is afforded high priority				
Staff Training				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
How is IPC training covered within the school to ensure staff are up to date?				
Is food hygiene training provided for all staff that handles or serves food?				

(Class cookery lessons).				
Standard: Infection Prevention & Control Management is seen as an integral part of the overall business of the school and is afforded high priority				
Staff Training				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Are up to date IPC policies and guidelines available and accessible by staff?				
Does the school have comprehensive written cleaning standards and procedures?				
Are there clearly outlined staff responsibilities for cleaning dedicated areas/equipment?				
Does the establishment undertake IPC risk assessment of each pupil and is evidence of this documented within their school records?				
Standard: To reduce the risk of microbial contamination in everyday practice and to ensure there is a managed environment that minimises the risk of cross infection to pupils, staff and visitors				
Reception				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is the environment visibly clean?				

Is the environment free from any visible damage?				
Is furniture made of impermeable and washable materials?				
Are all furnishings and fittings visibly clean?				
Are all furnishings and fittings in a good state of repair?				
Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?				
Is the floor visibly clean?				
Is the flooring in a good state of repair?				
Are curtains/blinds visibly clean?				
Standard: To reduce the risk of microbial contamination in everyday practice and to ensure there is a managed environment that minimises the risk of cross infection to pupils, staff and visitors				
Classroom				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is the environment visibly clean?				
Is the environment free from any visible damage?				
Is furniture made of impermeable and washable materials?				
Are all furnishings and fittings visibly clean?				

Are soft furnishings, such as toys, bean bags, cushions: Clean? Free from damage?				
Are all furnishings and fittings in a good state of repair?				
Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?				
Is the floor visibly clean?				
Is the flooring in a good state of repair?				
Is the environment tidy and uncluttered?				
Are curtains/blinds visibly clean?				
Is equipment such as interactive boards visibly clean? How often are they cleaned?				
Does the classroom have a kitchen area? Is it visibly clean?				
Is manual handling equipment visibly clean?				
Is there an audit trail for tactile activities to be changed? For example, sand tray, sensory tray, water play area?				
Standard: To reduce the risk of microbial contamination in everyday practice and to ensure there is a managed environment that minimises the risk of cross infection to pupils, staff and visitors				
Dining Hall				

Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is the environment visibly clean?				
Is the environment free from any visible damage?				
Are all furnishings and fittings visibly clean?				
Are all furnishings and fittings in a good state of repair?				
Is the floor visibly clean?				
Is the flooring in a good state of repair?				
Are curtains/blinds visibly clean?				
Standard: To reduce the risk of microbial contamination in everyday practice and to ensure there is a managed environment that minimises the risk of cross infection to pupils, staff and visitors				
Bathroom / Changing facilities				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is the environment visibly clean?				
Is the environment free from any visible damage?				
Is the changing bed visibly clean?				
Is the changing bed free from any visible damage?				

Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?				
Is the floor visibly clean?				
Is the floor covering washable and impervious to moisture?				
Is the flooring in a good state of repair?				
Is there a designated hand wash basin?				
Is the hand wash basin accessible?				
Is the hand wash basin in a good state of repair?				
Is the hand wash basin visibly clean?				
Are hand wash basins free from extraneous items?				
Is liquid soap available?				
Is the soap dispenser visibly clean?				
Are paper towels available from an enclosed dispenser?				
Is the paper towel dispenser visibly clean?				
Is there a hands-free domestic waste bin available for the disposal of paper towels?				
Is the foot pedal of the domestic waste bin in good working order?				
Is the domestic waste bin visibly clean, including lid and pedal?				

