



**Amber Valley
& Erewash
Support Centre**

**Health and Safety Policy
Esteem Multi-Academy Trust
Arrangements for Amber Valley &
Erewash Support Centre**

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1. Aims

Our academy aims to:

- Provide and maintain a safe and healthy environment
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the academy site
- Have robust procedures in place in case of emergencies
- Ensure that the premises and equipment are maintained safely, and are regularly inspected

2. Accident Reporting, Recording and Investigation

- All accidents must be reported to the person in location in an accident book or designated form.
- Any accidents which are reportable under the Reporting of Injuries Diseases and Dangerous occurrences Regulations (RIDDOR) must be notified to the Trust's external competent advisor and the COO. Fatal or major injuries must be reported immediately to the Headteacher, CEO and the external competent advisor.
- Details of all accidents will be brought to the attention of the school's LGB, where they are discussed and trends can be identified. If required, measures to prevent reoccurrence will be implemented.

3. Asbestos

Where asbestos exists we will have an Asbestos Management Plan. A copy of this will be held by the academy's office and be available for all staff to view. All contractors must read and sign the asbestos register before commencing any work. A three yearly re-inspection of areas containing asbestos will be arranged by the COO.

4. Bodily Fluids & Clinical Waste

All staff must notify their site lead of any spillages or accidents immediately. The site team must wear PPE and will use spill kits to clean fluids and dispose of the waste in conjunction with the proper procedures. When spillages occur, these should be cleaned using a product that combines both a detergent and a disinfectant and used as per manufacturer's instructions. The product must be effective against bacteria and viruses and suitable for use on the affected surface.

Clinical waste must:

- Always be segregated and disposed of appropriately, in accordance with local policy.
- Always be stored in correct clinical waste bags in foot-operated bins
- Be removed by a registered waste contractor
- Stored in a dedicated, secure area while awaiting collection

5. Compliance - premises compliance

Premises compliance responsibilities are shared between the Trust central team (via the COO) and the academy, as shown below.

Activity	Undertaken by:	Contracted by:	Due Every:
Asbestos			
Asbestos survey	Contractor	Trust – Derbyshire Asbestos Team	3 years
Asbestos visual inspection	School		Yearly
Automated Equipment			
Automatic doors	Contractor	Trust - Entrust	Yearly
Automatic gates – inspection and service	Contractor	Trust - Entrust	Yearly
Lift service and inspection	Contractor	Trust - Entrust	Depends on manufacturer recommendation – at least 6 months
Lifting and handling equipment – service	Contractor	School	Yearly
Lifting and handling equipment – LOLER check	Contractor	School	6 monthly
Classroom			
Design & Technology Machinery Inspection & service	Contractor	School	6 monthly
Dust and Fume extraction equipment	Contractor	School	Yearly
PE/Gym Equipment Inspection	Contractor	School	Yearly
Electrical and Energy			
Display Energy Certificate	Contractor	School	1 year / 10 years
Electrical Periodic Fixed Wiring inspection	Contractor	Trust - Entrust	5 years
Portable Appliance Testing	Contractor	School	Yearly
External			
Playground equipment inspection	Contractor	School	Yearly
Tree Survey	Contractor	School	3 Years

Lightning protection	Contractor	Trust - Entrust	Yearly
Fire Safety and Security			
CCTV inspection	Contractor	School	Yearly
Emergency Lighting Flick Test	Academy		Month
Emergency Lighting Test	Contractor	Trust - Entrust	6 months
Fire Alarm Service / check	Contractor	Trust - Entrust	6 months
Fire Alarm weekly audible test	Academy		Week
Fire Safety Risk Assessment	Academy		Year
Fire Safety Risk Assessment (Technical)	Contractor	Academy	3 years
Firefighting Equipment Inspection	Contractor	Academy	Year
Intruder Alarm Service / check	Contractor	Trust - Entrust	6 months
Review of PEEPs	School		Yearly
Gas Safety and Plant			
Air Conditioning Service	Contractor	Trust - Entrust	Yearly as a minimum
Air conditioning TM44 certification	Contractor	School	5 years as a minimum
Gas Boiler Inspections, Gas Tightness (CP15) & Mechanical Plant Servicing	Contractor	Trust - Entrust	Yearly
Gas pipe pressure test	Contractor	Trust - Entrust	Yearly
Pressure vessels inspection	Contractor	Trust - Entrust	Yearly
Water Hygiene			
Legionella prevention & Water Temperature Check	Contractor	Trust - Entrust	Yearly
Legionella Risk Assessment / Safety check (in-house temp checks)	School		Monthly
Legionella Risk Assessment	Contractor	Trust - Entrust	3 Years

6. Contractors and Visitors

All visitors and contractors must report to the academy office. They will be signed in and be given an identity / visitors badge. On leaving the site they will be required to sign out at reception.

