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Public Health Wales Health Protection Team Infection Prevention and Control Quality Improvement (Audit) Tool For Childcare and Education Settings in Wales (2019)

Auditing compliance with Infection Prevention and Control standards in Childcare and Education settings

The following Infection Prevention and Control (IP&C) Audit Tool aims to encourage self-assessment of Childcare and Education settings in Wales to promote evidence-based/best practice infection prevention and control standards, therefore reducing the potential for cross infection within the settings. Both Childcare and Education settings in Wales have a duty of care to control the risk of infection by promoting evidence-based/best practice IP&C and therefore preventing, wherever possible, infection in both learners and staff.

It is recommended that the audit tool is completed by a person within the setting designated as the responsible lead for IP&C:

- The person completing the audit tool should make comments OR actions for each question in the box provided; and an action plan compiled to address areas of non-compliance.
- It is recommended that the audit tool is completed every term and any issues identified as requiring action is addressed as soon as practicable, in accordance with the level of risk.
- Proportionality and adaption of this audit tool is dependent upon the size and location of the childcare setting and local risk assessments undertaken by the establishments concerned.

The audit tool should be used in conjunction with the following documents, as applicable:

- All Wales Infection Prevention and Control for Education Settings Guidance
<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/>
- Infection Prevention and Control Guidance for Childcare Settings (0-5 years) in Wales (Nurseries, Childminding and Playgroups)
<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/>
- Recommended Time to Keep Individuals Away from Settings because of Common Infections (
<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/guidance/>
- *School Toilets: Good practice guidance for education settings in Wales* (Welsh Government, 2012)
<https://gov.wales/sites/default/files/publications/2018-03/school-toilets-good-practice-guidance-for-schools-in-wales.pdf>
(This latter document has specifically been used for the questions relating to toilets and hand washing. All toilet blocks should be considered.)

We would like to acknowledge Denbighshire Healthy School Coordinators and their colleagues for updating the Audit Tool in January 2019.

Evaluative judgements

Excellent	Good	Acceptable	Priority for improvement
<p>There is a clear vision and policy/procedures are in place for the development of infection prevention and control (IP&C) in the school/childcare setting. They fully meet all statutory expectations and recommendations within current national guidance. They are shared with all of the relevant stakeholders.</p>	<p>There is a clear vision and policy/procedures are in place for the development of infection prevention and control (IP&C) in the school/childcare setting. They meet most of the statutory expectations and recommendations within current national guidance. They are shared with most of the relevant stakeholders.</p>	<p>There is a vision and policy/procedures are in place for the development of infection prevention and control (IP&C) in the school/childcare setting. They meet some statutory expectations and recommendations within current national guidance. They are not always shared with the relevant stakeholders</p>	<p>There is no vision or policy/procedures in place for the development of infection prevention and control (IP&C) in the school/childcare setting. They do not meet all statutory expectations and recommendations within current national guidance. They are not shared with relevant stakeholders.</p>
<p>Monitoring of this responsibility is timetabled and recorded and includes all of the relevant stakeholders. (Contracts relating to IP&C are also closely monitored and reviewed). Any issues are included in the school/childcare setting improvement plan and outcomes are evaluated.</p>	<p>Monitoring of this responsibility is timetabled and recorded and includes most of the relevant stakeholders. (Contracts relating to IP&C are also monitored and reviewed). Any issues are included in the school/childcare setting improvement plan and some outcomes are evaluated.</p>	<p>There has been some monitoring of this responsibility, but it is not routinely timetabled or recorded and only includes some of the relevant stakeholders. (Contracts relating to IP&C are monitored and reviewed ad-hoc). Issues are included in the school/childcare setting improvement plan and outcomes have not always been evaluated.</p>	<p>There is no monitoring of this responsibility in any area and it does not include relevant stakeholders. (Contracts relating to IP&C are not monitored and reviewed). Issues are not included in the school/childcare setting improvement plan and outcomes are not evaluated.</p>
<p>The school/childcare setting is well resourced and has appropriate facilities, equipment and resources in place to support IP&C.</p>	<p>The school/childcare setting is fairly well resourced and has some appropriate facilities, equipment and resources in place to support IP&C.</p>	<p>The school/childcare setting is adequately resourced in terms of appropriate facilities, equipment and resources to support IP&C.</p>	<p>The school/childcare setting is not well resourced, and inappropriate or no facilities, equipment and resources are in place to support IP&C.</p>
<p>All or nearly all staff members are aware of the importance of IP&C within the school/childcare setting and implement good practice in accordance with current national guidance.</p>	<p>Most staff members are aware of the importance of IP&C within the school/childcare setting and most implement good practice in accordance with current national guidance.</p>	<p>Only some staff members are aware of the importance of IP&C within the school/childcare setting and some implement good practice in accordance with current national guidance.</p>	<p>No staff members are aware of the importance of IP&C within the school/childcare setting and do not implement good practice in accordance with current national guidance.</p>

