



The Gillford Centre

INFLUENZA PANDEMIC EMERGENCY RESPONSE PLAN

(To be read in conjunction with the school Emergency Plan)

Version No.:	6	Issue Date:	March 2020
Electronic copies of Plan are available from:	Admin office		
Hard copies of Plan are available from:	Admin office		
Proposed Review Date:	March 2023		
Person Responsible for Review:	Headteacher		
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REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original.	August 2015
2	Separated from Critical Incident and Recovery Plan to form a separate Plan.	October 2017
3	Reformatted and minor updates.	January 2018
4	Minor updates.	September 2018
5	Links updated.	June 2019
6	Updated in light of Coronavirus outbreak 2020	March 2020

Definitions

For the purposes of this document a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

Wherever the term 'Head teacher' is used this also refers to any Manager with the equivalent responsibility for children.

Wherever the term 'school' is used this also refers to academies and Pupil Referral Units (PRU) and references to Governing Bodies include Proprietors in academies and the Management Committees of PRUs and will usually include wrap around care provided by a setting such as Breakfast Clubs and After School Clubs and Extended Services such as after school activity clubs.

Wherever the term 'Health and Safety Services Provider' is used, this refers to the person or organisation from whom the school procure their health and safety services/advice e.g. **Voluntary Aided & Foundation Schools and Academies and other childcare settings:** Kym Allan Safeguarding, Health and Safety Consultants Ltd. (KAHSC); **Cumbrian Community & Voluntary Controlled Schools:** Cumbria County Council Corporate Health and Safety Team.

Wherever the term '**SEMT**' is used, this refers to the **School Emergency Management Team**.

INFLUENZA PANDEMIC EMERGENCY RESPONSE PLAN

The Gillford Centre

1	Introduction
	<p>As an essential part of the duty of care, Head teachers are responsible for ensuring emergency plans to deal with crises/emergencies and the business continuity of the establishment are in place. Where services have anticipated a major emergency and made plans for managing a response, they are likely to handle the actual event more effectively and confidently than if the response was based on improvisation.</p> <p>In the event of pandemic flu, schools should plan for both staying open and for possible closure, for some or all of the pandemic. Closure could either be very localised and brief – for example, a school with too few staff to operate safely – or more widespread and for a longer period, in order to reduce the spread of infection among children and the wider community.</p> <p>The Head teacher will ensure that the detail of this emergency response plan is clearly communicated to all staff and that they are aware of their roles and responsibilities. Our Pandemic Flu ‘Action Plan’ is provided at Appendix C.</p>
2	Aims & Objectives of the Plan
	<p>The aims of the pandemic flu plan are to:</p> <ul style="list-style-type: none"> • Provide accurate, timely and authoritative advice and information to staff, pupils and parents; • Reduce the impact of an influenza pandemic on the school; • Minimise the disruption to the provision of education to pupils. <p>The objective of the plan is to ensure a flexible and appropriate response for the management of the school during an influenza pandemic.</p>
3	Signs & Symptoms of Influenza
	<ul style="list-style-type: none"> • Fever, dry cough, shortness of breath and abrupt onset; • Headache, sore throat, runny or stuffy nose, aching muscles and joints and extreme tiredness also possible.
4	How Influenza is Spread
	<ul style="list-style-type: none"> • The most important routes of transmission are through large droplets (from coughing and sneezing) and ‘close contact’ with infected people; • Close contact means: <ul style="list-style-type: none"> - living in the same house; - contact with their body fluids; - face-to-face contact, for example talking for more than a few minutes; - being coughed on; - being within 2 metres of the person for more than 15 minutes. <p>Transmission from surfaces is possible however is not thought to be the main route of infection.</p>
5	Infection Control
	<p>Good hygiene measures are paramount during a pandemic to reduce the risk of infection spreading. The following infection control measures are recommended during a pandemic:</p> <ul style="list-style-type: none"> • Good respiratory hygiene practised by all - always cover the nose and mouth with a tissue or sleeve when coughing or sneezing; • Dispose of used tissues carefully. The use of pedal bins will remove the need for staff and pupils to touch the lid and therefore reduce the risk of contamination. When disposed of in this way tissues do not need to be treated as clinical waste. Bins must be lined to reduce the risk of exposure to cleaning staff; • Do not touch eyes, nose or mouth if hands are not clean; • Avoid sharing items that come into contact with mouths. Consider asking parents to send children with their own water bottles; • Display NHS Coronavirus (COVID-19) hand washing and NHS Catch it, Bin it, Kill it posters in public areas; • Frequently touched hard surfaces should be cleaned at least twice a day using standard detergents. This includes desks, chairs, tables, worktops, door handles etc. Telephones, keyboards, light switches, electronic entry systems etc., should be cleaned with anti-viral wipes;