Is the domestic waste bin in good condition?				
Is there a hands-free bin available for soiled products?				
Are all toiletries single pupil use?				
Is personal protective equipment available?				
Standard: To reduce the risk of microbial contamination in everyday practice and to ensure there is a managed environment that minimises the risk of cross infection to pupils, staff and visitors				
Toilet				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is the environment visibly clean?				
Is the environment free from any visible damage?				
Are all surfaces smooth, impervious (for easy cleaning) and with covered edges?				
Is the floor visibly clean?				
Is the floor covering washable and impervious to moisture?				
Is the flooring in a good state of repair?				
Is there a designated hand wash basin?				
Is the hand wash basin accessible?				
Is the hand wash basin in a good state of repair?				

Is the hand wash basin visibly clean?				
Are hand wash basins free from extraneous items?				
Is liquid soap available?				
Is the soap dispenser visibly clean?				
Are paper towels available from an enclosed dispenser?				
Is the paper towel dispenser visibly clean?				
Is there a hands-free domestic waste bin available for the disposal of paper towns?				
Is the foot pedal of the domestic waste bin in good working order?				
Is the domestic waste bin visibly clean, including lid and pedal?				
Is the domestic waste bin in good condition?				
Are toilets visibly clean?				
Are the toilets in a good state of repair?				
Is there a mechanism to ensure that toilet and potty cleaning can be carried out as needed?				
Are toilets free from inappropriate items?				

Are toilet brushes and holders visibly clean?				
Are light pull cords and red emergency pull cords and toggles visibly clean?				
Are raised toilet seats visibly clean and stored off the floor?				
Are potties visibly clean?				
Are potties in a good state of repair?				
Are footstools visibly clean?				
Are footstools in a good state of repair?				
Is there a laminated age-appropriate promotional hand hygiene poster displayed?				
Standard: To reduce the risk of microbial contamination in everyday practice and to ensure there is a managed environment that minimises the risk of cross infection to pupils, staff and visitors				
Nurses/Medicines Room				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Detail what clinical procedures are undertaken in this room?				
Is the environment visibly clean?				
Is the environment free from any visible damage?				
Is furniture made of impermeable and washable materials?				

Is the furniture visibly clean?				
Is the furniture in a good state of repair?				
Are all surfaces smooth, impervious (for easy cleaning) and with covered edges?				
Is the floor visibly clean?				
Is the floor covering washable and impervious to moisture?				
Is the flooring in a good state of repair?				
Is there a designated hand wash basin?				
Is the hand wash basin plug free?				
Is the hand wash basin overflow free?				
Is the waste offset so that water does not flow directly into it?				
Are elbow/sensor tap available?				
If no elbow or sensor taps, are staff aware of how to turn of the taps with a paper towel?				
Are mixer taps or thermostatically controlled water available?				
Is the hand wash basin accessible?				
Is the hand wash basin in a good state of repair?				
Is the hand wash basin visibly clean?				
Are hand wash basins free from extraneous items?				

Is the soap dispensed from a single use cartridge?				
Is the liquid soap dispenser wall mounted?				
Is the soap dispenser visibly clean?				
Are paper towels available from an enclosed dispenser?				
Is the paper towel dispenser visibly clean?				
Is there a laminated promotional hand hygiene poster displayed?				
Is there a hands-free domestic waste bin available for the disposal of paper towns?				
Is the foot pedal of the domestic waste bin in good working order?				
Is the domestic waste bin visibly clean, including lid and pedal?				
Is the domestic waste bin in good condition?				
Are alcohol-based hand rub bottles available at the point of care?				
Are alcohol-based hand rub dispensers visibly clean?				
Is there a designated work surface/trolley for clinical procedures?				

Are dressing trolleys/trays structurally sound and in a good state of repair?				
Are dressing trolley/trays visibly clean?				
Are all products stored above floor level?				
Is there sufficient storage space?				
Are all areas free from clutter and inappropriate items?				
Are shelves used to store sterile products visibly clean?				
Is the drug refrigerator used for the storage of drugs only?				
Are all posters able to be cleaned?				
Standard: To reduce the risk of microbial contamination in everyday practice and to ensure there is a managed environment that minimises the risk of cross infection to pupils, staff and visitors				
Hydrotherapy/Swimming Pool				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is there a policy available for the pool?				
Is the temperature measured at the beginning and end of the session?				
Is the pool appearance checked daily for colour and clarity?				