1: Infection control management

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	<p>The setting has a named lead person responsible for infection prevention and control.</p> <ul style="list-style-type: none"> This person has received infection prevention and control awareness training; they are aware of and work to the national infection control guidelines; they undertake regular infection prevention and control audits and implement actions. 						
2.	<p>The setting has a list of local contact numbers to obtain advice on infection prevention and control:</p> <ul style="list-style-type: none"> E.g. Environmental Health, Public Health Wales – Health Protection, Cleaning Services and Occupational Health). These numbers are readily available and staff are aware of them. 						
3.	<p>The setting follows the Public Health Wales (PHW) Health Protection Team (HPT) guidance on the recommended length of time to keep individuals away from settings because of common infections.</p> <ul style="list-style-type: none"> Health Protection Team is contacted for advice as required. The 48 hour rule is applied for those with gastrointestinal illness. 						
4.	<p>The setting keeps a daily record of all absences for staff and pupils stating the reason (including sickness) so patterns can be seen.</p> <ul style="list-style-type: none"> HPT informed of outbreaks (2 or more linked cases). HPT are informed of notifiable diseases and higher than normal rates of diarrhoea and vomiting. 						

5.	<p>Information about the recommended length of time to keep individuals away from setting because of infections is shared with staff, parents/carers and pupils regularly (e.g. every term) e.g. via newsletter/social media, staff handbook, office, staffroom etc.</p> <ul style="list-style-type: none"> • Specific reference is made to the 48 hour rule for gastrointestinal illness. • Extra care is taken for pregnant staff and vulnerable pupils 	Green	Yellow	Orange	Red		
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2: Cleaning

2a: General cleaning

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/
1.	<p>A cleaning contract is in place with the Local Authority</p> <p>OR a cleaning contract is in place with an external company</p> <p>OR cleaning is carried out by staff employed by the school/childcare setting.</p>	Green	Yellow	Orange	Red		
2.	<p>Effective cleaning can be demonstrated through training records, supervision records, signing off sheets, quality assurance so that in the event of an outbreak evidence is available. For externally sourced companies, the head teacher/business managers verify that this is provided as part of the contract.</p>	Green	Yellow	Orange	Red		
3.	<p>Cleaning staff are provided with appropriate supervision and training which is updated periodically e.g. cleaning techniques, safe working procedures, COSHH, correct product use and cleaning specification, manual handling, safe use of electrical equipment (e.g. buffer machines), PAT testing of electrical equipment etc. For externally sourced companies, the head teacher/business managers verify that this is provided as part of the contract.</p>	Green	Yellow	Orange	Red		

4.	Appropriate risk assessments are in place for cleaning e.g. use of buffer machines, manual handling.					
5.	A daily cleaning service is in place to ensure premises are kept clean, safe and hygienic.					
6.	A documented cleaning schedule is in place and followed by cleaning staff , stating the cleaning method, chemicals to be used, equipment needed and frequency of cleaning.					
7.	<p>Cleaning facilities:</p> <ul style="list-style-type: none"> • Dedicated cleaning room or cupboard for storage of equipment • Dedicated sink for cleaning (e.g. for emptying dirty water) • Cleaning equipment is never stored in toilets. • Kitchen cleaning equipment is kept separate from toilet cleaning equipment. 					
8.	<p>Cleaning equipment:</p> <ul style="list-style-type: none"> • Cleaning equipment is colour coded/labelled for a designated are (e.g. mops, buckets, cloths etc) • All cleaning cloths are non-shredding and preferably single use. If reusable cloths are used, there must be a suitable process for daily decontamination. • Disposable mop heads are used or reusable mop heads are washed after each use. • Mop heads are left in a mop head up position (never in bucket of water). • Mop buckets are kept in a good state of repair, and are cleaned, disinfected and dried after each use. • Reusable mop heads are NOT used for cleaning spillages of blood or body fluid including vomit, urine and faeces. 					
9.	Cleaning chemicals are stored in accordance with manufacturer's instructions and product safety data sheets are accessible. Staff who use the chemicals are given instructions on their safe use. COSHH is in place for all cleaning chemicals.					
10.	All furnishings and fittings are in a good state of repair.					

11.	All general areas in the setting are uncluttered to enable surfaces (floors, tables, chairs) to be cleaned easily.						
12.	Cleaning materials are easily accessible to all staff during the working day to ensure timely disinfection occurs.						
13.	Carpets are vacuumed daily and steamed regularly (e.g. every 6 months)						
14.	A documented cleaning schedule is in place and followed for classroom and sports equipment (e.g. for soft and hard toys, water play, sand play, playdough, outdoor equipment), which accounts for additional cleaning during outbreaks.						
15.	A written procedure is in place for cleaning blood or body fluids and staff know how to deal with these spillages safely.						
16.	Spill kits are readily available for dealing with blood or body fluid spillages (e.g. disposable aprons, gloves and cloths, spill granules, suitable disinfectant and paper towels). The spill kits are routinely replenished.						

2b: Cleaning toilets / hand washing facilities

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	There is a designated person/company responsible for cleaning the toilet areas.						
2.	There is a written cleaning schedule for toilet areas. All toilet equipment, including cubicle seats are thoroughly cleaned <i>ideally at least twice a day</i> which includes at the end of the day.						
3.	Washbasins are clean at the start of every day with a process in place to inspect and maintain this standard during the day.						

4.	Frequent hand contact areas, such as flush handles, taps, door knobs and waste bins are cleaned and disinfected as frequently as possible, especially when visibly dirty.	Green	Yellow	Orange	Red		
5.	Staff wear adequate PPE while cleaning toilets or undertaking toileting tasks.	Green	Yellow	Orange	Red		
6.	The toilet environment is cleaned with suitable cleaning materials and agents that effectively remove organic matter (dirt) and reduce contamination with microorganisms to a safe level.	Green	Yellow	Orange	Red		
7.	All cleaning equipment used in toilet areas are colour coded to prevent use in other areas of the setting, and cloths and mop heads are disposable.	Green	Yellow	Orange	Red		

3: Toilets

3a: Toilet facilities for school staff, pupils and visitors – mandatory

MANDATORY MINIMUM STANDARDS <i>The Education (School Premises) Regulations 1999</i>		Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/
1.	Number of toilets for learners use: <ul style="list-style-type: none"> Learners aged 5 years or over: 1 toilet for every 20 learners Learners under the age of 5 years: 1 toilet for every 10 learners In special education settings: 1 toilet for every 10 learners, regardless of age. 	Green	Yellow	Orange	Red		
2.	Number of wash hand basins located in toilet facilities: Where the majority of learners are under 11 years of age there should be as many washbasins as toilets Where the majority of learners are aged 11 years or over: <ul style="list-style-type: none"> Washrooms with 1 toilet should have at least 1 washbasin Washrooms with 2 toilets should have at least 2 washbasins Washrooms with 3 or more toilets should have at least two thirds the number of washbasins as there are toilets. 	Green	Yellow	Orange	Red		