	<ul style="list-style-type: none"> • Consider the temporary removal of soft furnishings/toys which are more difficult to clean and may harbour contaminants; • Staff and children should be encouraged to wash their hands frequently with liquid soap & water for a minimum of 20 seconds, Alcohol based hand cleansers/gels(containing at least 60% alcohol) can be used if soap and water are not available, but is not a substitute for hand washing; • Hands should be washed: <ul style="list-style-type: none"> - after breaks & sports activities; - before cooking & eating, - on arrival at the setting; - after using the toilet; - before leaving home. • Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort. • Increased hand washing can lead to skin drying out, settings should have a supply of moisturiser such as Dermacare, Diprobase or other Aqueous creams. When supplying hand creams and sanitisers consideration should be given to allergens and sensitisers; • In order to minimise the risk to colleagues from used Personal Protective Equipment (PPE), it is essential that it is removed in a safe manner. To begin with, remove the apron. If you have worn gloves, remove them next by turning them inside out in one single motion. Disposable items should be placed in the bin immediately. Rubber gloves should be washed and dried properly before reuse; • Consider restricting visitors to essential visits only. Visitors, contractors and parents entering the setting should be asked to wash their hands on entering the premises. Consider asking parents to collect children from the door rather than entering the building. You may wish to designate a hand washing area or toilet facilities for visitors to wash their hands; • Contact other users/lettings to advise them of hand washing/infection control measures that they must take during their use of the building; <p>Further guidance can be found in the Public Health England guidance 'Guidance to educational settings about COVID-19' and NHS England frequently asked questions www.nhs.uk/conditions/coronavirus-covid-19/common-questions/.</p>
6	Suspected Cases of Influenza
	<ul style="list-style-type: none"> • Staff or children who live in the same household as someone with a confirmed case should self-isolate for 14 days; • Staff or children with minor symptoms (a new persistent cough or high temperature) should stay at home for a minimum of 7 days and contact NHS 111 via telephone or their online system only if symptoms worsen; • Staff or children showing any signs of infection at school should be isolated from other staff and pupils and sent home as soon as possible and the setting should contact Public Health England by telephone. The individual should contact NHS 111 for further guidance. The individual should not be sent to the GP's surgery or to hospital; • Public Health England will provide advice to the school on what steps should be taken: Cumbria & Lancashire HPT, Tel: 0344 225 0562 option 2, Fax: 01772 251789, Out of office: 0151 434 4819. OR North East HPT (for Northumberland Schools), Tel: 0300 303 8596 option 1. • The Local PHE Centre is responsible for leading the response to any health-related incident and for contacting schools where a case of pandemic flu has been confirmed. They will be the lead for providing advice and guidance on what measures the school may need to take. This will include providing advice on whether or not a school should close. • Schools should use absence code 'C' – authorised absence.
7	Closure of Services and Schools
	<p>Current government guidance is that advice in relation to closing a school would be provided by the Local PHE Centre on a case by case basis. The decision will be based on a risk assessment which looks at the risk in relation to the specific circumstances.</p> <p>For advice on school management issues contact the DfE Education Helpline, Tel: 0800 046 8687 or Email: DfE.coronavirushelpline@education.gov.uk. This helpline is available to staff, parents and young people to contact 8am – 6pm Monday to Friday.</p> <p>Once a decision has been made to close a school, schools will need to follow the steps detailed in the latest 'School Closures Advice'. For Cumbrian Schools, refer to the <i>School Closure Advice Poster (Planned and Emergency Closures)</i> School Closures Advice - COM & VC Schools OR KAHSC School Closure Advice - VA, Foundation & Independent Schools and Academies. If schools remain open during the period of a pandemic, it is important that they follow the 'Infection Control' measures listed above.</p>

