



## **1 INTRODUCTION**

- 1.1 This policy sets out the Trust's approach to managing the physical illnesses which are easily transmitted in a closed working environment such as its premises.
- 1.2 The Trust has around 100 staff and 1,300 students on the premises, and has many more contacts outside the working day. The risk of serious disease and transmission of illness needs to be managed in a consistent fashion.
- 1.3 The policy also outlines the Trust's role alongside that of UK Health Security Agency (UKHSA) in assisting them to discharge their duties related to managing communicable disease and potential outbreaks.
- 1.4 The Trust aims are to enable an immediate, proportionate, effective and efficient reaction to a report of a communicable or notifiable disease, providing support and reassurance to those affected.

## **2 ROLE OF TRUST BOARD AND COMMITTEES**

- 2.1 The Trust Board has overall responsibility for this policy.

## **3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM**

- 3.1 The role of the Principal (or Chair of Trustees in the Principal's absence) has responsibility:
  - To ensure that a 'duty of care' is shown to all people who use the Trust's premises;
  - To apply a consistent approach and not discriminate in the application of this policy and procedure in respect of age, disability (including mental health status), race, ethnicity, sexual orientation, gender, religion/beliefs, marital/partnership status, pregnancy/maternity or Trade Union membership;
  - To ensure easily transmitted physical illnesses are recorded, monitored and information kept on the duration and frequency of the transmittable physical illness, with the aim of preventing transmission, wherever possible;
  - If the number of people who have the same physical illnesses is a significant number to implement and review a Risk Assessment to ensure appropriate preventative and protective measures are in place;
  - To involve representatives in the process. To ensure communication and understanding of the physical illness policy. Ensure all staff, parents/carers and students are informed of the purpose of the physical illness policy and appreciate how it must be used;
  - The Principal may delegate responsibility for dealing with the initial stages of the procedure to appropriate senior designated, and suitably trained member(s), of staff.

## **4 UKHSA AND LOCAL HEALTH PROTECTION TEAM (LHPT)**

- 4.1 UKHSA's functions include:
  - Health protection and management of responses to an outbreak in line with public health legislation, policies, procedures and protocols;
  - Planning and executing the response to external health threats such as pandemics;
  - The Joint Biosecurity Centre – which advises UK government policy as part of the response to serious health threats;
  - Any NHS testing and tracing functions related to a serious health threat;
  - Regulation of diagnostic devices related to a serious health threat.



## 4.2 LHPT

4.2.1 This provides specialist public health advice and operational support to the NHS, local authorities and other agencies with the aim of reducing the impact of infectious diseases, chemical and radiation hazards and major emergencies.

4.2.2 [The Local Health Protection Team is:](#)

West Midlands East HPT  
UK Health Security Agency  
5 St Phillip's Place  
Birmingham  
B3 2PW

Phone 0344 255 3560 (option 2)  
Out of hours advice: 01384 679031

## 5 DEFINITIONS

5.1 Communicable Disease – any disease that is transmissible by infection or contagion directly or through a vector.

5.2 Notifiable Disease – a disease with significant public health implications, typically a highly infectious disease. The clinician who diagnosis the disease has a statutory responsibility to notify the correct body or person. The current list of notifiable diseases can be found here: <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-diseases>.

5.3 Notifiable Organisms – these are where the organism which causes illness has been identified by a laboratory as a result of a test. The laboratory will notify UKHSA and the patient will be contacted. The Trust must be kept informed also, using normal absence reporting procedures. The current list of notifiable organisms can be found here: <https://www.gov.uk/guidance/notifiable-diseases-and-causative-organisms-how-to-report#list-of-notifiable-organisms-causative-agents>.

5.4 Possible case – when the clinical diagnosis of meningitis, septicaemia or other invasive disease is uncertain, where the LHPT and clinician and microbiologist consider that diagnoses other than meningococcal disease are at least as likely.

5.5 Public Health Action – the situation where action will take place to focus on prevention, health education, and patient engagement/activation. This happens when there is a probably or a confirmed case, but not when there is a possible case.

5.6 Probable case - when the clinical diagnosis of meningitis, septicaemia or other invasive disease is uncertain, where the LHPT and clinician and microbiologist consider these diagnoses are most likely.

5.7 Confirmed case - when the clinical diagnosis of meningitis, septicaemia or other invasive disease is clear AND there is at least one other defined indicator.

5.8 Cluster (Outbreak) –

- Two or more people experiencing the same or similar illness where there is a link to time or place;
- A greater than expected rate of infection compared with the usual background rate for the place and time where the outbreak has occurred.



## 6 LEGISLATION

6.1 The following legislation supports the Trust's response to an outbreak of a communicable disease which is notifiable:

- The Health Protection (Notification) Regulations 2010 which facilitate prompt investigation and response to public health risks by clinicians and laboratories. These can be found here: <https://www.legislation.gov.uk/uksi/2010/659/contents/made>.
- The Public Health (Control of Disease) Act 1984 which states that any person, who knows that they have an infectious disease, and deliberately exposes others to that disease, is guilty of an offence, either by being infected themselves or exposing others to risk. This can be found here: <https://www.legislation.gov.uk/ukpga/1984/22>
- Health & Safety at Work etc Act 1974 – part of this states that it is the duty of every employer “to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health and safety.” This duty applies to staff, students, contractors, suppliers, visitors (including parents/carers) and neighbours.

## 7 PROCEDURES

- 7.1 Any person who is physically unwell must consult the HSAWE-P11-1-Physical Illness – Absence Recommendations-00 for advice about being on the Trust's premises.
- 7.2 Any person who is unfit for work must check the policy STAFF-13-Sickness absence-00 for guidance on the notification and reporting procedure.

## 8 AUTHOR

- 8.1 The author of this policy is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

## 9 VERSION CONTROL

<b>Policy Number</b>	HSaWE-11-
<b>Policy Name</b>	Physical Illness
<b>Version Number</b>	00
<b>Publication Method</b>	External
<b>Approved by</b>	Principal
<b>Date of Approval</b>	October 2022
<b>Key changes since previous version</b>	1. New policy
<b>Next Review Date</b>	May 2025



**PROCEDURE**

**HSaWE-P09-1-PHYSICAL ILLNESS – ABSENCE RECOMMENDATIONS-01**

**1 INTRODUCTION**

- 1.1 Following the Covid-19 Pandemic the Staff and Students of Heart of England School (“the Trust”) need clearer guidance on when to be absent for a range of physical illnesses.
- 1.2 At all times people who are physically unwell **must also** use the guidance provided by the following sources:
  - The local pharmacist (for minor ailments):
  - Their GP/Consultant/the NHS 111 phone service (call 111 or go to [111.NHS.uk](https://111.nhs.uk) /the [NHS information on Health](https://www.nhs.uk)).
- 1.3 The aim is to continue to provide a healthy environment for all to work in, considering the health of others as well as one’s own.

**2 TASK DESCRIPTION**

- 2.1 When presenting with symptoms, a person who is physically unwell, should as a minimum follow the guidance given below.
- 2.2 If the guidance is to remain at home then:
  - Students must use the sickness absence line (01676 535222 Option 1) or Insight to inform staff of the illness;
  - Staff must use their absence recording system.
- 2.3 If the guidance is “you must let the school know that you have this,” then the specific diagnosis must be given when reporting the absence so that we can monitor the number of people who are absent with it.

**3 HOW MUCH TIME TO BE ABSENT**

- 3.1 The information below is for those physical health illnesses which are prevalent in the UK. It is not an exclusive list, and you need to be guided by your physician. There is also a table below for quicker reading.
- 3.2 Respiratory illnesses
  - Minor respiratory ailments e.g. Coughs, Colds (see <https://www.nhs.uk/conditions/common-cold/>) you should stay away from the Trust until you are no longer sneezing and coughing a lot. This is normally 2-3 days.
  - More significant respiratory ailments e.g. Flu (see <https://www.nhs.uk/conditions/flu/>), and Covid-19 ( <https://www.nhs.uk/conditions/coronavirus-covid-19/>) you should stay away from the Trust until you are no longer likely to be infectious. This is estimated to be around 5 days.



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### 3.3 Gastro-intestinal conditions

- Vomiting and diarrhoea can spread very easily and the advice on this is clear: (<https://www.nhs.uk/conditions/diarrhoea-and-vomiting/>). You **MUST** stay at home until at least 2 days after your last episode of diarrhoea or vomiting.