3.	Segregation of male and female toilet facilities: Toilet areas for male and female learners aged eight years and over should be separate. <i>*Note: this is not part of an infection control audit, but you may want to consider your facilities to support trans pupils.</i>	Green	Yellow	Orange	Red		
4.	Separate staff toilet facilities: Staff toilets, other than those designated for disabled access, should be separate from pupil's toilets.	Green	Yellow	Orange	Red		
5.	Disabled staff, pupils or visitors have fully accessible toilets and washbasins that can be accessed quickly and easily from anywhere in the setting.	Green	Yellow	Orange	Red		
6.	The setting includes a statement about toilet facilities in the governors' annual report to parents/carers.	Green	Yellow	Orange	Red		

3b: Toilet facilities for staff, pupils and visitors – good practice

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/
1.	A system is in place to monitor the functioning and cleanliness of ALL toilet areas such as regular checks that are documented and evidence that action is taken when necessary (e.g. cleanliness, sufficient liquid soap, toilet rolls and paper towels; working locks, flush and hand driers etc).	Green	Yellow	Orange	Red		
2.	Toilets and fittings are the right size and height for the learners expected to use them (e.g. toilet height, flush button can be reached and is easy to use).	Green	Yellow	Orange	Red		
3.	All toilet area walls, floors, ceilings, doors, contact areas etc are of a type that are impervious/non-absorbent and washable, easy to clean and capable of withstanding regular cleaning and disinfection processes.	Green	Yellow	Orange	Red		

4.	All toilets have seats – those that have an opening at the front of the seat are the most hygienic. (Best practice: all toilets have lids, with the exception of disabled toilets).	Green	Yellow	Orange	Red		
5.	Soft toilet paper is provided in dispensers that are mounted where they are easily accessible. A lockable cupboard for spares should be sited nearby.	Green	Yellow	Orange	Red		
6.	No items are stored in the toilets (unless stored in sealed containers or cupboards that can be cleaned).	Green	Yellow	Orange	Red		

4: Hand washing facilities and showers

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/
1.	Washbasins are in the same room as the toilets and urinals.	Green	Yellow	Orange	Red		
2.	ALL washbasins are in working order, clean, and have hot and cold running water.	Green	Yellow	Orange	Red		
3.	ALL hand wash basins are free from clutter. <i>Note: hand wash basins are only to be used for hand washing. No cups / other equipment are kept in the hand wash basins. Nailbrushes are not provided.</i>	Green	Yellow	Orange	Red		
4.	To avoid scalding, there is a hot water control system in place to ensure temperature control not exceeding 41°C from each tap.	Green	Yellow	Orange	Red		
5.	If push taps are used they stay on long enough for individuals to wash their hands properly.	Green	Yellow	Orange	Red		
6.	Taps and soap dispensers are suitable for users with poor grip, co- ordination problems and /or limited mobility.	Green	Yellow	Orange	Red		
7.	A minimum of one wall mounted liquid soap dispenser is provided between two washbasins.	Green	Yellow	Orange	Red		
8.	Cartridge, disposable liquid soap dispensers are most appropriate. Bar soap must not be used. <i>Note: bar soap can transfer infection from one person to another. Soap dispensers should NOT be topped up to limit cross infection.</i>	Green	Yellow	Orange	Red		