	<p>Consideration should be given to site staff who may have to attend school for security or maintenance issues during the period of school closure. Hand washing facilities must be made available to all those attending the site during a period of closure.</p> <p>Consideration should be given to planned Educational Visits and whether or not these can go ahead. All planned educational visits abroad must be cancelled from Friday 13 March 2020. Check with insurance companies on reimbursement of any costs incurred.</p>
8	Re-opening of a School
	<p>If schools close on Government advice, the advice to re-open and any conditions attached to this advice would follow the same communications channels.</p> <p>The criteria for determining when schools should re-open is likely to be when infection rates reach a sufficiently low level in that area. It is possible that partial re-opening would be advised in the first instance, for example for children and young people who have been infected and who have recovered.</p>
9	Continuing Education for Pupils
	<p>The Government expects local authorities to provide a reasonable level of education for pupils if they are unable to attend a setting due to closure. It is advised that where pupils have internet access, on-line materials available via the schools learning platform should be used. For pupils without internet access, it is suggested that hard copy work be sent by post to the pupil's home. Schools are also invited to consider how best to support exam-year pupils. Further guidance can be found in the now archived DCSF Guidance 'Supporting Learning if Schools Close for Extended Periods in a Flu Pandemic'.</p> <p>Schools may need to consider sizes of classes and how pupils can best be taught in the current climate, but safely. See above for educational visits considerations.</p>
10	Business Continuity Management
	<p>Schools need to carry out their own assessments and consider that staff may be absent from work if:</p> <ul style="list-style-type: none"> • They are ill with flu; • They are self-isolating due to either travelling in affected areas or coming into contact with an infected person; • They need to care for children or other family members; • They have non-flu medical problems; • Employers have asked staff to work from home; • Other reasons.
11	Recovery Process
	<p>The recovery process should be planned in advance and the provision of a Recovery Plan (refer to Appendix D) can greatly assist the transition back to normality.</p>

COVID-19 Sources of information and support

Given the fast-moving nature of the global response to the current outbreak of novel coronavirus also known as COVID-19, it is unlikely to be sensible to try to download any of this information which could be updated at any time. Providing people with links to reliable sources of information online will be more useful in the longer term.

NHS England, '**Coronavirus (COVID-19)**' www.nhs.uk/conditions/coronavirus-covid-19/

FAQs - www.nhs.uk/conditions/coronavirus-covid-19/common-questions/

DHSC/PHE, '**Coronavirus (COVID-19): latest information and advice**'
www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public

DfE/PHE, '**Guidance to educational settings about COVID-19**'
www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19

FCO, '**Travel advice: coronavirus (COVID-19)**' www.gov.uk/guidance/travel-advice-novel-coronavirus

FCO, '**Foreign travel advice**', (updated frequently). Choose the country to be travelled to. Don't forget to look at the countries being travelled through in order to get to the destination country where relevant e.g. road travel, indirect and layover flights.

www.gov.uk/foreign-travel-advice

PHE, '**Advice for home isolation**' <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-self-isolation-for-patients-undergoing-testing/advice-sheet-home-isolation>

HSE, '**A review of the data on efficacy of hand cleaning products in industrial use as alternatives to handwashing**', (2014) - whether hand gels are any use outside of already clean working environments like hospitals – in summary: in 2014 there were no gels that outperformed washing hands with soap and warm water in an environment that was not an already clean or sterile medical facility.

www.hse.gov.uk/research/rrpdf/rr1007.pdf

NHS England, '**How to wash your hands**', – includes a video and a picture story and reminds citizens they should be washing their hands after they have sneezed, coughed or blown their nose as well as around toileting, pet, wound, or food handling

www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/

The global hub for developments around the Coronavirus Disease outbreak is the World Health Organization.

This is the webpage from which you can get more technical data including the weekly global Situation Reports or SitReps which track spread and work done to date.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

WHO SitRep 35 puts stigmatization and the harmful stereotyping of peoples into focus as a major threat to controlling the spread of the disease globally and includes some tips on tackling this increasingly dangerous rhetoric https://www.who.int/docs/default-source/coronaviruse/situation-reports/20200224-sitrep-35-covid-19.pdf?sfvrsn=1ac4218d_2.

COVID-19

HAND WASHING

- Wash hands after using the toilet, before eating, when you come inside and any other times you feel appropriate.
- At least 5 times a day, for 20 seconds.
- Look for natural soaps with limited harsh chemicals or perfumes as these can cause irritation with regular use.
- Make sure all soap is washed away with warm water.
- Improper hand drying causes hands to dry out and become sensitive, tissues/hand dryers should be used to fully dry hands. Pat dry rather than rub.
- If hands become sensitive to soap and water, moisturiser such as Dermacare, Diprobase or other Aqueous creams can be used.
- Be wary of allergens and sensitisers in creams and handwashes.