Is the number of patients using the pool per session documented?				
Is the bacteriological testing of water carried out regularly e.g., Monday & Thursday?				
Is the environment visibly clean?				
Do pupils and staff shower prior to entering the pool?				
Is there suitable clean footwear available for use in the pool area?				
Is the pool equipment such as floats, mattresses, and hoists visibly clean?				
Is there a designated clean storage area for clean linen?				
Is cleaning equipment and machinery left clean and dry after use?				
Standard: To reduce the risk of microbial contamination in everyday practice and to ensure there is a managed environment that minimises the risk of cross infection to pupils, staff and visitors				
Domestics Room				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is there a dedicated room for storage of cleaning equipment?				
Is the environment visibly clean?				
Is the environment free from any visible damage?				

Is furniture made of impermeable and washable materials?				
Are all furnishings and fittings visibly clean?				
Are all furnishings and fittings in a good state of repair?				
Are all surfaces smooth, impervious (for easy cleaning) and with coved edges?				
Is the floor visibly clean?				
Is the floor covering washable and impervious to moisture?				
Is the flooring in a good state of repair?				
Are all work surfaces smooth, impervious, with covered edges to facilitate easy cleaning?				
Are all work surfaces visibly clean				
Is the domestics room free from clutter and inappropriate items?				
Is there a designated hand wash basin?				
Is the hand wash basin plug free?				
Is the hand wash basin overflow free?				
Is the waste offset so that water does not flow directly into it?				
Are elbow/sensor tap available?				

If no elbow or sensor taps, are staff aware of how to turn of the taps with a paper towel?				
Are mixer taps or thermostatically controlled water available?				
Is the hand wash basin accessible?				
Is the hand wash basin in a good state of repair?				
Is the hand wash basin visibly clean?				
Are hand wash basins free from extraneous items?				
Is the soap dispensed from a single use cartridge?				
Is the liquid soap dispenser wall mounted?				
Is the soap dispenser visibly clean?				
Are paper towels available from an enclosed dispenser?				
Is the paper towel dispenser visibly clean?				
Is there a laminated promotional hand hygiene poster displayed?				
Is there a hands-free domestic waste bin available for the disposal of paper towns?				
Is the foot pedal of the domestic waste bin in good working order?				

Is the domestic waste bin visibly clean, including lid and pedal?				
Is the domestic waste bin in good condition?				
Is there a disposal unit for the disposal of contaminated wastewater?				
Are mops and buckets stored clean and dry?				
Are detachable mop bucket wringers removed and cleaned daily?				
Are mop heads laundered or disposable?				
Is there a colour coding system in place for cleaning equipment?				
Is cleaning equipment and machinery left clean and dry after use?				
Are cleaning cloths laundered or disposable?				
Standard: Linen is managed and handled appropriately to prevent cross infection				
Linen Management				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is there a designated area for the storage of clean linen (spare clothes) which is separate to used linen?				
Is the environment visibly clean?				

Is the environment free from any visible damage?				
Is the floor visibly clean?				
Is the flooring in a good state of repair?				
Is all linen stored off the floor?				
Is the area/room used to store clean linen free from inappropriate items?				
Is used linen placed directly into appropriate colour coded bags/containers at the points of use?				
Are water-soluble bags used from soiled and/or infected linen?				
Do staff wear disposable gloves and aprons when handling soiled linen?				
Standard: The laundry area is managed and handled appropriately to prevent cross infection				
Laundry area				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is there a designated area for laundering used linen, which is well away from food preparation areas OR used linen?				
Is there a dirty to clean flow in the area?				
Is the environment visibly clean?				