9.	Paper hand towels are recommended but need to be replenished throughout the day.						
10.	If hand dryers are in use they must be 'child-friendly' and have an appropriate cleaning and maintenance programme in place.						
11.	Toilet areas have waste bins that have lids and are foot operated for disposal of used hand towels. If foot operated bins are unsuitable for use by small children then a suitable alternative should be considered. The waste bins must be emptied frequently enough to avoid overflowing						
12.	Simple pictorial guidance is displayed in all toilet areas for learners and staff on when and how to wash their hands.						
13.	Pupils are asked to wash their hands at appropriate times e.g. before breakfast, snack, lunch, after outdoor play etc).						
14.	Supervision of hand washing and toileting for younger learners and those with special needs is provided.						
15.	Pupils are taught about the importance of good hand hygiene and the correct techniques as part of the curriculum.						
16.	Alcohol hand rub does NOT replace hand washing. Only to be used in special, supervised circumstances (Health & Safety, COSHH)						
17.	Showers that are used infrequently, are run through every week for 5 – 10 minutes. <i>Note: if this is being done for the first time this requires a legionella risk assessment. Please contact the local Environmental Health Team.</i>						
18.	There should be a plan and risk assessment in place for any planned or emergency disruption in the water supply affecting the education setting.						

5: Female sanitary products and disposal

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	<p>Sanitary provision :</p> <ul style="list-style-type: none"> Schools in Wales may provide free sanitary products for girls, therefore negating the requirement for a (paid for) sanitary product dispenser. Secondary education settings: each set of toilets (with two or more toilet cubicles) for girls has a sanitary dispenser. Primary education settings: minimum of one set of toilets for girls eight and over, has a sanitary dispenser. 						
2.	Sanitary disposal units are available in all age appropriate female toilets within individual cubicles. Ordinary waste bins are not sufficient.						
3.	Sanitary disposal units are emptied sufficiently often by a registered company to prevent them becoming over-full or malodorous.						

6: Nappy/continence pad changing and occasional accidents

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	There is a dedicated area for changing nappies/continence pads or soiled pupils with access to a hand washing sink in the same area. (Away from play areas or food prep/serving areas). <i>Note: this might be a disabled toilet, area in usual toilets.</i>						
2.	Items related to the changing procedure are close to hand (e.g. stored in a plastic box: disposable gloves, aprons and cloths, cleaning sprays, blue roll, liquid soap).						
3.	Staff wear PPE correctly (i.e. disposable aprons and gloves). These are changed between each child and hands are washed with soap and water after removal of PPE.						
4.	Changing mats are waterproof and are in a good condition and fit for purpose.						
5.	A changing procedure is available and is followed by staff.						
6.	Change mats are decontaminated and covered with paper roll before each use and between individuals.						
7.	Soiled disposable pads are placed into an individual plastic bag (nappy sack) and then double bagged and disposed of in to an appropriate nappy bin. <i>Note: If more than 7kg of waste is produced, the setting must have a dedicated nappy/continence pad bin.</i>						
8.	Soiled clothing is bagged (double bag) e.g. plastic bag) and placed in a designated area away from children to prevent cross infection to be collected by the parent/carer. In some circumstances items of clothing are disposed of.						

9.	Pupils have their own basket of creams etc which are clearly labelled with the child's name.						
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7: Drinking water

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	Named person responsible for drinking water in setting.						
2.	Taps in toilet areas are labeled as non-drinking water.						
3.	Drinking water supplies of any sort are NOT located in toilet areas. <i>Note: settings should ensure that a supply of wholesome drinking water is available, free of charge with communication provided to clearly identify its location.</i>						
4.	Parents are advised to provide reusable water bottles (i.e. not single use plastic bottles).						
5.	Individual water bottles retained in setting are: <ul style="list-style-type: none"> Ideally they should be washed in a dishwasher or washed at the end of the day in hand hot water and detergent, rinsed and left to air-dry upside down. Filled in the morning with drinking water taken from a mains water supply. Be labeled with the learners' name. OR <ul style="list-style-type: none"> Pupils own bottles go home daily. Information is provided to parents on the washing of bottles and frequency. 						
6.	Water coolers should ideally be plumbed into the water supply rather than bottle- fed. Water coolers are routinely cleaned on a daily basis and have a maintenance contract in place. (including a filter change)						
7.	Water coolers are drained after any period of setting closure (approx. 3L).						