Before any work commences, the academy will ensure that all relevant staff have been informed of the works being carried out and the areas that are likely to be affected, as well as the duration and timing of the works. Contractors will be appropriately supervised by academy staff whilst on site. The emphasis must be to stop any unsafe activity until the academy are satisfied with the health and safety practices or procedures.

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.

7. COSHH (Control of Substances Hazardous to Health)

- An inventory of all hazardous substances used on site must be held by the Site Lead and reviewed regularly.
- All regularly used products will have material safety data sheets (MSDS).
- The arrangements for the delivery of hazardous substances to schools will be managed by the Site Lead.
- Any new products that are brought into schools that have a hazard warning symbol and there is a 'significant' risk of harm from the product in its use, miss-use, quantities or storage, will require a risk assessment to be undertaken.
- Any decanted substances should clearly display the product name, information, dilution rates and safety information.
- The Science, D & T and Art departments must have their own departmental procedures and arrangements for the storage, use, handling and production of hazardous substances. Reference should be made to particular Science, D&T or Art Health and Safety Policies

8. Defect Reporting Procedures

- All staff have a responsibility for their own and others health and safety and are therefore responsible for ensuring that any defective, damaged, poorly maintained or untested equipment is reported.
- In this academy, defects should be reported to the Site Lead.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'. Information about the faulty equipment should be brought to the attention of the appropriate Line Manager, so it can be logged, actioned and monitored.

9. Display Screen Equipment (DSE)

EMAT complies with the HSE guidance on 'Working with display screen equipment'. For the purposes of this policy a 'DSE user' is defined as a member of staff who habitually uses display screen equipment daily as a significant part of their normal work, including regular daily spells of an hour at a time using DSE.

- For 'users' a DSE assessment should be carried out by their line manager or as a self-assessment.

- Staff identified as DSE 'users' are entitled to an eyesight test every 2 years by a qualified optician paid for by the Trust. If the test shows that the user needs glasses specifically for DSE work, the Trust will make a financial contribution towards the cost (which could be in the form of a voucher)

10. Educational Visits

- Where a school carries out educational visits, it will have a named Educational Visits Co-ordinator (EVC) who will ensure that:
- Activities will be led by appropriate Group Leaders who will take responsibility for ensuring that where necessary pre-site visits are made and they will complete the necessary Risk Assessments before departing.
- The arrangements for high risk and residential visits are checked via Evolve (the Trust's 'competent adviser')
- All visits are approved by the Headteacher

Group Leaders will be responsible for ensuring:

- Staff are fully briefed
- Staff to pupil ratios are assessed and are adequate for the trip.
- Parents and carers receive relevant information about the visit
- Advice from the academy's Site Lead is sought if applicable for individual pupils.
- Volunteers on any off-site visits will be provided with a briefing of their roles, safeguarding issues and be provided with relevant information including risk assessments.
- All volunteers and staff will be DBS checked.

The Trust currently purchases the Derbyshire County Council School Visits Service (Evolve) – this gives the academy:

- Expert advice and support through a dedicated email and telephone
- Access to a suite of guidance and generic risk assessments with support to complete these as necessary
- A dedicated online monitoring and approval system that looks at visit quality and safety
- Visit Advisor final approval for all Category 3 higher risk visits
- Support for establishments to improve and recognise good practice and safe and efficient controls for all types of school visits
- Access to reports for head teachers and governing boards
- Training support for EVC

Please refer to the Off- Site Visits Policy for further guidance.

11. Electrical Equipment (Fixed and Portable)

- Any electrical faults should be reported immediately to the Site Lead. Faulty fittings (e.g. cracked sockets etc) should be isolated until repaired.
- Staff must not bring electrical items in from home.
- Electrical extension leads must be only as a temporary measure and must be fully unwound. Multiple socket adaptors must not be used.

- Third parties hiring academy facilities must provide evidence that any electrical equipment brought on to academy premises has passed a PAT test within the last year.

12. Fire and Emergency Procedures

See the Fire Safety Policy

13. Glass and glazing

Glazing will be subject to regular condition surveys carried out by the Trust. These will be carried out every 5 years.

14. Health and safety poster

The Health and Safety Information for Employees Regulations requires the school to display an approved poster. The poster at this academy is displayed on each site.

15. Health and Safety Sub Group / Committee

The Health and Safety Sub Group / Committee is in place to monitor the separate areas and systems of health and safety management and provides the overarching overview to successful application of this policy within the academy.