GENERAL HYGIENE

- Catch it, Bin it, Kill it.
- Make sure all bins have bin liners for easy waste disposal at the end of the day.
- Tissues must be binned once used and not kept on the person.
- Additional boxes of tissues should be put out for easy access, with at least one box per room.
- Disinfect surfaces regularly such as hard surfaces and touch screens with normal general cleaner or wipes.
- Visitors to be directed to wash their hands on arrival.
- Pupils should be collected from the door wherever possible.
- Try and reduce the number of soft toys available as these are more difficult to sanitise.

GENERAL INFORMATION

- Future potential for routine doctor appointments to be cancelled and they're only to see major or high priority cases.
- Majority of Covid-19 tests are coming back within 24 hours.
- Organisations should Contact Public Health England for specific advice on 0344 255 0562.
- Individuals with symptoms should contact 111.
- General queries should be directed to the GP.
- If you are returning from any part of Italy after 9th March 2020 you must self-isolate for 14 days.

INFORMATION PROVIDED BY KAHSC. WE DO NOT OWN ANY IMAGES

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INFLUENZA PANDEMIC ACTION PLAN

Public Health England ['Health Protection in Schools and Other Childcare Settings' 2017](#) and [KAHSC Safety Series M01 - Infection Control in Schools and Other Childcare Settings](#) will be used to help educate staff/pupils to avoid normal everyday infections as well as in a pandemic.

Staff empowered to make a decision on the closure and re-opening of the setting (hierarchical)	Name:	Rachel Clark	Role:	Acting Head teacher
	Name:	James Nichols	Role:	Assistant Head teacher
	Name:	John McAuley	Role:	Chair of Governors
Person(s) Responsible for provision & restocking of Infection Control materials/equipment (see below)	Name:	Cassandra Lowes		
	Name:	Tracy Langlois		

	Equipment / Materials	Number	Location Stored
Infection Control materials/equipment required	Boxes of disposable gloves	2	Medical Supplies Cupboard
	Containers of anti-viral wipes	0	-
	Containers of hand gel	3	Reception/Juniors/Alt Prov Dept
	Liquid Soap	10	All WCs
	Paper towel dispensers	2	Domestic science classroom/school kitchen
	Paper towels	12	Domestic science classroom/school kitchen/cleaners stores
	Boxes of tissues	12	Admin office

Providing there are proper cleaning schedules in place, additional routine cleaning is not generally required during outbreaks of communicable diseases/illnesses unless directed by Public Health England. If Public Health England consider there is a need for extra cleaning this will be arranged with our cleaners. The School Business Manager has been tasked with meeting with the contracted cleaning services/employed staff to ensure that during a pandemic the provision of service will meet the requirements recommended by Public Health England.

Communication with Staff, Governors & Parents will be done by (hierarchical) [amend for your setting]	<ul style="list-style-type: none"> • Telephone • Text message • Post
Staff, Governor & Supply Staff Contact List	The contact details for staff, Governors and Supply Staff are held in School office and are updated by the School Business Manager.
Pupil & Parent/Carer Contact List	<ul style="list-style-type: none"> • Ensure that contact telephone numbers and email addresses are correct. • The contact details for pupils and parents are held in the School office and are updated by Business Support staff (Cassandra Lowes and Tracy Langlois).
Cover for absent teaching staff	Cover for absent teaching staff will be arranged by Rachel Clark (Acting Headteacher) or James Nichols Assistant Headteacher.
Cover for absent non-teaching staff	James Nichols has been asked to list non-teaching jobs in priority order and consider job shadowing so that the highest priority non-teaching jobs can be maintained in the event of staff absences.
	Cover for absent non-teaching staff will be arranged by Elizabeth Dixon / Cassandra Lowes
Pastoral care arrangements	James Nichols has been asked to consider what pastoral arrangements need to be put in place for pupils and staff during or following a pandemic and whether any additional facilities e.g. food vouchers or training that could be put in place in advance. Contingency arrangements may be required for those pupils entitled to free school meals.

Contractor arrangements	<ul style="list-style-type: none">• Elizabeth Dixon / Cassandra Lowes have been asked to consider which Contractor visits/Visitors are essential and contact those non-essential visitors to rearrange.• In the event of school closure Elizabeth Dixon / Cassandra Lowes will contact planned Contractors/Visitors to rearrange or make arrangements for site staff to be available. Good hand hygiene by all concerned is necessary.
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