Is the environment free from any visible damage?				
Are all furnishings and fittings in a good state of repair?				
Are all surfaces smooth, impervious (for easy cleaning) and with covered edges?				
Is the floor visibly clean?				
Is the floor covering washable and impervious to moisture?				
Is the flooring in a good state of repair?				
Are all work surfaces smooth, impervious with covered edges to facilitate easy cleaning?				
Are all work surfaces visibly clean?				
Is there a designated hand wash basin?				
Are mixer taps or thermostatically controlled water available?				
Is the hand wash basin accessible?				
Is the hand wash basin in a good state of repair?				
Is the hand wash basin visibly clean?				
Are hand wash basins free from extraneous items?				
Is the soap dispensed from a single use cartridge?				

Is the liquid soap dispenser wall mounted?				
Is the soap dispenser visibly clean?				
Are paper towels available from an enclosed dispenser?				
Is the paper towel dispenser visibly clean?				
Is there a laminated promotional hand hygiene poster displayed?				
Is there a hands-free domestic waste bin available for the disposal of paper towns?				
Is the foot pedal of the domestic waste bin in good working order?				
Is the domestic waste bin visibly clean, including lid and pedal?				
Is the domestic waste bin in good condition?				
Is there written guidance regarding how to use the washing machine/tumble dryer?				
Is all soiled linen initially laundered on a pre-wash (sluice) machine cycle?				
Is the washing machine an industrial machine?				
Is the tumble dryer an industrial machine?				

Is the tumble dryer vented to the outside?				
Is the washing machine and tumble dryer on a pre-planned maintenance programme?				
Are disposable gloves available?				
Are single use plastic aprons available?				
Is the laundry area free from food and drink?				
Standard: Procedures will be in place to ensure that food will be prepared, stored and served to minimise the risk of cross infection				
Food Storage				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is food belonging to individual pupils stored in the fridge labelled with their name/date and expiry/eat by date?				
Is staff food in the fridge labelled with their name and date when it should be consumed by?				
Is the fridge free from medicines and specimens?				
Are food supplement drinks discarded 4 hours after opening or in accordance with labelling instructions?				
Standard: Procedures will be in place to ensure that food will be prepared, stored and served to minimise the risk of cross infection				
Food Handling/Serving				

Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Do staff wash their hands when entering the kitchen area?				
Do staff serving meals or feeding pupils wear clean designated tunics OR colour coded disposable aprons?				
Do staff wash their hands prior to serving meals or snacks/feeding pupils?				
Are pupils always offered the opportunity to wash their hands or use a hand wipe before meal times?				
Standard: Sharps are managed safely to reduce the risk of inoculation injury.				
Sharps Management				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Are staff aware of the procedure for managing an inoculation contamination injury?				
Do the sharps containers conform to BS7320 (1990)/UN 3291 standards?				
Are sharps containers assembled correctly?				

Are all sharps' containers labelled or tagged with date, locality, and a signature on assembly?				
Are all sharps' bins free from protruding sharps?				
Are the contents of all sharp's containers below the 'fill line'?				
Are in use sharps containers safely positioned and out of reach of vulnerable people?				
Are sharps container lids temporarily closed in between use?				
Are sharps disposed of safely and at the point of use?				
Are used needles and syringes discarded as a complete single unit?				
Are used sharps disposed of without re-sheathing?				
Has training been provided where needle safe devices are in use?				
Are locked sharps containers stored in a secure facility away from public access until collected for disposal?				