Membership must include:

- Headteacher or designated senior leader
- Most senior based premises operative
- One staff representative
- Health and Safety link governor

The group / committee can create its own terms of reference but the regular agenda will include:

- Accidents of note since the last meeting, how many accidents in total and are there any trends.
- Building works/modifications planned.
- Review of action plan following audits / site inspections.
- Risk assessments - monitor review schedule - focus on high risk departments
- Training - monitor completion of mandatory training - identify training needs
- First Aid provision / qualifications etc.
- Review of processes for risk assessing and authorising educational visits.
- Audit / Inspection findings and required actions.

16. Health and Safety Training

Health and safety information, instruction and training form part of the overall training within the academy.

The health and safety information, instruction and training needs of all staff will be the subject of periodic review and any necessary refresher training carried out.

Staff should have sufficient EMAT Health & Safety Policy knowledge, skills and information to carry out their work in a safe and healthy manner.

The academy will ensure that all health and safety training provided to their staff is recorded.

17. Infection prevention and control

The academy will follow national guidance published by Public Health England when responding to infection control issues. Staff and pupils are encouraged to follow the good hygiene practice, outlined below, where applicable.

- 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
- Coughing and sneezing - Cover mouth and nose with a tissue. Wash hands after using or disposing of tissues.
- Spitting is discouraged
- Cleaning of the environment - clean the environment frequently and thoroughly
- Laundry will be washed in a separate dedicated facility
- Soiled linen will be washed separately and at the hottest wash the fabric will tolerate
- PPE will be worn when handling soiled linen
- Children's soiled clothing will be bagged to be sent home, never rinsed by hand.

18. Infectious Diseases

The academy will follow recommended exclusion periods outlined by Public Health England summarised in appendix 1.

In the event of an epidemic/pandemic, the academy will follow advice from Public Health England about the appropriate course of action and will update this policy accordingly. The Public Health poster on guidance on infection control in schools and other childcare issues is displayed on each site.

19. Inspection and Audit - site health and safety audits and inspections

A Health and Safety audit must be undertaken in each academy on an annual basis by members of the Health and Safety sub-group / committee (Appendix 1). Any issues must be included in a Health and Safety Action Plan (Appendix 2) which should be reported to the LGB.

A programme of site inspections will be agreed each year by the Finance and Audit Committee and implemented by the COO.

20. Lone Working

Lone workers are those who work by themselves without close or direct supervision and are found in a wide range of situations. Staff should avoid lone working wherever possible. If a staff member finds themselves in a lone working situation, they must always carry a mobile phone for emergency use and let others know where they are going and how long they intend to be. Ladders or any other equipment that might result in personal injury must not be used.

Please refer to the Lone Working Policy and Risk Assessment for further advice and guidance.

21. Manual Handling

Staff must:-

- Avoid hazardous manual handling operations so far as is reasonably practicable.
- Act according to any medical advice

- All staff whose duties could include manual handling / lifting must be provided with suitable information and training.
- Ensure they are physically capable of safely completing a manual handling task.
- Use mechanical aids whenever possible and/or undertake team manual handling.

Manual handling risk assessments should be carried out for tasks that may pose a risk of injury to academy staff. This does not include tasks that are of a low risk, are straightforward or will only take a very short time.

22. Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge and must be used where it is identified as a control measure.
- The Site Lead is responsible for periodic checking of the equipment and the teachers and STLAs are responsible for ensuring the equipment is worn by the pupils when required.
- Pupils will be provided with information, instruction and supervision when there is a requirement to wear PPE as a control measure.
- Staff will 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 (for example, nappy or pad changing)
- Goggles should be worn if there is a risk of splashing to the face
- The correct personal protective equipment must be used when handling cleaning chemicals

23. Outdoor Play Equipment / Gym Equipment

- All staff should check PE apparatus before use and report any defects to the Site Lead
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The PE equipment is inspected annually by name of contractor.
- External play equipment will only be used when appropriately supervised.
- Such equipment will be checked by the teacher for any apparent defects and particularly for contamination by animals. Any defects should be reported immediately to the Site Lead so that remedial action can be taken.
- Any faulty equipment must be taken out of use and if appropriate labelled 'Do not use'.
- The outdoor play equipment is inspected annually by name of contractor
- Risk Assessments must be carried out for play equipment.

24. Oxygen

Oxygen cylinders will be stored in a designated space, and staff will be trained in the removal storage and replacement of oxygen cylinders. A risk assessment must be undertaken for storage, replacement and use of oxygen cylinders.

25. Risk Assessments

- Risk Assessments are completed for all activities where there is a foreseeable risk of injury or harm occurring.
- Risk Assessments are available for staff to view and are stored online via each Site lead

- Blank risk assessment forms can be obtained through the Trust's external competent advisor
- Senior leaders should have a copy of the risk assessments relevant to them.
- All staff must make themselves aware of the risk assessments applicable to their roles and activities. They must highlight any requirements for a review, amendments or additions to risk assessments.
- Risk assessments will be reviewed regularly. High risk faculties e.g. Science, Art, DT, PE should review their Risk Assessments annually as a minimum;
- A specific Risk Assessment for expectant mothers will be undertaken.
- All educational visits will have recorded risk assessments.

