



5:14 PROCEDURES FOR MANAGEMENT OF SERIOUS ILLNESSES

PANDEMIC PLAN:

A. Pre-pandemic: create a safer working environment

- When children present with symptoms of influenza (or other infectious illnesses like whooping cough or chicken pox, etc) their parents will be contacted and asked to remove them
- The School will:
 - Provide hygiene information to staff and pupils
 - Provide information on how to recognise the symptoms of infectious/contagious diseases
 - Provide flu vaccinations to staff
 - Encourage parents to vaccinate their children
 - Set up basic hygiene and hand hygiene notices around the workplace (including entrances, noticeboards, meeting rooms and toilets)
 - Ensure there are adequate supplies of face masks, gloves (plastic and latex), hygienic hand cleaners, tissues, medical and hand hygiene products available, including cleaning supplies and masks for staff who become ill at work
 - Information regarding the difference between influenza and the common cold will be provided

B. Pandemic Containment Plan

- **Create a planning and crisis team**
 - Team: Board Chair, Principal, Deputy Principal and School Secretary
 - The team undertakes to be contactable at all times
 - The team provides information to parents and staff (via email, text messaging, meetings, newsletters and School website)
- **Reduce the risk of infected persons entering the site**
 - The team sets up prominent notices at all entry points to the School grounds, advising staff and visitors not to enter if they have symptoms of an infectious or contagious disease
 - The team sets up one entrance from Oxford Terrace. Close all others
- **Introduce social distancing strategies which include:**
 - Avoiding any unnecessary travel. If face-to-face meetings are unavoidable, minimise the meeting time and choose a large meeting room where it is possible for people to sit at least one metre away from each other. Avoid shaking hands or close contact
 - Avoiding public transport and recommending the school community to use their own transport, walking or cycling
 - Providing face masks to staff and pupils who become unwell at School
 - Staff and pupils will be given a key message – if they feel unwell they must not come to school.
- **Cleaning**
 - School cleaning will be stepped up during the pandemic period
 - Telephone sets, door handles, keyboards and touch screens will be cleaned daily
 - Anti-bacteria solutions will be applied daily to all common areas, counters, railings, wash basins, toilet bowls, urinals etc.
 - Suitable cleaning solutions are:

- Sodium hypochlorite – for disinfection of material contaminated with blood and body fluids
 - Granular chlorine – for use in place of liquid bleach if it is unavailable
 - Alcohol (e.g. Isopropyl 70%, ethyl alcohol 60%) – for use on smooth metal surfaces, tabletops and other surfaces where bleach cannot be used
 - N.B. To be stored in locked cleaning cupboard.
- **Management of cases at School**
 - The Crisis Team will put up posters giving information on what to do if people get sick at School.
 - If a person feels ill, or if someone observes that another person is exhibiting symptoms of infectious or contagious disease at work, they are to contact a member of the Pandemic Planning and Crisis Team.
 - A member of the Crisis Team will:
 - Check the person’s symptoms. If they are seriously ill, eg with a fever, take appropriate action.
 - The person will be given a mask and instructed to wear it immediately, to help protect other people
 - Staff members who are unwell will be requested to go home and stay there until advised otherwise. They will not use public transport if possible and will contact their G.P. by telephone or telephone the specified help line. The person’s work area will be cleaned and disinfected after they have left the area
 - The Crisis Team will contact the staff member by telephone or email, during his / her absence from work and advise them how long to stay away from work (the MoH website will have advice on this once the characteristics of the pandemic are known). Staff are to provide confirmation from their GP (in the form of a medical certificate) that they are well prior to a return to work
 - If pupils become unwell while at School, their parents will be contacted immediately and requested to take their child home. While waiting pupils will be kept away from other children.
 - **Plan for the closure of the school during a pandemic**
 - Whilst we will be guided at all times by Ministry of Education and Ministry of Health directives we will be prepared to close the School if it is deemed necessary
 - Pupils will be given an activity pack for the duration of their absence and advice on education internet sites
 - We are not in a position to provide full distance education for our pupils. The government should be able to provide some educational support via television and radio
 - Parents/guardians of international pupils must make provision for their children
 - In the event that NZ is unaffected by an overseas pandemic, overseas students and travelling staff/students will not return to school until they have received a medical clearance (they will probably be quarantined by the local health authority)
 - In the event of school closure all staff to be sent home when relieved of the responsibility of caring for their classes.
 - Ensure communication with staff and parents via the website and a phone/text enquiry service

C. Issues for Board consideration and resolution

- The Board sets up appropriate Business Interruption insurance
- The timing and length of terms be varied to cover missed teaching time if appropriate