Standard: Waste is managed safely and in accordance with legislation so as to minimise the risk of infection or injury to pupils, staff and the public

Waste Management

Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Are waste bags capable of being securely tied?				
Are separate waste streams available in accordance with local guidance?				
Are infectious/healthcare waste bags labelled before storage and disposal?				
Are offensive waste bags labelled before storage and disposal?				
Is infectious/healthcare risk waste stored separately to domestic waste in a secure designated storage facility/area?				
Is offensive waste stored separately to domestic waste in a secure designated storage facility/area?				
Is infectious/healthcare risk waste removed by a registered contractor with a valid license?				
Is offensive waste removed by a registered contractor with a valid license?				
Are outside waste containers or storage/waste compound areas secure?				
Are outside waste containers or storage/waste compound areas kept clean and tidy and without evidence of				

vermin and/or inappropriate/extraneous items?				
Standard: Personal protective equipment is available and is worn for asepsis, transmission-based precautions and contact with bodily fluids				
Personal Protective Equipment (PPE)				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Are single use plastic aprons available?				
Are single use plastic aprons stored appropriately away from the risk of contamination?				
Is a single use apron worn when in contact or anticipated contact with body fluids or contaminated items or significant physical contact?				
Are single use aprons worn as single use items and changed between every pupil?				
Are single used aprons changed between different episodes of care on the same pupils?				
Is there a range of sizes of sterile and non-sterile powder free gloves available?				
Are polythene gloves only used for non-care activities?				
Are gloves stored appropriately?				

Are gloves worn when any invasive procedure is performed?				
Are gloves worn when in contact or anticipated contact with body fluids or in potential contact with contaminated items?				
Are gloves removed after care activity and hand hygiene performed?				
Is eye and face protection worn by staff when anticipating contact with blood and body fluids with a high risk of splashing into the face and eyes?				
Standard: Pets and Pet (as therapy) visitors will be managed appropriately to minimise the risk of cross infection				
Pets				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is there evidence of an up-to-date health schedule for pets and pet visitors?				
Are food storage/food preparation/dining/clinical/laundry/slucice areas kept free of pets and their belongings?				
Are food containers, once opened, kept separate from food for human consumption?				

Do staff, pupils and visitors wash their hands after having contact with pets and pet visitors?				
Are litter boxes cleaned daily by non-pregnant members of staff?				
Do staff wear personal protective equipment to clean pet bedding/cat litter trays?				
Standard: All pupil equipment is cleaned and maintained appropriately to prevent cross infection				
Management of Equipment				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is all equipment detailed on a cleaning schedule?				
Are schedules completed, signed and up to date with frequencies and responsibilities identified?				
Are items sent for service, inspection or repair, appropriately cleaned and/or disinfected, and a label of contamination attached?				
Are sterile products stored above floor level?				
Are sterile packs sealed and undamaged?				
Are all sterile items in date?				