8.	Water fountains are routinely cleaned on a daily basis and have the correct water pressure to ensure an adequate water flow.	Green	Yellow	Orange	Red		
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8: Food safety (other than school meals)

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	Food safety practices are observed during all food preparation and serving in the setting e.g. breakfast, snack, after school club, cooking club/lessons. This includes temperature monitoring at point of serving food plus recording.	Green	Yellow	Orange	Red		
2.	Dedicated food preparation areas and food storage cupboards/fridges are provided.	Green	Yellow	Orange	Red		
3.	A cleaning schedule in place for food preparation areas, using colour coded equipment which are stored separately to toilet cleaning equipment.	Green	Yellow	Orange	Red		
4.	Aprons and appropriate head/beard protection are worn by staff preparing or serving food, and hands are washed before and after.	Green	Yellow	Orange	Red		
5.	Staff preparing or serving food are level 2 food safety trained.	Green	Yellow	Orange	Red		
6.	Ensure that all food is within expiry/use by date and stock is rotated appropriately.	Green	Yellow	Orange	Red		
7.	Packed lunch boxes are stored away from heat. Parents/carers are advised to provide ice packs/insulated cool bags.	Green	Yellow	Orange	Red		

9: Pets, farm/zoo visits and pest control

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	Policy and risk assessment is in place for animals that are kept at the setting. Includes: maintaining animal health, reducing risk of cross infection between animals and learners/staff, animal behaviour control, insurance etc.						
2.	Nominated person responsible for animals kept at the setting.						
3.	Policy and risk assessment in place for visits to farms or zoos.						
4.	An adequate pest control contract is in place.						

10: Waste management

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	Schedule in place for emptying bins at the end of the day.						
2.	Disposable gloves and aprons worn when emptying or cleaning bins.						
3.	Waste is stored in secure areas not accessible to pupils, animals or the public.						

4.	<p>Sharps/needles are ONLY disposed of into an approved sharps container which is collected when ¾ full by approved company/service.</p> <p>These containers are labelled correctly and stored safely away from learners/public.</p> <p>Key staff have received training in the safe management of sharps and there is a written procedure for the safe management of sharps and sharps containers plus dealing with sharps injuries.</p>						
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11: Overseas travel / excursions

	Good Practice	Excellent	Good	Acceptable	Priority for improvement	Not applicable	Comment on how this is achieved/ Action
1.	<p>Organising travel company and stakeholders are assessed against Safety Standards. Company has evidence of safety standard correct use.</p> <p>Note. School Travel Forum standards have been adopted as the benchmark for all companies operating Study, Sports and Cultural tours by the Council for Learning Outside the Classroom's Quality Badge award. British Standards 8848 provides a framework for travel companies to properly manage risks on adventure trips abroad.</p>						
2.	<p>Prior to the trip, all staff and pupils should attend a session in preparation for the trip which will provide verbal and written guidance and clear information that they will need; including the health and safety & Infection Prevention & Control aspects, risk of infection and how to avoid it – i.e. basic hygiene; importance of hand washing.</p>						
3.	<p>Named person responsible and appropriately trained for health and safety and administration of first aid.</p>						

4.	Pupils are taught about the importance of good hand hygiene and the correct techniques (including when, how and why to use alcohol hand rub).						
5.	All activities must be risk assessed from Health and Safety and Infection Prevention and Control perspective prior to the activity including: animal contact, swimming and water sports.						
6.	All food and water/drink preparation, purchasing and consumption must be risk assessed from Health and Safety and Infection Prevention and Control perspective prior to the activity including: water treatment and documentation, only bottled water consumption and environment of consumption. All food prepared by pupil/staff/organising company adheres to food preparation guidelines.						
7.	If symptoms indicative of infectious illness occur, attempt to exclude the staff/ pupil from others and seek medical attention.						
8.	Appropriate travel vaccinations are advised and communicated to all trip participants. <i>Note. NaTHNaC (https://travelhealthpro.org.uk/) and NHS Choices (https://www.nhs.uk/conditions/travel-vaccinations/) are credible sources of information.</i>						