



TAVERHAM HALL

Preparatory School

EPIDEMIC OR PANDEMIC POLICY AND PROCEDURE

Addendum relating to Swine Flu

The school policy and procedures take note of the Health Protection Agency (HPA) Guidance (17.05.09, updated 11.09.09) for Boarding Schools during the 2009 swine flu outbreak (WHO Phase 6; UK Treatment Phase).

REDUCING THE TRANSMISSION

The HPA gives clear guidance on how to help reduce the transmission. Based on this advice the school has put the following into action to help reduce the risk of transmission.

Communication to pupils

- the Headmaster and the matrons have addressed the whole school on the need to use paper tissues when coughing or sneezing, to dispose of the paper tissues in bins provided and to wash hands.
- National 'Catch It Bin It Kill It' posters have been put up in all prominent parts of the school and in the boarding houses.

Communication to staff

- the school strategy is communicated to staff and updates are given at weekly staff meetings.
- staff are familiar with the symptoms of the virus and if any child displays the symptoms they contact a matron. The symptoms include:

Clinical

- *history of fever or temperature of 38.0 degrees or more PLUS two of the following:*

cough, runny nose, sore throat, sneezing, headache, limb/join pain

Epidemiological

- *travel within seven days to a country where there is sustained person to person transmission of the swine influenza virus*
- *contact within seven days of a probable or confirmed case of swine flu*

- reminded not to work if they themselves are experiencing any symptoms
- ensure that infection control policies are up to date and followed by all staff
- the matrons have procedures in place for isolating (with appropriate supervision) a child who falls ill during the day until such time as their parent/guardian can collect them
- if possible, staff caring for affected pupils should not work with asymptomatic pupils
- pregnant staff and staff at risk of complications if infected should avoid caring for symptomatic pupils
- staff should clean their hands thoroughly with soap and water before and after any contact with symptomatic pupils or staff and their environment
- staff should use single use plastic aprons when dealing with symptomatic pupils
- the member of staff should not sit/stay within one metre of the child if possible, unless personal care is needed, in which case the staff member should wear personal protective equipment (PPE) (disposable gloves, aprons and surgical mask).
- staff who are conducting lessons or activities away from the building and hand washing facilities have alcohol gel available

Communication to parents

- letter to parents explaining procedures; updates on school web site
- pupils who have a flu-like illness within seven days of contacting areas known to be infected should stay at home or be sent home from the boarding house. Parents should inform the school, and are advised to contact the National Pandemic Flu Service on 0800 1 513 100 or at www.direct.gov.uk/pandemicflu. The school will inform the HPA.
- contacts of people diagnosed with swine flu (such as siblings) should not be excluded unless they have symptoms of flu.
- leaflets and information on Swine Flu in schools available from the medical room

Cleaning surfaces

- the financial administrator and domestic department have arranged for door handles, door plates and light switches in the boarding houses and in classrooms to be cleaned with a bacterial and virucidal disinfectant daily. The banisters are cleaned daily and all hard surfaces such as keyboards cleaned more frequently
- stainless steel surfaces to be washed daily (kitchens and elsewhere)

Washing hands

- supply of soap and paper towels in all washrooms to be checked every day
- national campaign posters giving instructions for clean washing of hands have been put up above wash hand basins

OUTBREAK CONTROL

As of 2 July 2009 the UK moved to a treatment only phase of the pandemic. In this phase, swine flu is widespread in all parts of the country therefore closure of schools and early years settings are only likely in exceptional circumstances.

Preventative antiviral medicine will no longer be routinely offered to all contacts of cases (such as large groups of school or nursery pupils), as these measures will not stop the spread of swine flu.

As stated in the HPA Guidance – Version 2.0 (17.05.09, updated 26.05.09), were there to be a number of confirmed outbreaks within the school, the school understands that the HPU will draw up an individual risk assessment taking account the specific school circumstances. The school would work closely with the HPU in this situation.

In special circumstances school closures may still be recommended by the local health protection unit to protect public health and the school would work closely with the local health protection unit in such cases. These include the decision to close a school for operational reasons (such as sick leave absence of multiple staff members) is made by the school in conjunction with the local authority.

The school will communicate to pupils, staff and parents, updating information regularly on the school web site.

If closed, a decision to re-open the school after seven days will be based on an assessment by the Health Protection Agency.

MANAGEMENT OF EXAMINATIONS DURING THE PRESENT SWINE FLU OUTBREAK

If the school has had one or more instances of confirmed, probable or possible cases of swine flu more than seven days ago, no special precautions are necessary.

If the school has had one or more instances of confirmed, probable or possible cases of swine flu in the last seven days:

- exam candidates with flu-like illness should not attend for an exam. The school will liaise with families concerned about these exams
- all 'well' candidates may attend exams as normal, but will be told not to congregate in large groups
- desks will be set out at least 1 metre apart
- if a pupil becomes unwell during the exam he/she will be removed swiftly and handled in accordance with existing guidelines
- his/her desk and area will be wiped down using relevant cleaner