26. Site security

Assistant Headteachers of each site are responsible for the security of the academy site in and out of academy hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

The Assistant Headteacher of each site is a key holder and will respond to an emergency.

27. Smoking

Smoking is not permitted on any of the AVESC premises.

28. Violence to Staff

- Headteachers are responsible for assessing the risks of violence to staff.
- Staff must report incidents of violence and aggression to the Headteacher.
- Staff are asked to complete an incident report form which will also act as a record of such episodes.
- EMAT may refer any incidents of violence or aggression towards staff to their legal advisor.

29. Water Hygiene

- An external contractor is used to carry out the requirements of water testing under L8 guidance.
- The caretaker carries out regular flushing and temperature recording.

30. Wellbeing

- The academy is 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 academy for responding to individual concerns and monitoring workloads.
- If employees are experiencing any problems in relation to stress they are encouraged to report this to their line manager or the HR team in the first instance.
- The academy has an employee benefits programme with Westfield Health available to all staff.

31. Working at Height

- Activities which require work at height should be identified and eliminated where possible.
- Where it is not possible to eliminate work at height, all reasonable steps should be taken to minimise any risks
- Risk Assessments prior to commencement of any working at height activity will be undertaken. It is the responsibility of the person involved to ensure this takes place.
- Staff should only use the equipment they are trained to use, unless it is low level kick stools or steps and they should wear the appropriate clothing and footwear.
 - Pupils are not permitted to use access equipment. Information, instruction and supervision will be provided to specific pupils that may use access equipment for academy related activities.
 - Contractors are expected to provide their own equipment and will not be permitted to use the academy's equipment.

32. Work Equipment

- All work equipment used on the premises should be fully inspected upon installation.
- All work equipment must undergo an annual recorded maintenance and service inspection by a competent person
- Any defects should be reported to the Site Lead
- Employees must not use their own equipment
- Staff must ensure that they are appropriately trained to use equipment
- Site Leads are responsible for ensuring a suitable and sufficient Risk Assessment has been carried out prior to the use of such equipment
- Examples of work equipment are site staff power tools, D & T machinery and tools, access equipment, lifting equipment, heavy plant equipment, kiln, etc

33. Work Experience/placement students

A nominated person will provide guidance on a student work experience placement. The nominated person will also carry out the initial placement risk assessment and ensure all suitable and relevant checks are carried out on the work experience provider. Health and safety induction to work experience students and a work placement risk assessment is expected to be undertaken by the placement employer.

34. Roles and responsibilities

34.1 The Governing Body

The Governing Body has ultimate responsibility for health and safety matters in the academy but will delegate day-to-day responsibility to Tom England.

The Governing Body has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the academy premises.

The academy trust as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them

- Ensure that adequate health and safety training is provided

There will be a nominated Governing Body member who oversees health and safety.

34.2 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 academy building and premises are safe and regularly inspected
- Providing adequate training for staff
- Reporting to the Governing Body on health and safety matters
- Ensuring appropriate evacuation procedures are in place and regular fire drills are held
- Ensuring that in their absence, health and safety responsibilities are delegated to another member of staff
- Ensuring all risk assessments are completed and reviewed
- Monitoring cleaning contracts, and ensuring cleaners are appropriately trained and have access to personal protective equipment, where necessary

In the Headteacher's absence, the Assistant Headteachers assume the above day-to-day health and safety responsibilities.

34.3 Health and safety lead

The nominated health and safety lead is Tom England.

34.4 Staff

Academy staff have a duty to take care of pupils in the same way that a prudent parent 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 academy 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

34.5 Pupils and parents

Pupils and parents are responsible for following the academy's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

35. Monitoring

This policy will be reviewed by the Headteacher every year.
At every review, the policy will be approved by the Local Governing Body.

36. Links with other policies

This health and safety policy links to the following policies:

- Accessibility plan
- CCTV policy
- Fire safety policy
- ICT and acceptable use policy
- Mental Health of staff policy
- Staff induction policy
- Smoking policy
- Supporting pupils with medical conditions

Appendix 1. Recommended absence period for preventing the spread of infection

This list of recommended absence periods for preventing the spread of infection is taken from non-statutory guidance for schools and other childcare settings from Public Health England. For each of these infections or complaints, there [is further information in the guidance on the symptoms, how it spreads and some 'do's and don'ts' to follow that you can check.](#)

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.
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 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)	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. 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 advisor or environmental health officer will advise. If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.
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.