

## **GATEWAYS SCHOOL: PROCEDURES TO PLAN FOR A FLU PANDEMIC; e.g. human flu, swine flu**

**Reference must be made to the DCSF guidance documents for Early Years and Schools, notably:**

- 'Planning for a Human Influenza Pandemic; Summary Guidance to Schools' 2006,
- 'Planning for a Human Influenza Pandemic; Guidance for Childcare and Early Years settings' 2006
- 'Planning for a Human Influenza Pandemic: Infection Control – how to reduce the spread of pandemic flu', June 2007
- 'Pandemic Flu Planning; Model Plan/Checklist for Schools'
- 'Planning for a Human Flu Pandemic; information to Parents'
- Support Learning if Schools Close for Extended Periods in a Flu Pandemic', November 2008
- 'Preparing for Swine Flu': Health Protection Agency.

This plan will be implemented in conjunction with the guidance documents.

The Headmistress will inform all users of the School of the policy and procedures.

The Headmistress will inform all teaching and non-teaching staff of the school policy and procedures and refer them to the guidance documents listed above.

All staff will read, and be familiar with, the contents of the guidance documents available at [www.teachernet.gov.uk/humanflupandemic](http://www.teachernet.gov.uk/humanflupandemic) and with the guidance of the Health Protection Agency available at [www.hpa.org.uk](http://www.hpa.org.uk). A hard copy of the guidance documents will be available in the staffroom and school office.

### At a time of heightened risk of infection:

1. The School (Headmistress) will inform and update parents during times of risk by means of a letter, sent by pupil post and placed on the website.
2. The School (Headmistress) will inform and update staff and pupils during times of risk by means of assembly and/or Form Tutor time and staff briefings. Pregnant staff will be advised to consult [www.hpa.org.uk/swine](http://www.hpa.org.uk/swine)
3. The School will inform staff, parents and pupils of the symptoms of flu, by placing the policy on website.
4. The School will advise staff, parents and pupils to remain at home if they are feeling unwell with symptoms of swine flu. If staff or pupils become unwell during the school day, they should immediately go to the isolation of the Health Room and go home as soon as possible. Staff and pupils should contact the National Pandemic Flu Service tel:- 08001513100. Staff and pupils should remain at home until they are feeling better and symptoms have disappeared
5. Through assemblies and pastoral time, all staff will raise awareness of good hygiene practices and thereafter, regularly remind pupils of these. In particular, staff will emphasise the need to wash hands regularly, especially after coughing, sneezing or blowing nose; pupils should cover their nose and mouth with a tissue if they sneeze or cough, 'catching it' in the tissue; the tissue should be disposed of in a sealed disposal bag and placed in the bin; pupils should strive to minimise contact between their hands and mouth/nose.
6. At a time of heightened risk of the spread of infection, pupils will be encouraged to not share their pencils, crayons, soft toys etc, or their musical wind instruments. It is preferable for young pupils to sit on chairs rather than carpet to minimise cross-contamination.

7. **The most important advice is to emphasise the regular washing of hands.**
8. The School will raise awareness of, and inform of, pandemic influenza/swine flu Through the curriculum, for example in Citizenship and Biology lessons.
9. The School (Health and Safety Officer), will display posters from the NHS promoting good hygiene practices, in particular the regular washing of hands.
10. The School, (Health and Safety Officer), will provide tissues, disposal bags and anti-bacterial hand gel to all teaching rooms/teachers in addition to all wash rooms. She will ensure that the School has ample stock of these items.
11. The School, (Health and Safety Officer), will plan to implement an emptying of bins programme during the day, as well as, currently, at the end of each day.
12. The School, (Health and Safety Officer), will provide appropriate anti-bacterial cleaning materials and substances to ensure regular (throughout the school day) cleaning by the caretaking staff of all hard surfaces that are hand-touched. She shall ensure that the School has ample stock of these materials. This is in addition to the daily cleaning routines by the staff of
13. The Headmistress will liaise with Superplus Cleaning Services to obtain their influenza Pandemic Cleaning plan and programme for the school.
14. The School Office will review and update staff and parents' contact details to facilitate effective communication should the School close (and reopen) during a pandemic.
15. The School (Headmistress and Leadership Group) will review its' communication System in light of a pandemic; currently the School will inform parents by means of SchoolComms, telephone or letter. Information can also be accessed via the School's Website - [www.gatewayschool.co.uk](http://www.gatewayschool.co.uk).
16. At a time of heightened risk of the spread of infection, the School will avoid bringing together large crowds of people, such as assembly, concerts, parents' meetings etc.
17. The School (Deputy Headmistress and Assistant Headmistress) will implement strategies to cope with and maximise 'cover' in a case of above levels of absent teaching staff, for example the use of supply agency staff, 'double-up' of classes where appropriate, staff to email 'cover' work for their classes, amendment of the timetable, review of planned educational visits and activities, a prioritisation of examination classes, flexible staff deployment, staggering of the school day, adjustment of the times of the school day etc.
18. The School will designate and provide an 'isolation' room, the Health Room which is supervised by the School Nurse for staff and/or pupils who are unwell with flu symptoms until such a time as they are able to go home.
19. If a child needs attention, the School Nurse will encourage good respiratory hygiene on the part of the patient. She will remain more than one metre away from the patient unless personal care is needed, in which case the School Nurse will wear personal protective equipment (PPE) (disposable gloves, apron and surgical mask) and be instructed in its' use and disposal. After a child or member of staff has gone home, the isolation room will be cleaned again before it is used again with household detergent or disinfectant. The School (Health and Safety Officer) will obtain and provide PPE for Staff (disposable aprons, surgical facial mask and gloves) and pupils (surgical facial mask).
20. The School (Headmistress and all staff) will seek the support of parents in keeping their child at home if they appear unwell, to reinforce the good hygiene practices at home and in checking that the School has their most recent and up to date contact details.

## During a Pandemic

1. The School will continue to operate as normal as possible.
2. The Headmistress will decide and inform on school closure, having liaised with Government via Education Leeds, the Independent Schools Council, and the Governing Body.
3. In her absence, the Deputy Headmistress will make the decision and inform the School.
4. If the school closes to pupils during a pandemic, it is expected that staff wherever possible should come into school.
5. In the event of school closure during a pandemic, the School (Headmistress and Staff) is expected, where appropriate, to remain open for Sixthformers and to provide lessons for them.
6. The School has a duty to provide education for children of compulsory school age who are out of school. The School (Headmistress and staff) will consider the use of email and website facility to communicate and assess pupils' learning and work.
7. The Headmistress will report any cases of swine flu to the Governing Body and the Local Health Protection Unit if there is an outbreak of swine flu with significant number of children affected, hospital care is needed, there are some children with an illness that is not swine flu or if further advice is needed. Contact details are:  
West Yorkshire HPV  
Leeds HPA Laboratory  
Bridle Park  
York Road  
LS15 7TR  
  
Tel: 0113 2840606  
Fax: 0113 284 6617  
[WestYorksHPV@hpa.org.uk](mailto:WestYorksHPV@hpa.org.uk)
8. The School will re-open when advised by the Health Protection Unit. The Headmistress will inform School by means of our communication/contact system, SchoolComms.

This plan will be regularly reviewed.