



**ST JAMES**  
Senior Girls' School

# **Policy for Managing a Flu Pandemic**

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**St James Senior Girls' School**

## 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 a 'flu pandemic'. Scientific modelling 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, 25-50% of the population may become ill at some stage during one or two waves, each lasting 3-4 months, and 50,000-700,000 more people than usual may die.

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 Headmistress' responsibility to respond appropriately to the advice received. Schools have been advised to plan for both 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:

*Tahirah De Aguiar Chaves*  
*Education Adviser*  
*Children's Services*  
*Hammersmith & Fulham Council*  
*07776672366*  
*tahirah.chaves@lbhf.gov.uk*  
[www.lbhf.gov.uk](http://www.lbhf.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 Headmistress would revisit the plans and meet the 'Pandemic Team':

Coordinator	Headmistress
Medical	School Nurse
Pastoral	Deputy Head (Pastoral)
Education	Deputy Head (Academic)
Communications	Head of IT Strategy
Administration	Head's PA
Catering and Domestic Care	Catering Manager
Estates	Building Manager

## Key Areas

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

## (1) Health and 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 immunisation:
  - Chronic heart/lung/metabolic disorders (including severe asthma & diabetes)
  - Kidney problems
  - Immune system impairment (including cancer treatment)

Influenza or ‘flu is a viral infection which 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 the spread of the 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).<sup>1</sup>

### Flu symptoms and what to do:

- Day 1. – Fever (38.9 and above)/chills/muscle ache
- Day 2. – Dry cough/sore throat/blocked nose or nausea/vomiting/diarrhoea
- 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 Facilities Manager must ensure that there are adequate supplies of tissues, soap, paper towels and hot water and that bins are emptied regularly.

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<sup>1</sup> To be coordinated by Building Manager and Catering Manager.

- Anti-bacterial hand gel should be made available to the whole school for more hygienic hand washing.
- Contract cleaners will be carefully directed as to priority areas.

### **Catering and Food Supply**

Holroyd Howe will be responsible for keeping the supply of school meals available as long as possible. The Catering Manager has stored a certain amount of non-perishable foodstuffs to enable us to offer some provision in emergency situations.

## **(2) Communication**

### **School Website**

The school website will provide a central resource for all information relating to a severe 'flu outbreak.

### **Email/Text Service**

The school will also communicate with parents as necessary via e-mail or text.

## **(3) Continuity of Educational Provision**

It is the schools' intention to provide educational continuity wherever possible. In the event of a 'flu epidemic, pupils and parents will be able to access educational material at home through MS Teams. 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 and Year 11.**

When numbers of staff absences pose a concern for the continued safe running of the school, the Headmistress may consider implementing Disaster Management procedures. (Please see Emergency Management Plan).

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

<b>Signed by:</b>	<b>Hugh Venables Chair of Governors</b>
Date of adoption of this policy	January 2022
Date of last review of this policy	Autumn 2021
Date for next review of this policy	Autumn 2022
Policy owner (SMT)	Deputy Head (Pastoral)