

PANDEMIC PROCEDURE

Pandemic manager:

Principal and/or the Deputy Principal.

Duties the pandemic manager” may perform include:

- Establishing a system to monitor staff who are ill or suspected of being ill, including contacting staff who are unexpectedly absent from work – has their doctor been notified of their illness? Have they been in contact with anyone? Have “contact” issues been addressed? Is someone able to care for them?
- Ensuring school has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.

Medical advisor :

Public Health Nurse

Activation of pandemic action plan

The Ministry of Health will widely publicise any changes to the “alert codes”, and may signal the need to activate action plans and continuity plans. The Ministry of Education has a communication contact “tree” to assist with keeping regional and local Ministry offices, education agencies, and education sector groups informed of these changes. Schools will most likely find out about changes to “alert codes” via media, or from a sector representative group.

Communication with the school community

Each Board member will have a list of people to contact in an emergency – a ‘phone tree’. The Pandemic Manager will contact the Board to activate the phone tree when and if necessary.

Protection measure	Where applicable
Hand hygiene, cough etiquette, ventilation	Everyone, all the time
Health and safety policies	School, all the time
Social distancing	Everyone, whenever practical stay at least one metre away from other people.
Protective barriers	In situations where regular work practice requires unavoidable, relatively close contact with the public, for example, reception areas.

Restricting workplace entry of people with influenza symptoms

Students who are unwell should remain at home and staff, parents and whānau should be advised not to come in to the school when they are feeling unwell, particularly if they are exhibiting any influenza symptoms. Unwell staff and students (through their parents/whānau) should be advised to contact a doctor by phone, and to stay at home until symptoms resolve.

Managing staff and students who become ill

Assess whether the person or child has any of the following:

- High fever (or feel feverish and hot)
- Headache, fatigue and weakness
- Sore throat, cough, chest discomfort, difficulty in breathing
- Muscle aches and pains.
- Been overseas recently to an affected country
- Been in contact with someone diagnosed with influenza.

Fill in the suspected influenza Notification Form. Take names of contacts (those who have been within one metre of them or in an enclosed place for more than 60 minutes). File form in office. Copy to Kui White, Public Health Nurse.

Organise for them to leave school immediately. Suggest they or their family call their doctor by telephone to advise that they have been in contact with a suspected influenza case.

If a sick child cannot leave school immediate because we cannot get hold of the parent, the child will be placed in a designated isolation zone e.g. Philippa's room or library.

Suspected Influenza Notification Form

Details of Affected Staff/Students

Name:	Site:	Location of isolation:
Job title:	Nationality if visitor to site:	Date of birth: (optional)
Address:		
Telephone no: _____ (W) _____ (H) _____ (M)		
Symptoms noticed:		
Fever <input type="checkbox"/>	Body aches <input type="checkbox"/>	
Headache <input type="checkbox"/>	Fatigue <input type="checkbox"/>	
Dry cough <input type="checkbox"/>	Others <input type="checkbox"/>	Details: _____
Cold <input type="checkbox"/>		
Time of fever on-set:	_____	
Time of isolation:	_____	
Travel history over the past eight days:		
Countries visited	_____	
Flights taken:	_____	
Where referred:		
Contact List (See separate page)		
Where referred:		
Contact List (See separate page)		

Details of Reporter

Name:
Job title:
Telephone no: _____ (W) _____ (H) _____ (M)

Hygiene practices should be elevated in a pandemic to an even higher level than usual.
 Remind staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
 Remove books, magazines and papers from common areas.
 Consider ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.

Emergency Pandemic Supplies
 Breathing mask, Latex / non-latex gloves, Paracetamol, Disinfectant, Cleaning fluid, Toilet paper, Tissues, Janola

Paper towels, Liquid soap/alcohol wash, Chux Cloths.

These supplies will be kept in the Multi-Purpose Room cupboard on a high shelf marked Pandemic Supplies and will be checked monthly by the Pandemic managers.

LETTER TO PARENTS

Dear Parents / Caregivers

The government has announced that New Zealand is stepping up its pandemic influenza response plans. This means that the situation overseas has changed and New Zealand's borders have been tightened in an attempt to stop the virus getting here.

Our school is talking with health and civil defence officials and we have been advised that there is no reason for alarm. Our school will remain open until further notice. Our own pandemic plans mean that we have systems in place to help us cope if anything changes.

The most important thing you can do as parents and caregivers is reinforce healthy messages:

- Teach your children the importance of hand washing and drying – especially before meals and after toileting.
- Teach your children to use a disposable tissue when coughing or sneezing.

We ask that all children showing flu like symptoms be kept home until checked and okayed by a doctor or nurse to return to school. **The symptoms of influenza and how they differ from common cold symptom are included with this letter.**

The board of trustees and I are working closely with staff to ensure that all students at our school are kept as safe as possible.

If you have any questions or concerns please contact me directly. Thank you.

Yours sincerely

Principal

SCHOOL CLOSURE

Closing schools to students would not necessarily mean that facilities would be closed in a quarantine sense. Staff may still go to work, work remotely, or carry out 'alternative duties' for other agencies with their board's pre-approval. Facilities may also be used for alternative purposes such as Community Based Assessment Centres.

The Education Act 1989 gives principals and boards powers to exclude particular students and staff or to close their school in certain circumstances:

- *Section 19* provides that a principal may exclude a student who may have a communicable disease (communicable diseases are specified in the Schedule to the Act. Highly Pathogenic Avian Influenza or 'bird flu' (HPAI subtype H5N1) was added on 12 February 2004. In practice, schools would generally proceed subject to advice received from health authorities.
- *Section 65E* provides that a board may close a school in an emergency such as an epidemic.
- *The Health (Infectious and Notifiable Diseases) Regulations* place duties on schools, teachers and parents in the case of a pandemic.
- *Regulation 14* provides that schools must exclude teachers and students who have an infectious disease.

Careful exercise of all these powers will be especially important in the "stamp it out" stage. Any decision by the board chair and principal to close the school should be based on advice from health authorities. Though schools in an affected area may be closed to students, schools in unaffected areas will be expected to maintain normal services. Ill-advised action such as an unnecessary closure would make life very difficult for the wider community.

Actions for closing the school

We will need to discuss the timing of the closure with the Medical Officer of Health. Usually such a closure would be at the end of the school day. If it isn't we will have to make sure children are marked off on the school roll before they go home. Students shouldn't leave the school grounds unless arrangements are in place for their care at home or an agreed alternative place. The Medical Officer of Health will be able to advise you on particular issues such as closure of hostels, adult classes, teen parent units and after school programmes.

Tasks	Steps	Responsibilities
Inform key people	Contact board if they have not delegated decision to close. They will need to make this decision. If they have delegated this power, keep them informed. Inform <ul style="list-style-type: none"> • the <u>local Ministry of Education office</u> • your school cluster. 	Principal
Organise any work for students to take home	Activate the plan previously agreed with staff.	Teachers
Organise work for staff, either on site or at home	Activate plan previously agreed.	Principal
Organise closure notices	<u>Notice</u> to go home with students. <u>Closure notices</u> around school. School website updated with closure notice.	Office Office Caretaker Principal or ICT personnel Office
Communication with community	<u>Update message</u> on school phone. Notice in local media.	
Secure school site	Put gates across and signs up at entrance ways.	Caretaker
Manage students who haven't received closure notice	Depending on the age and ability of students, contact parents or caregiver to arrange alternative.	Assigned staff