### 3.4 Rashes, e.g.:

- Chickenpox (<https://www.nhs.uk/conditions/chickenpox/>). You **MUST** stay at home until all the spots have formed a scab. This is usually about 5 days after the spots have appeared.
- Hand, foot and mouth disease (<https://www.nhs.uk/conditions/hand-foot-mouth-disease/>). You must let the Trust know that you have this virus, however, you are allowed to attend work or lessons as normal if you feel well enough.
- Heat rash/Prickly heat (<https://www.nhs.uk/conditions/heat-rash-prickly-heat/>). This is **NOT** contagious. You should attend work or lessons as normal.
- Hives (<https://www.nhs.uk/conditions/hives/>) This is **NOT** contagious. You should attend work or lessons as normal.
- Impetigo (<https://www.nhs.uk/conditions/impetigo/>). You must **call** your GP about this and get treatment. You must stay at home for 48 hours after your first treatment, however, after that you are allowed to attend work or lessons as normal if you feel well enough.
- Measles (<https://www.nhs.uk/conditions/measles/>). You must **call** your GP about this. You must stay at home for at least 4 days from when the rash first appears, however, after that you are allowed to attend work or lessons as normal if you feel well enough.
- Molluscum contagiosum (<https://www.nhs.uk/conditions/molluscum-contagiosum/>). You may wish to see a GP about this as this condition is rarer in older children and adults, however, you should attend work or lessons as normal.
- MPox/Monkeypox (<https://www.nhs.uk/conditions/monkeypox/>). You must contact the NHS on 111 or [111.NHS.uk](https://www.nhs.uk) as soon as you suspect that you have mpx/monkeypox. Once diagnosed you must let the Trust know. Isolation guidelines will be given by your medical advisor, following treatment decisions.
- Prickly heat/Heat rash (<https://www.nhs.uk/conditions/heat-rash-prickly-heat/>). This is **NOT** contagious. You should attend work or lessons as normal.
- Ringworm (<https://www.nhs.uk/conditions/ringworm/>) This can be diagnosed by a pharmacist. You must let the Trust know that you have this fungal infection, however, once you have started treatment you are allowed to attend work or lessons as normal.
- Rubella/german measles (<https://www.nhs.uk/conditions/rubella/>). You must **call** your GP about this. You must let the Trust know that you have this virus. You must stay at home for 5 days after the rash appears.
- Scabies (<https://www.nhs.uk/conditions/scabies/>). This can be diagnosed by a pharmacist. You must let the Trust know that you have this mite-based infection, however, 24 hours after you have started treatment you are allowed to attend work or lessons as normal.
- Scarlet fever (<https://www.nhs.uk/conditions/scarlet-fever/>). You must **call** your GP about this and get antibiotics. You must stay at home for 24 hours after your first dose of antibiotics, however, after that you are allowed to attend work or lessons as normal if you feel well enough.



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- Shingles (<https://www.nhs.uk/conditions/shingles/> ). You must contact the NHS on 111 or [111.NHS.uk](https://111.nhs.uk) as soon as you suspect that you have shingles. You must stay away from work or school if the rash is still oozing fluid or until the rash has dried out.
- Slapped cheek syndrome (<https://www.nhs.uk/conditions/slapped-cheek-syndrome/>). You must let the Trust know that you have this virus, however, you are allowed to attend work or lessons as normal if you feel well enough.

### 3.5 Other ailments:

- Conjunctivitis (<https://www.nhs.uk/conditions/conjunctivitis/>). You should get advice on treating this from your Pharmacist. You should attend work or lessons as normal.
- Glandular Fever (<https://www.nhs.uk/conditions/glandular-fever/>). You must let the Trust know that you have this virus. You MUST stay at home until you feel better and have been advised that you are fit to return. This may be several days or several weeks, depending on your condition.
- Mumps (<https://www.nhs.uk/conditions/mumps/>) You must see your GP about this as it is a notifiable condition. You MUST stay at home for at least 5 days after your symptoms first develop.
- Tuberculosis – TB (<https://www.nhs.uk/conditions/tuberculosis-tb/> ). You will need to have been diagnosed by a medical professional. You will need to inform the school. You MUST stay at home until you are told that it is safe to return.

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Condition	Category	NHS link for guidance	Diagnosed by	Amount of time to be absent	Does the school need to know about this condition?
Chickenpox	Rash	<a href="https://www.nhs.uk/conditions/chickenpox/">https://www.nhs.uk/conditions/chickenpox/</a>	Doctor	You MUST stay at home until all the spots have formed a scab. This is usually about 5 days after the spots have appeared.	Yes
Cold	Minor Respiratory	<a href="https://www.nhs.uk/conditions/common-cold/">https://www.nhs.uk/conditions/common-cold/</a>	Self/Pharmacist	Stay at home until you are no longer sneezing a lot. About 2-3 days.	No
Conjunctivitis	Infection	<a href="https://www.nhs.uk/conditions/conjunctivitis/">https://www.nhs.uk/conditions/conjunctivitis/</a>	Pharmacist	None.	No
Coronavirus	Major Respiratory	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>	Test result	Stay at home until no longer infectious. About 5 days.	Yes
Cough	Minor Respiratory	<a href="https://www.nhs.uk/conditions/cough/">https://www.nhs.uk/conditions/cough/</a>	Self/Pharmacist	Stay at home until no longer coughing a lot. About 2-3 days.	No
Flu	Major Respiratory	<a href="https://www.nhs.uk/conditions/flu/">https://www.nhs.uk/conditions/flu/</a>	Self/Pharmacist/ Doctor	Until no longer infectious. About 5 days.	No
German measles/ rubella	Rash	<a href="https://www.nhs.uk/conditions/rubella/">https://www.nhs.uk/conditions/rubella/</a>	Doctor	You MUST stay at home for 5 days after the rash appears.	Yes
Glandular fever	Infection	<a href="https://www.nhs.uk/conditions/glandular-fever/">https://www.nhs.uk/conditions/glandular-fever/</a>	Doctor	You MUST stay at home until you feel better and have been advised that you are fit to return. This may be several days or several weeks, depending on your condition.	Yes
Hand, foot and mouth disease	Rash	<a href="https://www.nhs.uk/conditions/hand-foot-mouth-disease/">https://www.nhs.uk/conditions/hand-foot-mouth-disease/</a>	Pharmacist	None.	Yes

