



## **PANDEMIC FLU POLICY (Whole School Policy including EYFS)**

### **Introduction**

The Manor has produced this plan to provide a framework for how the school should respond to this event. This policy should be read in conjunction with the school's Health & Safety Policy and the school's emergency response plan.

The Manor should endeavour to protect pupils, staff, parents and the wider school community wherever possible, minimising the possible spread of infection, and to ensure staff and pupils feel safe at school.

### **Preventative Measures**

General infection control practices and good respiratory hand hygiene can help prevent transmission of all viruses, including the human swine influenza. This includes:

- Covering your nose and mouth when coughing or sneezing, using a tissue when possible (Catch it!).
- Disposing of dirty tissues promptly and carefully (Bin it!).
- Maintaining good basic hygiene, for example washing hands frequently with soap and water to reduce the spread of the virus from your hands to face or to other people (Kill it!).
- Cleaning hard surfaces (e.g. door handles) frequently and properly using a normal cleaning product.
- Making sure children follow this advice.

It is important to stress that swine influenza viruses are not transmitted by food. There is no risk of catching the swine flu from eating properly handled cooked pork or pork products.

### **Procedures in the event of a child falling ill with Pandemic Flu**

1. Staff and children should remain at home if they display any relevant symptoms or if a pupil has been in contact with an affected individual.
2. Affected pupils should remain off school until they are symptom-free and the school should seek medical advice as to when the pupil should return.
3. If a case of pandemic flu is suspected, the affected child should be immediately isolated from the rest of the school - the first aid room



has toilet facilities, a bed and is accessible from outside without having to walk through the main Manor building.

4. The parent/relative/designated contact should be informed for prompt collection of the affected pupil.
5. The Health Protection Agency (HPA) should be contacted.
6. Advice from HPA recommends that the nominated person looking after a suspected case of pandemic flu should not sit/stay within one metre of the child unless the child needs assistance in which case they should wear a disposable apron and surgical face mask (which constitute “personal protective equipment”, or PPE). Gloves are not essential, though wearing gloves might be useful to remind the member of staff not to touch their own face during contact with the symptomatic person. It is desirable for the child to wear a surgical mask, but that may be impractical.
7. Thorough hand washing before and after contact with symptomatic individual should be carried out.
8. In order to minimise the risk to colleagues from used PPE, it is essential that the PPE is removed in a standard way. If gloves have been worn they should be removed by first turning them inside out in one single motion and then remove apron, then mask (avoid touching the front of the mask). All used PPE should be placed in a specific labelled bin that has a lid, and needs to be disposed of responsibly. After disposing of the PPE in the bin, thorough hand washing with soap and water should be then carried out.
9. When the child has gone home, the isolation room should then be cleaned using warm water and detergent and a normal household cleaning product or disinfectant.

## **Procedures in the event of an adult falling ill with Pandemic Flu**

Staff and other adults that suspect they are affected by swine flu should remove themselves from the school as soon as possible after first informing the school nurse. They should make their own arrangements for treatment.

Again the school should contact the HPA.

## **Procedure in the event of school closure**

1. The Health Protection Agency (HPA) will advise the school of the need to close the school, after being informed of confirmed or suspected cases by a GP.

2. In consultation with the Governors, the Headmaster and the Senior Executive Team (SET), the Chair of Governors will take the final decision as to whether to close the school following the guidance from HPA.
3. When staff are being briefed by either the Headmaster or another member of the SLT, the anonymity of any pupil infected should be maintained if at all possible.
4. Parents will need to be informed immediately that the school will be closing. A “phone tree” system will be used whereby designated members of staff will inform parents and the school’s wider community of the closure.
5. The Headmaster will trigger any use of the “phone tree” system giving a clear brief on what should be being communicated which should be spread throughout the whole school community.
6. The SENCO rooms and library would be available for private discussions with concerned parents collecting pupils.
7. A letter should be sent by the Headmaster explaining the situation and giving an outline to the next steps including the likely re-opening of the school.
8. The Manor website will be used as the main source of information and will be regularly updated by the Headmaster’s PA.
9. The school’s insurance company and the bus companies (via Abingdon School) should be contacted by the Bursar.
10. Provisions will be made for pupils to complete set projects at home for up to a two week closure period. This would be co-ordinated by the Director of Studies. This work will be added to the school’s website by the Headmaster’s PA and will be reviewed on a regular basis.
11. Prophylactic antiviral medication (Tamiflu, Relenza) may be given by HPA to staff and pupils. This will be co-ordinated by HPA.
12. Cake and water should be made available to assist in the taking of the tablets by the pupils.
13. Thorough cleaning of all hard surfaces, (door handles, light switches, taps, kitchen worktops) will be cleaned using normal cleaning products before the school re-opens.
14. HPA will advise the Headmaster when the school can re-open but the Chair of governors will take the final decision to re-open following the guidance from HPA and the Headmaster.



15. The Headmaster will communicate this decision to the whole school community using various methods of communication as appropriate.
16. The Headmaster should deal with **ALL** press enquiries. No other members of staff should discuss the situation without explicit approval from the Headmaster. Wherever possible the Headmaster should be accompanied by a health professional when talking to the press. The Headmaster should carefully consider any statements given to the press and where necessary get professional advice before making a statement.
17. Staff may be asked to assist during any school closures to man the office, assist with concerns from parents etc. The Deputy Head would organise a list of duty staff to be available on a daily basis.
18. Parents should keep the school informed if any child develops symptoms while the school is closed.
19. Parents, pupils, staff and the school's wider community should be kept informed of any developments as best as possible.

## Useful contact information

Health Protection Agency (HPA) - [www.hpa.org.uk](http://www.hpa.org.uk)

DCSF website - [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

Teacher net website - [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

Jonathan Hill, Quiller (communications consultant) - 020 7233 9444

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Person(s) Responsible for Review:	SLT
Signature of Reviewer(s)	