



SOP - MANAGEMENT OF COMMUNICABLE DISEASES

Policy Name	SOP - Management of Communicable Diseases
Policy Version Number	V1
Date of Validation	September 2025
Date of Review	September 2026

Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
September 2025	V1.0	Liam Cullinan	New Document

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Abbreviations & Definitions

[illegible]

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Responsibilities

Role	Responsibilities
Clinic Nurse	Assess symptoms, notify parents, document case, liaise with ADEK/DOH
Teachers	Observe/report symptoms, support class communication
Operations/FM/Cleaning	Implement enhanced cleaning measures
Parents	Collect unwell child promptly, provide doctor's certificate, respect exclusion period
SLT	Approve communications, support outbreak management

Purpose

This SOP ensures a consistent and safe approach to the identification, reporting, and management of communicable diseases (viral and bacterial) within the school. It safeguards the wellbeing of students, staff, and families while complying with ADEK and DOH regulations.

Aim

The aim of this SOP is to provide clear and consistent procedures for the early identification, management, and communication of communicable diseases within the school. It ensures that all cases are handled in line with ADEK and Department of Health (DOH) requirements, minimises the risk of transmission among students and staff, and promotes a safe and healthy learning environment.

Scope

This procedure applies to:

- All clinic staff
- Teachers and teaching assistants
- Operations and cleaning teams
- Parents/guardians
- External providers working on campus

Identification and Diagnosis

Doctor's Certificate (Mandatory): A certified doctor's note or lab test is required for confirmation of communicable diseases (influenza, COVID-19, chickenpox, measles, hand-foot-mouth, strep throat, etc.).

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Home Tests: Home tests (e.g. COVID antigen kits) are acceptable as preliminary evidence but not as official confirmation. They must be followed by a doctor's certificate or lab-confirmed result.

Return to School: Students may return only after:

- Submitting a doctor's clearance note, AND
- Being fever-free for at least 24 hours without medication, AND
- Completing the disease-specific exclusion period (see Appendix).

Notification Procedures

Parents of the Affected Student

- Contacted immediately upon suspicion or confirmation.
- Informed of exclusion requirements and return-to-school conditions.

Class/Community Notification

- One confirmed case: For highly transmissible diseases (COVID-19, influenza A/B, chickenpox, measles, hand-foot-mouth, whooping cough), notify parents of the entire class.
- Three or more cases in 5–7 days: Escalate to ADEK/DOH and consider notifying the entire year group or other affected groups (EAP, squads, etc.).
- Low-risk illnesses: No notification unless multiple cases appear.

Confidentiality

- Names of affected students are never disclosed. Communication is always general.

Cleaning & Infection Control

Routine Cleaning

- Daily disinfection of classrooms, toilets, and high-touch surfaces.

Enhanced Cleaning (Confirmed Case)

- Deep clean of affected classroom and common areas.
- Use hospital-grade disinfectant with virucidal and bactericidal properties (EN 14476 or DOH-approved).
- Increase frequency of high-touch cleaning to every 2 hours for 48 hours.
- Improve ventilation in affected areas.

PPE for Cleaning Staff

- Gloves and masks required at all times.
- For confirmed high-risk cases: disposable aprons/gowns are also required.

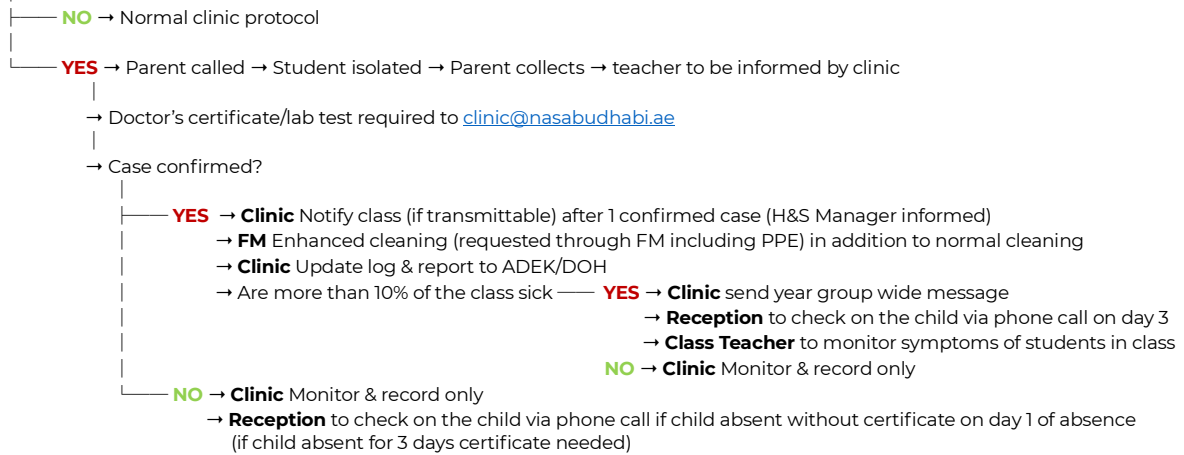
Documentation & Reporting

- Clinic maintains a Communicable Disease Log (student name, class, onset date, diagnosis, clearance date).
- Records available for ADEK/DOH inspections.
- Notifiable diseases must be reported via the DOH system.

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Flowchart – Response to Communicable Disease

STUDENT UNWELL → Clinic assessment → Suspected communicable disease?



Appendix – Minimum Exclusion Periods

Illness	Exclusion Period	Return to School Condition
Influenza (A/B)	5–7 days or until fever-free 24h	Doctor's note
COVID-19	5 days isolation (current DOH guideline)	Doctor's clearance
Chickenpox	7 days from onset & until lesions crusted	Doctor's note
Measles	4 days after rash appears	Doctor's clearance
Strep throat	24h after starting antibiotics	Doctor's note
Hand-foot-mouth	Until blisters dry	Doctor's note
Whooping cough	5 days after starting antibiotics	Doctor's note

Parent Notification Template

Subject: Health Notice – Communicable Disease in Class

Dear Parents,

We would like to inform you that a case of [disease name] has been confirmed in your child's class. Please note:

- The affected student is at home and will return only with a doctor's clearance.
- Your child may continue attending school but should be monitored for symptoms.
- If your child develops symptoms, please keep them at home and consult your doctor.

Our cleaning teams have implemented enhanced disinfection measures in the classroom and common areas. The safety and wellbeing of our students remain our priority. Thank you for your cooperation.

Kind regards,
School Clinic Team

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Feedback and Review:

- This SOP is reviewed annually before the hot season.
- Adjustments made if ADEK or NCEMA update requirements.
- Staff trained yearly on signs of heat stress and weather-related illness.

Approved and revised by:



Liam Cullinan, Principal
01.09.2025

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