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Condition	Category	NHS link for guidance	Diagnosed by	Amount of time to be absent	Does the school need to know about this condition?
Heat rash/ Prickly heat	Rash	<a href="https://www.nhs.uk/conditions/heat-rash-prickly-heat/">https://www.nhs.uk/conditions/heat-rash-prickly-heat/</a>	Self	None.	No
Hives	Rash	<a href="https://www.nhs.uk/conditions/hives/">https://www.nhs.uk/conditions/hives/</a>	Self	None.	No
Impetigo	Rash	<a href="https://www.nhs.uk/conditions/impetigo/">https://www.nhs.uk/conditions/impetigo/</a>	Doctor	You must stay at home for 48 hours after your first treatment, however, after that you are allowed to attend work or lessons as normal if you feel well enough.	Yes
Measles	Rash	<a href="https://www.nhs.uk/conditions/measles/">https://www.nhs.uk/conditions/measles/</a>	Doctor	You must stay at home for at least 4 days from when the rash first appears, however, after that you are allowed to attend work or lessons as normal if you feel well enough.	Yes
MPox/Monkeypox	Rash	<a href="https://www.nhs.uk/conditions/monkeypox/">https://www.nhs.uk/conditions/monkeypox/</a>	Call 111	Isolation guidelines will be given by your medical advisor.	Yes
Mumps	Infection	<a href="https://www.nhs.uk/conditions/mumps/">https://www.nhs.uk/conditions/mumps/</a>	Doctor	You MUST stay at home for at least 5 days after your symptoms first develop	Yes
Prickly heat/ Heat rash	Rash	<a href="https://www.nhs.uk/conditions/heat-rash-prickly-heat/">https://www.nhs.uk/conditions/heat-rash-prickly-heat/</a>	Self	None.	No
Ringworm	Rash	<a href="https://www.nhs.uk/conditions/ringworm/">https://www.nhs.uk/conditions/ringworm/</a>	Pharmacist	Once you have started treatment you are allowed to attend work or lessons as normal.	Yes



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Condition	Category	NHS link for guidance	Diagnosed by	Amount of time to be absent	Does the school need to know about this condition?
Rubella/german measles	Rash	<a href="https://www.nhs.uk/conditions/rubella/">https://www.nhs.uk/conditions/rubella/</a>	Doctor	You must stay at home for 5 days after the rash appears.	Yes
Scabies	Rash	<a href="https://www.nhs.uk/conditions/scabies/">https://www.nhs.uk/conditions/scabies/</a>	Pharmacist	24 hours after you have started treatment you can attend work or lessons as normal.	Yes
Scarlet fever	Rash	<a href="https://www.nhs.uk/conditions/scarlet-fever/">https://www.nhs.uk/conditions/scarlet-fever/</a>	Doctor	24 hours after your first dose of antibiotics, you can attend work or lessons as normal if you feel well enough.	Yes
Shingles	Rash	<a href="https://www.nhs.uk/conditions/shingles/">https://www.nhs.uk/conditions/shingles/</a>	Call 111	You MUST stay at home if the rash is still oozing fluid or until the rash has dried out.	Yes
Slapped cheek syndrome	Rash	<a href="https://www.nhs.uk/conditions/slapped-cheek-syndrome/">https://www.nhs.uk/conditions/slapped-cheek-syndrome/</a>	Call 111	None.	Yes
Tuberculosis – TB	Infection	<a href="https://www.nhs.uk/conditions/tuberculosis-tb/">https://www.nhs.uk/conditions/tuberculosis-tb/</a>	Doctor	You MUST stay at home until you are told that it is safe to return.	Yes
Vomiting and diarrhoea	Gastro-intestinal	<a href="https://www.nhs.uk/conditions/diarrhoea-and-vomiting/">https://www.nhs.uk/conditions/diarrhoea-and-vomiting/</a>	Self	You MUST stay at home until at least 2 days after the last episode of diarrhoea or vomiting.	Yes



**PROCEDURE**

**4 PROCEDURE AUTHOR**

- 4.1 The author of this procedure is the Compliance Officer They should be contacted for any points of clarification or suggested future amendments.

**5 VERSION CONTROL**

<b>Procedure Number</b>	HSaWE-P09-1
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