

## Infectious Diseases in the Workplace Policy & Procedure

SCL International College recognises the responsibility to provide a safe and healthy environment for the teaching and non-teaching staff, the pupils and other people who come onto the premises. All reasonably practical steps will be taken to fulfil this responsibility.

Employees shall not carry out work which is liable to expose any employees to any substance hazardous to health unless he/she has made a suitable and sufficient assessment of the risk created by that work to the health of those employees and of the steps that need to meet the requirements of these regulations.

### Notifiable diseases

Students wishing to attend the school must be clear of any notifiable diseases before entry or re-entry to the school especially if they are coming from a high-risk country currently experiencing an outbreak.

### Illnesses and Diseases

Some infectious diseases are notifiable. The student's doctor should inform the school of any precautionary measures to be implemented.

It is not permitted to administer any drugs at all to any student at school except for prescribed drugs.

In all medical situations, staff should consult with the management and/or First aider on site.

Procedure:

- In depth risk assessments need to be carried out in order to evaluate the risks of suitability to work or study.
- The appropriate management staff need to be made aware of the potential risk of exposure to an infectious disease.
- Make sure to identify all those who might be affected, not just employees but students as well.
- When a student is unwell, the best place for them is in their studio flat. If a student becomes ill at school, they are accompanied to their studio. Regular checks on the student are carried out by an appointed member of staff. In the case of overseas students manifesting any strange symptoms it is essential to take quick action and remove them from school where they might infect others.
- If a staff member shows signs and symptoms of an infectious illness, they will be asked to leave the workplace as soon as reasonably possible and see a doctor. They will not be allowed back to work until SCL has been given a written notice from a doctor stating the employee is clear from any infectious illness.

Last Reviewed: August 2022

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## Disclaimer

In order to provide the best possible care for SCL staff and students, SCL has the right to decline or cancel a booking if there are students coming from high-risk area in order not to expose the students currently onsite to a highly contagious illness.

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