



**LORDSWOOD**  
**SCHOOL**

# Health and Safety Policy

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### Health and Safety Policy Statement

Griffin Schools Trust (GST), as the employer, has a duty under the Health and Safety at Work Act 1974 to provide safe and healthy working conditions for employees and to ensure that their work does not adversely affect the health and safety of other people (e.g. pupils/visitors) GST sees the management of health and safety (H&S) as an integral part of its business. Proper management of health and safety issues are critical to developing a professional culture and maintaining a solid reputation. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities. The purpose of the policy is to explain the GST H&S organisation, and Management's expectations of staff to ensure that all persons comply with their legal H&S responsibilities.

All employees are expected to read the relevant sections of this policy and familiarise themselves with it. A copy of the policy will be held on the school website, uploaded to Smartlog and is available to all employees.

### 1. Objectives

The objective of health and safety are to ensure as far as is reasonably practical:

- Equipment and systems of work are safe, maintained and without risk to health
- Safe arrangement for the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable all employees to identify hazards, reduce risk and contribute positively to their own and to others safety and health
- Establish and maintain safe working procedures amongst staff, pupils and all visitors to the school site
- Have robust procedures in place in case of emergencies
- A healthy working environment in line with current legislation identifying, eliminating and controlling risk
- Adequate welfare facilities

### 2. Legislation

This policy is based on advice from the Department for Education on health and safety in schools and the following legislation:

- The Health and Safety at Work etc. Act 1974, which sets out the general duties employers have towards employees and duties relating to lettings
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Control of Substances Hazardous to Health Regulations 2002, which require employers to control substances that are hazardous to health
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive and set out the timeframe for this and how long records of such accidents must be kept
- The Health and Safety (Display Screen Equipment) Regulations 1992, which require employers to carry out digital screen equipment assessments and states users' entitlement to an eyesight test

- The Gas Safety (Installation and Use) Regulations 1998, which require work on gas fittings to be carried out by someone on the Gas Safe Register
- The Regulatory Reform (Fire Safety) Order 2005, which requires employers to take general fire precautions to ensure the safety of their staff
- The Work at Height Regulations 2005, which requires employers to protect their staff from falls from height

The school follows national guidance published by Public Health England when responding to infection control issues.

Sections of this policy are also based on the statutory framework for the Early Years Foundation Stage.

### 3. Roles and responsibilities

#### 3.1 The governing body

The governing body has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Head.

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 school premises.

The governing body/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

The governor who oversees health and safety is Martin Chapman.

#### 3.2 Head

The Head 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
- Providing adequate training for school staff
- Ensuring all visitors and contractors are aware of who to raise any health and safety issues with and to report first aid incidents to
- 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

In the Head's absence, Claire Saxton, Operations Manager assumes the above day-to-day health and safety responsibilities, including the management of contractors.

#### 3.3 Health and safety lead

The nominated health and safety lead is Claire Saxton, Operations Manager. All risk assessments are uploaded to Smartlog and reviewed every two years unless deemed sooner. Refresher training is provided via Smartlog on completing risk assessments.

### 3.4 Staff

School staff have a duty to take care of pupils in the same way that a prudent parent would do so. All school employees, including contractors and sub-contractors, are required to cooperate with the school in implementing the policy and shall ensure that their own work is without risk to themselves and others as far as reasonably practical.

All school employees are required to:

- Know the safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- Observe standard of dress consistent with safety and/or hygiene
- Exercise good standards of housekeeping and cleanliness
- Know and apply the emergency procedures.
- Use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- Co-operate with other employees in promoting improved safety measures in their school
- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken

### 3.5 Contractors

Contractors will agree health and safety practices with the Head before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment of all their planned work.

## 4. Site Security

See Site Security Policy. Site Manager responsible for securing the site each day. Three staff members are listed as emergency contacts with the alarm company.

## 5. Fire

See Fire Safety Policy and Emergency Procedure Plan. Fire action and evacuation notices are displayed in all rooms in the school. Fire drills are carried out each term and a record log held via Smartlog.

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly.

The fire alarm is a loud continuous high-pitched siren.

Fire alarm testing will take place once a week and logged on Smartlog.

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks.

In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points (see Fire Safety Policy).
- Class teachers will take a register of pupils, which will then be checked against the attendance register of that day
- Head will liaise with fire wardens to ensure all staff and take a register of all staff, pupils and visitors are accounted for.
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter

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

## 6. COSHH

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

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapours
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by Medway Norse (held on site) and Site Manager (uploaded to Smartlog).

