



PLANNING FOR A HUMAN FLU PANDEMIC

The health, welfare and education of the children and young people in the school are of paramount importance and we will strive to make the best provision for them.

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'
- 'Supporting Learning if Schools Close for Extended Periods in a Flu Pandemic', November 2008.

Reference should also be made to the School's policy on Health and Safety, Staff Absence, First Aid and other related policies.

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

The Headteacher (by means of Mrs T Irving) will inform **all** users of the School of this plan and all users will be required to implement it.

The Headteacher will inform all teaching and non-teaching staff of this plan 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. A hard copy of the guidance documents will be available in the staffroom and school office.

The contact at the Worcestershire County Council is Lynden Thomas on 01905 763763 and Dr Richard Harling, Director of Public Health, Worcestershire County Council, Wildwood, Wildwood Drive, Worcester, WR1 2LG.

At a time of heightened risk of infection, the school shall aim to reduce the spread

1. The School (Headteacher) will inform and update parents during times of risk in a clear and calm communication by means of a letter, sent by satchel post and placed on the website. The school shall keep up to date by checking the DCSF website, www.dcsf.gov.uk
2. The School (Headteacher) will inform and update staff and pupils during times of risk by means of assembly and/or Form Tutor time and staff briefings.
3. The School will inform staff, parents and pupils of the symptoms of flu, referring to the guidance document 'Planning for a Human Influenza Pandemic: Infection Control – how to reduce the spread of pandemic flu', points 9 -13 inclusive.
4. For staff, parents and pupils concerned about Swine Flu, there is a national helpline – 0800 151 3513.
5. The School will advise staff, parents and pupils to remain at home if they are feeling unwell with flu symptoms. If staff or pupils become unwell during the school day, they will be isolated and effectively cared for until a parent or guardian can collect them. They should then go home. Staff and pupils should consult their doctor by telephone in the first instance or telephone NHS Direct on 0845 4647. Staff and pupils should remain at home until they are feeling better and **symptoms have disappeared**.
6. The School will designate and provide an 'isolation' room (AWs office) for staff and/or pupils who are unwell with flu symptoms until such a time as they are able to go home. The 'isolation' room will be supervised by a member of the office staff, who will remain just outside the room.
7. If a child needs attention, the member of the office staff would, if necessary, be provided with the appropriate PPE (Personal protective Equipment) and be instructed in its' use and disposal. After a child or member of staff has gone home, the isolation room will be cleaned before it is used again with household detergent or disinfectant. The School (RJ as Health and Safety Officer) will obtain and provide PPE for staff (disposable aprons, surgical facial mask and gloves) and pupils (surgical facial mask).
8. The School (Headteacher and all staff) will seek the support of parents by means of keeping their child at home if they appear unwell, by reinforcing the good hygiene practices at home and in checking that the School has their current contact details.
9. 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.

10. The School will display posters from DCSF and the NHS promoting good hygiene practices, in particular the regular washing of hands
11. The School (Alan Willetts) will provide tissues, disposal bags and anti-bacterial hand gel to all teaching rooms/teachers in addition to all wash rooms. AW will ensure that the School has ample stock of these items.
12. At a time of heightened risk of the spread of infection, pupils will be encouraged not to share their pencils, crayons etc, or their musical wind instruments. Soft toys will not be used in Kindergarten and there will be a cleaning programme for hard toys whereby staff will clean them with wipes regularly. It is preferable for young pupils to sit on chairs rather than carpet to minimise cross-contamination.
- 13. The most important advice is to emphasise the regular washing / cleaning of hands.**
14. The School will raise awareness of, and inform of, pandemic influenza through the curriculum, for example in Citizenship and Biology lessons.
15. The School (AW) will ensure the full working order of, and undertake regular maintenance checks of, all hand dryers in wash rooms.
16. The School (AW) will plan to implement an emptying of bins programme during the day, as well as, currently, at the end of each day if necessary.
17. The School (AW) 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. AW shall ensure that the School has ample stock of these materials. This is in addition to the daily cleaning routines by the staff of Eco-Clean.
18. The Headteacher will liaise with Eco-Clean to obtain their Influenza Pandemic cleaning plan and programme for the School.
19. The School (MG, School Secretary) will review and update staff and parents' contact details to facilitate clear and effective communication should the School close (and re-open) during a pandemic. The School shall contact parents by email, text, telephone, letter and website. The School Secretary should compile a list of email contacts to allow work to be sent to students / pupils should the school close. Postal details are also needed for families without internet access.
20. The School (Headteacher and Leadership Group) will review its' communication system in light of a pandemic; currently the School will inform parents by means of email, telephone or letter. Information can also be accessed via the School's website – www.holytrinity.co.uk

21. To minimise movement and infection, the School will avoid bringing together large crowds of people, such as assembly, concerts, parents' meetings etc.
22. The School shall continue to educate children as effectively as possible. (Deputy Head, PW and Assistant Head-Curriculum, VV) The School 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 to the times of the school day etc. Given the school's duty to educate teaching staff will prepare remote learning materials to pupils during the school closure.

During a pandemic:

1. The School will aim to remain open and continue to operate as normal as possible.
2. The Headteacher will report any cases of influenza to the Board of Trustees and the local Health Authority.
3. The Headteacher will decide and inform on school closure, having liaised with the Children's Services Department of Worcestershire County Council, the LEA, the ISC and the Board of Trustees, The Trustees are ultimately responsible for deciding on closure. The named contact at the Worcestershire County Council is Lyndon Thomas (L.Thomas@worcestershire.gov.uk). The emergency line is 01905 728848.
4. In the Head's absence, the Deputy Head will make the decision and inform the School.
5. If the school closes to pupils during a pandemic, it is expected that staff wherever possible, should come into school.
6. In the event of school closure during a pandemic, the School (Headteacher and staff) is expected, where appropriate, to remain open for Sixth Formers and to provide lessons for them.
7. The School has a duty to provide education for children of compulsory school age who are out of school. The School (Headteacher and staff) will consider the use of email and website facility to communicate and assess pupils' learning and work.
8. The School will re-open when advised by the LEA, Children's Services etc. The Headteacher will inform School by means of our communication. contact system. The school will seek to resume normal operations as soon as possible.

9. Should the school close for business as a result of a pandemic, a force majeure would be applied in relation to the parent contract. The School will continue to provide educational services by all possible means and parents remain liable to pay fees. (see ISBA Human Flu Pandemic Guidance paper)

This plan will be reviewed regularly.

YLW. April 2009