



St Mary and St Pancras CE Primary School

Pandemic Flu Planning Policy

DATE APPROVED BY THE ST MARY AND ST PANCRAS CE SCHOOL BOARD OF GOVERNORS	12 th January 2022		
NEXT REVIEW DATE	January 2023		
SIGNED (HEADTEACHER)	Ms Jules Belton	DATE	Jan 21
SIGNED CHAIR OF THE GOVERNING BOARD	Mr Samuel Hopcroft Mr Will Hall	DATE	Jan 21

St Mary & St Pancras Church of England Primary School current emergency planning already covers the considerations which need to be taken during a flu pandemic. See **St Mary & St Pancras Emergency Response Plan**.

In addition, the following precautions and provision have been undertaken:

- Clear process for who would take the decision to close a school
- Ensuring there are up-to date contact details for staff and parents
- Provision to keep a sick child separate to other pupils / staff
- How to ensure a culture of infection control if schools remain open during a pandemic
- Review these plans and processes regularly and in light of any further national / local advice received from Government agencies

Early Planning & Preparedness

Action	By whom	Time scale
Maintain an up-to date list of contact details for staff	School Business Manager/Admin Manager	Annually or when contact details change
Refresh your lists of contact details for parents/carers;	Lorraine Crean Admin Manager	Annually or when notified of changes
Review your plans for dealing with above average levels of staff absence	Jules Belton & Lucy Heard Headteacher & DHT	On going
Ensure that adequate supplies of cleaning materials are readily available and that there are procedures for regular cleaning of hard surfaces;	Darren Walker Site Service Officer Cleaning schedule Equipment audit compliant with World Health Organisation	Termly
Ensure that hand hygiene facilities are adequate and working properly; if/when updating or repairing facilities, consider installing automatic or foot-operated taps. Ensure that you have stocks of tissues, paper towels and soaps;	Darren Walker Site Service Officer	Daily Checks

<p><u>Getting the right messages to children</u></p> <p>1. You should teach and encourage children in an age-appropriate way to follow the advice on personal hygiene (hand-washing, minimising contact between hands and mouth/nose, use of tissues). You should emphasize that this is serious, and not a fit subject for joking, but take care not to scare younger or impressionable children.</p>	<p>Class teachers and support staff.</p> <p>PHSCE curriculum, Assemblies and regular reminders to child at points of transition during the school day</p>	<p>On going</p>
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Reaction and Response

When the international situation reaches WHO Phase 6 there will be 4 alert levels in the UK:

UK alert level 1 No cases in the UK

UK alert level 2 Virus isolated in the UK

UK alert level 3 Outbreak(s) in the UK

UK alert level 4 Widespread activity across the UK

It is possible that the Government will, through local authorities, advise schools and early years and childcare settings to close to children during a pandemic. While the school remains open, the following additional measures will need to be out into place.

The symptoms of influenza are:

Most significant	Other
<ul style="list-style-type: none"> • Fever • Cough and/or shortness of breath • Sudden onset of symptoms 	<ul style="list-style-type: none"> • Aching muscles • Sore throat • Runny nose, sneezing • Loss of appetite • Headache • Malaise (lethargy, listlessness)

	<ul style="list-style-type: none"> • Chills
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<p>Headteacher to should ensure that hard surfaces (door handles, light switches, taps, and kitchen worktops) are cleaned more regularly than usual, using normal cleaning products.</p>	<p>Site Service Officer Extra cleaning schedule to take place during the school day</p>	<p><u>With immediate effect</u></p>
<p>Headteacher to ensure that hand hygiene facilities, and facilities for the disposal of tissues, are adequate, accessible, and in working order;</p>	<p>School Business Manager and Site Service Officer to conduct Site walk</p>	<p><u>With immediate effect</u></p>