Hazardous products are stored in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

### 6.1 Gas safety Policy

The school will comply with the following legal requirements:

- The Gas Safety (Installation and Use) Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998
- The Health and Safety Officer will ensure that anyone carrying out work on gas appliances or fittings must be competent and registered with the gas safe register (the gas registration in Great Britain, replacing CORGI). Any gas equipment deemed suspect/unsafe will be disconnected and either replaced or repaired by a registered contractor
- Ensure that gas fittings and flues are checked for safety every 12 months. A record of such safety checks must be kept for a minimum of two years.

The school will:

- Ensure that a suitably qualified company undertakes risk assessments to assess the hazards and risks involved in all work involving gas appliances and fittings, whether this work is performed by our own staff or third parties. These will be reviewed by the Health and Safety Officer not less than annually.
- The Site Manager will carry out the visual checks and he/she must receive adequate instruction to equip them with sufficient knowledge to undertake the task. If there are any concerns at all as a result of these inspections, a follow up visit from a gas safe register approved contractor should be immediately arranged and the appliance/fitting taken out of action.

### 6.2 Legionella

See Legionella Policy

- A water risk assessment has been completed June 2022 by Envirocure. Envirocure are responsible for ensuring that the identified operational controls are conducted and recorded in their water log book via JR Richardson and uploaded to Smartlog.
- This risk assessment will be reviewed when significant changes have occurred to the water system and/or building footprint
- The risks from legionella are mitigated by routine temperature checks

### 6.3 Asbestos Policy

The school has asbestos reports and an asbestos management plan which contains asbestos risk register. Any contractors working in areas identified with potential asbestos sign the risk register which is uploaded to Smartlog.

## 7. Equipment

### 7.1 Portable equipment

- The regulations state that portable equipment that has been provided to staff members are inspected on a regular basis.
- All portable appliances are tested annually (PAT tested).
- Records of all portable equipment test results will be uploaded to Smartlog.
- Equipment identified as faulty will be withdrawn from use immediately.
- Staff are reminded not to use personal electrical equipment in school unless it has been PAT tested.
- The purchase of all electrical equipment must be through reputable companies and be CE marked.

### 7.2 PE equipment

- Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely
- Any concerns about the condition of the gym equipment or other apparatus will be reported to Site Manager via Smartlog
- Gym equipment both indoor and outdoor is inspected annually

### 7.3 Classroom equipment

- Pupils are taught how to use equipment safely; scissors, guillotine, glue gun, knives in food activities
- Pupils are supervised in lessons when using equipment that could result in harm and an appropriate risk assessment is undertaken if appropriate.

### 7.4 Display screen equipment

- All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. 'Significant' is taken to be continuous/near continuous spells of an hour or more at a time
- Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician (and corrective glasses provided if required specifically for DSE use)

## 8. Lone Working Policy

Lone working may include:

- Late working
- Weekend working
- Site manager duties
- Working in a single occupancy office

The school endeavours to ensure that lone working is avoided as far as is reasonably possible. In the event of lone working, the Health and Safety Officer, in conjunction with the Head, will ensure that:

- Emergency procedures are in place so that members of staff working alone can obtain assistance if required
- A risk assessment is completed by the line manager to ensure the employee is capable of undertaking the work alone
- Persons working alone are provided with adequate information, instruction and training to understand the hazards and risks and the safe working procedures associated with working alone.

The person conducting the lone working assessment will:

- Give consideration to the greater risks to expectant mothers and young persons
- Involve the employee who is working alone in the assessment process and the development of safe working methods
- Advise the employee undertaking the lone working of the findings of the assessment

Employees working alone will:

- Follow the safe working arrangements developed by the organisation for lone working
- Take reasonable steps to ensure their own safety
- Inform their line manager of any incidents or safety concerns.

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



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

### 9. Working at Height Policy

We will ensure that work is properly planned, supervised and carried out by competent people with the skills, knowledge and experience to do the work. The site manager undertakes training.

In addition:

- Pupils are prohibited from using ladders
- Staff will wear appropriate footwear and clothing when using ladders
- Contractors are expected to provide their own ladders for working at height
- Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety
- Access to high levels, such as roofs, is only permitted by trained persons
- Regular checks on all ladders undertaken by the Site Manager and recorded on Smartlog

### 10. Manual Handling

All staff will complete a manual handling course as part of their induction and all staff will renew training annually and recorded on Smartlog. It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

Staff are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help
- Take the more direct route that is clear from obstruction and is as flat as possible
- Ensure the area where you plan to offload the load is clear
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable

### 11. Off-Site Visits

See Educational Visits Policy

### 12. Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

### 13. Incidents Policy

The definition of an incident is broad and may differ, depending on the nature in which it occurs. However, in general, any incidents of aggression or violence (or near misses) directed to themselves

are to be reported to Head immediately. This applies to violence from pupils, visitors or other staff and will be investigated. This may include one or more of the following:

- Serious crime, or violence to an employee or other person
- Any event involving an offensive weapon, i.e. gun, knife or blunt instrument
- Serious threats to an employee or other person
- Emergency admission to hospital
- Building management incidents that lead to a serious disruption of the Trust including fire, flood, power failure, in particular, those that lead to the building being unoccupied

All incidents will be investigated by a line manager appointed by the Head, keeping in mind the following prime objectives:

- To determine the sequence of events that contributed to the incident
- To initiate short term action to tackle the immediate cause of the incident and establish a longer-term program of action to correct and control the underlying causal factors to try and prevent a recurrence of the incident
- To ensure that appropriate follow up action is identified to support those involved and identify how and when this will occur

We believe that staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff.