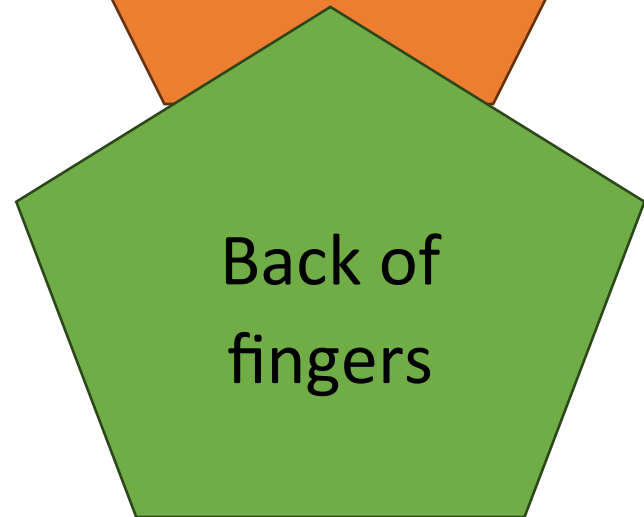
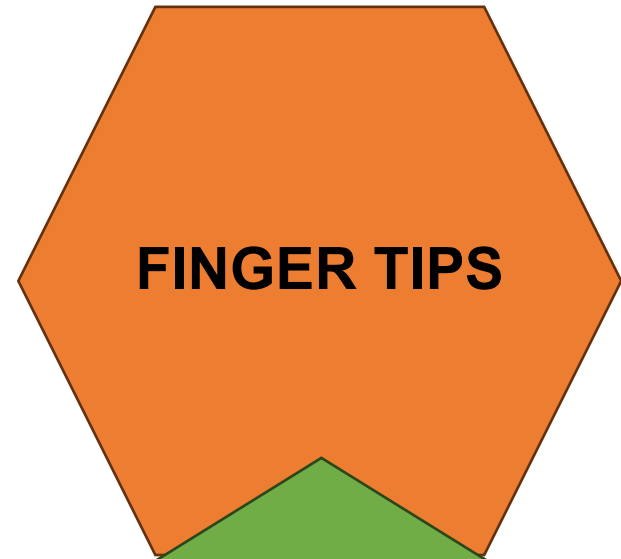
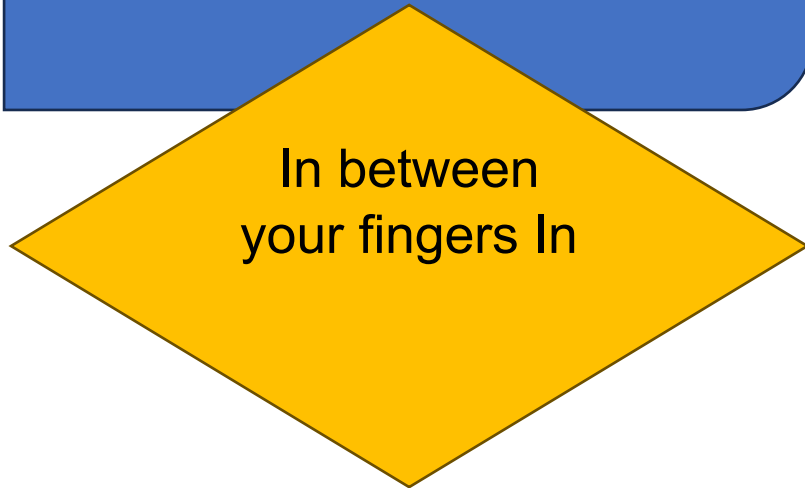
Can staff describe the symbol used to indicate single use items?				
Are all re-usable instruments returned to a sterile service provider for decontamination?				
Are cleaning products available for routine cleaning of equipment?				
Standard: All pupil equipment is cleaned and maintained appropriately to prevent cross infection				
Monitoring & Physiological Equipment				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is all the equipment in a good state of repair?				
Is blood pressure monitoring equipment visibly clean?				
Are all stethoscopes visibly clean?				
Is blood glucose monitoring equipment visibly clean?				
Is all equipment routinely cleaned between every pupil with general purpose detergent as per local policy/manufacture's instructions where this differs?				
Are tourniquets single use or decontaminated between uses?				

Are thermometers visibly clean and in a good state of repair?				
Standard: All pupil equipment is cleaned and maintained appropriately to prevent cross infection				
Respiratory Equipment				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is the suction machine visibly clean and dry?				
Are nebulisers stored clean and dry between use?				
Are disposable suction liners used and changed between pupils?				
Is the oxygen mask on the cylinder visibly clean and left in the packaging?				
Standard: All pupil equipment is cleaned and maintained appropriately to prevent cross infection				
Manual Handling Equipment				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Is manual handling equipment stored appropriately?				
Are manual handling slings/sheets single use or laundered after use?				
Are hoists visibly clean and in a good state of repair?				

Standard: All pupil equipment is cleaned and maintained appropriately to prevent cross infection				
Miscellaneous Equipment				
Question	Observations	Actions (to be completed by the school)	Lead	Date of completion / review
Are wheelchairs visibly clean and in a good state of repair?				

Flashcards

Activity to be used with your students to learn the correct handwashing sequence. These can be cut out and laminated.



How many
SECONDS?

Rub your
hands
together.

USE PAPER
TOWEL THROW
IT IN THE BIN

Rub the back
of your hands

Turn the tap on to run the water



Put hand gel on your hands.