To reduce the spread of infection between children, try to follow the advice below:		
Hand sanitizer on entry and throughout day for use in the classroom to promote hand hygiene without requiring children to go to a separate wash-room	Site Service Officer Order appropriate quantities for distribution in all classes and staff areas.	<u>With immediate effect</u>
Provide an isolation room for use by any child who falls ill during the day until their parents can collect them, and ensure this room is cleaned very regularly; isolate the child (with appropriate supervision) and inform the parents as soon as possible.	Medical Room	
Remind parents and carers that children displaying flu symptoms should stay at home;	Newsletter / Letter Office staff to monitor daily and keep up-to-date spreadsheet of cases / isolation period and return dates	<u>As applicable</u>
Ensure children clean their hands after carpet work; or ask them to sit on chairs instead of carpet work (as carpets can cause cross-contamination). Follow guidance from PHE re use / sanitization of equipment	<u>All teachers and support staff</u>	<u>As applicable</u>
Discourage the sharing of pencils, crayons and pens during a pandemic. Encourage the wiping and cleaning of hands and objects when passing round objects like musical instruments or toys. Because of the difficulty in cleaning soft toys adequately, remove communal soft toys. Do not allow children to share wind instruments. Follow PHE guidance re music / worship and gatherings.	<u>All teachers and support staff</u> <u>Site Service Officer to order cleansing wipes – antibacterial</u>	<u>As applicable</u>
Avoid bringing children together in large crowds in enclosed spaces (e.g. whole-school assemblies). Organise 'bubbles.'	Class/Zoom assemblies instead of church services or whole school assemblies Stagger lunch time & cleaning between sittings	<u>As applicable</u>

Looking after a child who falls ill while in school/childcare setting		
You should nominate a member of staff to look after the child in the isolation room, with the door to the room left open.		<u>As applicable</u>
The member of staff should not sit/stay within one metre of the child unless the child needs assistance in which case the member of staff should wear a disposable apron and surgical face mask (which constitute 'personal protective equipment', or PPE). Gloves are not essential, though wearing gloves might be useful to remind the member of staff not to touch their own face during contact with the child. They are however no substitute for hand-cleansing, which should be carried out frequently, and always before and after contact with a symptomatic child.	In order to minimise the risk to colleagues from used PPE, it is essential that PPE is removed in a standard manner. To begin with, you should remove the apron, and then remove the surgical mask from your face, avoiding touching the front of the mask (by using the tapes). If you have worn gloves, you should remove them first, by turning them inside out in one single motion, and then remove the apron and the mask. Lead 1st Aider to ensure sufficient supply of PPE. To be located in the medical room.	<u>With immediate effect</u>
Pupil to wear a mask.		
Train staff in use of -PPE. The Department of Health is developing training materials for this purpose. All used PPE should be placed in a specific labelled dustbin that has a lid, and needs to be disposed of as clinical/infectious waste. After disposing of the PPE in the bin, you must wash your hands with soap and water, or hand cleansers if soap and water are not	See advice from School nurse.	<u>With immediate effect</u>

available.		
When the child has gone home, make sure that the isolation room is cleaned before its next use – with warm water and detergent, a normal household cleaning product or disinfectant.	Site Service Officer	<u>As applicable</u>

Action points

- Identify who would make any decision on whether to close (and reopen) the school in the case of government advice, staff absence or to prevent the spread of infection (see annex iii for further information).
Consider how you might operate in the event of key staff absence (including both teaching and ancillary staff). Review arrangements for covering teaching and non teaching duties.
- Consider the allocation of responsibilities, duties and cover arrangements during a pandemic, including who would take key decisions in the event of leadership team unwell
- Preplan; develop template letters, both for closure and reopening.(PFE)
- Consider developing and testing communications mechanisms in the possible event of school closure e.g. Telephone trees and text messaging services.
- Consider compiling a pool of parents / volunteers (who are DBS checked) who could be used to supervise children in times of significant absence.

Inter-pandemic Period		
1	No new influenza virus subtypes detected in humans	UK not affected UK has strong travel/trade connections with affected country UK affected
2	Animal influenza virus subtype poses substantial risk	
Pandemic Alert Period		
3	Human infection(s) with a new subtype, but no new human to human spread to a close contact	UK not affected UK has strong travel/trade connections with affected country UK affected
4	Small cluster(s) with limited human-to human transmission but spread is highly localised, suggesting that the virus is not well adapted to humans	
5	Large cluster(s) but human-to-human spread still localised, suggesting that the virus is becoming increasingly better adapted to humans	
Pandemic Period		
6	Increased and sustained transmission in general population	UK Alert level 1 Virus/cases only outside the UK 2 Virus isolated in the UK 3 Outbreak(s) in the UK 4 Widespread activity across the UK
Post Pandemic Period		
End of pandemic Return to inter-pandemic period		

Principle decision taken on whether schools and childcare settings should close (based on medical evidence).



If principle decision to close has been taken, informing schools and childcare providers when the pandemic has reached an area.



Further Information and links

Government wide planning available from the Department of Health: www.dh.gov.uk/pandemicflu