## 14. Smoking

Smoking or vaping is not permitted anywhere on the school premises.

## 15. Infection Prevention and Control Policy

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

### 15.1 Handwashing

- Wash hands with liquid soap and warm water, and dry using hand dryers or paper towels
- Always wash hands after using the toilet, before eating or handling food, and after handling animals
- Cover all cuts and abrasions with waterproof dressings

### 15.2 Coughing and sneezing

- Cover mouth and nose with a tissue
- Wash hands after using or disposing of tissues
- Spitting is not allowed on school site

### 15.3 Personal protective equipment

- Wear disposable non-powdered vinyl or latex-free CE-marked gloves and disposable plastic aprons where there is a risk of splashing or contamination with blood/body fluids (for example, nappy or pad changing)
- Wear goggles if there is a risk of splashing to the face
- Use the correct personal protective equipment when handling cleaning chemicals

### 15.4 Cleaning of blood and body fluid spillages

- Notify the Operations Manager who will contact Medway Norse to clean up vomit. Granules will be used as an interim measure.
- Wear personal protective equipment to clear other spillages
- When spillages occur, clean using a product that combines both a detergent and a disinfectant and use as per manufacturer's instructions. Ensure it is effective against bacteria and viruses and suitable for use on the affected surface
- Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste in the medical bin situated by Year 1
- Bag children's soiled clothing to be sent home, never rinse by hand

### 15.5 Clinical waste

- Always segregate domestic and clinical waste, in accordance with local policy
- Used nappies/pullups to be bagged and sent home
- Used gloves, aprons and soiled dressings are disposed of in the medical waste bin
- Clinical waste collected by a registered waste contractor and the certificate is uploaded to Smartlog

### 15.6 Animals

Also refer to School Therapy Dog Policy

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

### 15.7 Pupils vulnerable to infection

Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to either of these, the parent/carer will be informed promptly and further medical advice sought.

### 15.8 Exclusion periods for infectious diseases

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

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

## 16. New and Expectant Mothers

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

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

- Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to antenatal carer and GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with a case of shingles
- If a pregnant woman comes into contact with measles or German measles (rubella), she should inform her antenatal carer and GP immediately to ensure investigation
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks), the pregnant woman should inform her antenatal care and GP as this must be investigated promptly

## 17. Occupational Stress

We are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment.

Systems are in place within the school for responding to individual concerns. See Mental Health and Wellbeing Policy.

## 18. Accidents

### 18.1 Accident recording

Please see Trust First Aid Policy

Staff accidents to be recorded in the accident book held in the office.

### 18.2 Reporting to the Health and Safety Executive

The Head and Claire Saxton, Operations Manager, will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Head and Claire Saxton, Operations Manager will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding)
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done
- Near-miss events that do not result in an injury, but could have done.

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

How to make a RIDDOR report – <http://www.hse.gov.uk/riddor/report.htm>

## 19. Monitoring

This policy will be reviewed annually and approved by the Governing Body

## 20. Links with Other Policies

This health and safety policy links to the following policies:

- Accessibility plan
- Emergency Procedure Plan
- Fire Safety Policy
- GST First Aid Policy
- Medical Needs Policy
- Mental Health and Wellbeing Policy
- School Therapy Dog Policy
- Site Security Policy

## 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 ‘dos and don’ts’ to follow that you can check.

The school will always refer to “The Spotty Book”, published by PHE

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 provide advice.

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. The child must be completely free of symptoms for 48 hours.
Diarrhoea and/or vomiting (Gastroenteritis)	<p>Children with diarrhoea or vomiting should be excluded until 48 hours after symptoms have stopped and they are well enough to return. KS2 children can return after 24 hours. If medication is prescribed, ensure that the full course is completed and there is no further diarrhoea or vomiting for 48 hours after the course is completed.</p> <p>For some gastrointestinal infections, longer periods of exclusion from school are required and there may be a need to obtain microbiological clearance. For these groups, your local health protection team, school health advisor or environmental health officer will advise.</p> <p>If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea.</p>
Cryptosporidiosis	If a child has been diagnosed with cryptosporidium, they should NOT go swimming for 2 weeks following the last episode of diarrhoea. Return after 48 hours symptom free.
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).
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.



