

Policy on How to Manage a Flu Pandemic

St James Senior Boys' School

Aims of the Policy

The aim of this policy is to advise staff about the precautions needed when dealing with a pandemic outbreak. Also this policy takes into account the guidance given from both the World Health Organisation and our Local Educational Authority.

Scope

This policy contains guidelines, which will be adapted as necessary, for members of staff, parents and pupils.

The Policy Statement

The World Health Organisation (WHO) advises that there will, sooner or later, be another 'flu pandemic. Scientific modeling shows that it usually starts outside the UK and that within 2-3 weeks of a pandemic 'flu virus entering the UK it would become widespread. Depending on the severity of the pandemic, up to 25-50% of the population may become ill at some stage during one or two waves, each lasting 3-4 months, and this may result in a large number of deaths.

Central Government has overall responsibility for contingency planning and for national policy decisions. Local Authorities would communicate information from Central Government to all schools. Depending on the nature of the pandemic virus, children's vulnerability to it and the regions it has reached, schools may be advised to close. It is the Head's responsibility to respond appropriately to the advice received. Schools have been advised to plan for remaining open and for possible closure during a pandemic. If there is no advice to close the school, it would remain open as long as there were sufficient staff available for the school to function. The contact for our **Local Authority** is as follows:

Strategic Risk Management:

Email: srm.hands@surreycc.gov.uk

Children, Schools and Families: Julie Fisher

Chief Executive: David McNulty

Address: Surrey County Council. County Hall. Penrhyn road. Kingston Upon Thames. KT1 2DN

Web: www.surreycc.gov.uk

The following plans will provide a basis for the school's response to pandemic 'flu. Should the Local Authority inform the school that a pandemic is imminent, the Head would revisit the plans and meet with

the **Matron and the Gold and Silver teams as per the Emergency Management plan.**

KEY AREAS:

- (1) Health & Safety**
- (2) Communication**
- (3) Continuity of Educational Provision**

(1) HEALTH & SAFETY

Any person, pupil or member of staff, who exhibits 'flu symptoms should remain at home until health is restored.

Any person with a pre-existing chronic health condition or anyone over the age of 65 should be advised to get an immunization and not attend school. For example:

- Chronic heart/lung/metabolic disorders (including severe asthma & diabetes)
- Kidney problems
- Immune system impairment (including cancer treatment)

Influenza or 'flu is a viral infection.

It is spread by breathing in air containing the virus or by contaminated hands, and is highly infectious. It mainly affects the nose, throat and lungs.

Reducing spread of virus:

- Cover your nose and mouth when coughing or sneezing (preferably with a tissue).
- Dispose of dirty tissues promptly and carefully.
- Maintain good basic hygiene (frequent hand washing with soap and water).
- Avoid non-essential travel and large crowds.
- Clean all hard surfaces frequently (kitchen work surfaces, door handles)

'Flu symptoms and what to do:

- Day 1. - Fever/Chills/Muscle ache
- Day 2. - Dry cough/Sore throat/Blocked nose or nausea/vomiting/diarrhea.
- Stay home and rest
- Drink plenty of fluids
- Take Paracetamol/Ibuprofen as directed
- Avoid non-essential contact with people

If you are in school and start to have symptoms:

- **Go to matron to be quarantined**
- **You will need to go/** be taken home as soon as possible
- (NB Most people recover within one week but tiredness may last 2-3 weeks. Serious illness is usually due to secondary bacterial infection in the lungs: pneumonia/bronchitis), which needs antibiotic treatment.)

General Hygiene at school

- Teaching staff should ensure that pupils follow the hygiene guidelines described above.
- The domestic bursar and building manager must ensure that there are adequate supplies of tissues, soap and hot water and that bins are emptied regularly.
- All roller towels are to be removed as soon as a flu epidemic occurs.
- Only paper towels are to be used for hand drying: (10 days supply is stored in loft space).
- Alcoholic gel should be made available to the whole school for more hygienic hand washing (usually only used in the matron and doctor's rooms).
- Contract cleaners will be carefully directed as to priority areas.

Catering and Food Supply

- Paul Bird will be responsible for keeping the supply of school meals available as long as possible. A certain amount of nonperishable foodstuffs have been stored to enable us to offer some provision in emergency situations.

(2) COMMUNICATION

Designated Website:

A designated website for parents, staff and pupils will provide a central resource for all information relating to a 'flu epidemic and will be accessible at any time.

Email

Work is in progress to enable our database to have the capacity to provide email communication with all parents and pupils.

(3) CONTINUITY OF EDUCATIONAL PROVISION

It is the schools' intention to provide educational continuity wherever possible. The school is developing an online course-management system, which will create a remote learning environment using an e-platform. In the event of a 'flu epidemic, this will allow pupils and parents to access educational material at home through the internet. Subject to health, teachers will continue to attend school in order to support pupils' remote learning. Particular priority will be given to **Sixth Form** students.

This policy is subject to constant review and amendment as necessary.

Policy Written by: Joseph Verran

Reviewed by: Headmaster and SMT
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Approved by:
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Date: