

## Infectious diseases briefing note

Staff member receives report of Infectious disease (refer to list on Page 2) from a member of staff in relation to themselves or a colleague or from a Parent/Guardian in relation to a student  
**Members of staff reporting in relation to themselves must also follow the school sickness absence procedures.**

Staff member reports details of Infectious disease to;

- Headteacher
- Head of HR (In absence of Headteacher)
- Head of Wellbeing & Safeguarding (In absence of Head of HR)
- Operations Manager (In absence of Head of Wellbeing & Safeguarding)

Member of Critical Incident Team listed above will check facts and notify;

- RBWM

Member of Critical Incident Team listed above will contact Public Health England (Thames Valley) for advice and request template letter for schools

Headteacher or nominated person will;

- Convene urgent Critical Incident Team meeting with all available members of the Critical Incident Team.
- Agree actions for team members following advice from PHE & RBWM
- Agree appropriate communication for staff members and Parents/Guardians

Communication;

- Head of HR will inform all staff members using agreed format (Dependent on type of disease)
- PA to Headteacher will inform parents/guardians using agreed format (Dependent on type of disease);

#### List of notifiable diseases

- Acute encephalitis
- Acute meningitis
- Acute poliomyelitis
- Acute infectious hepatitis
- Anthrax
- Botulism
- Brucellosis
- Cholera
- Diphtheria
- Enteric fever (typhoid or paratyphoid fever)
- Food poisoning
- Haemolytic uraemic syndrome (HUS)
- Infectious bloody diarrhoea
- Invasive group A streptococcal disease and scarlet fever
- Legionnaires' disease
- Leprosy
- Malaria
- Measles
- Meningococcal septicaemia
- Mumps
- Plague
- Rabies
- Rubella
- SARS
- Smallpox
- Tetanus
- Tuberculosis (TB)
- Typhus
- Viral haemorrhagic fever (VHF)
- Whooping cough
- Yellow fever