

PANDEMIC

Preamble

- A World Health Organisation pandemic alert indicates evidence of increased and sustained human to human transmission of a virus across a number of global regions.
- For more information look at: www.hpa.org.uk (HPA = Health Protection Agency).
- This policy is available on the school's website: www.hordlewalhampton.co.uk

Recognition, Symptoms & Transmission

- Prompt action is necessary if a 'flu-like illness is suspected. It is essential that potential outbreaks are identified early.
- In addition to the symptoms listed below, travel within seven days to a country where there is a sustained person to person transmission of the virus or contact within seven days of a probable or confirmed case of swine 'flu may give rise for concern.
- Individuals with 'flu are considered to be infectious only when symptomatic.
- Symptoms are similar to seasonal influenza: fever, fatigue, loss of appetite, coughing and sore throat: some cases have reported vomiting and diarrhoea.
- If symptoms are suspected, please telephone your surgery, NHS Direct or school, but do not attend in person
- Transmission can be caused by unprotected coughing and sneezing, contact with bedding, crockery, furniture, etc in the environment of the contaminated person.
- The virus can be transferred from soft materials, clothing, magazines, tissues, etc for up to two hours.
- Those with swine 'flu should remain at home until fully recovered and at least seven days after the onset of symptoms.

Prevention

- Hand washing, alcohol wash, proper discarding of waste (tissues, etc) safeguarding procedures (cleaners to wear gloves, etc), etc
- At HW there will be posters in each classroom and dormitory outlining preventative personal health measures that can be taken (avoid touching eyes and nose, etc)
- Information leaflets will be prepared on symptoms and action, and distributed to parents and staff
- The first PSHE lesson for each class at the start of term will be a discussion on the importance of preventative measures and what to do if a case is suspected. In addition, there will be regular reminders given by form teachers and in Chapel.
- Yellow bins will be placed in classrooms and dormitories for discarded tissues, etc.
- Each classroom will have boxes of tissues and alcohol wash available and used before the morning's first lesson, short break, lunch and after registration and in the evening.
- Schools with whom we are due to play matches will be telephoned in advance.
- Parents will be asked to use the alcohol wash situated by the front door and in the Pre-Prep.
- Cleaner will be instructed to be extra vigilant both in what they wear and what they clean. Cleaning wipes will be available for sports equipment and musical instruments.
- Children should not be sent to school if there is any doubt as to their good health.

Closure

- HW is conscious of the inconvenience closure may cause to many parents and will not take any such decision lightly.
- In offering its advice, the HPA will consider HW's layout, the extent to which the Year Groups mingle, the ability to isolate cases, etc.
- The school will be closed on the order of the Headmaster, having taken advice from the HPA and after discussion with the School Doctor and Chairman of Governors.
- In the event of closure, the school's Crisis Management Team will take control of the daily administration.
- Notice will be placed in homework diaries, on the Front Hall screen and on the website: parents of children living overseas will be informed by e-mail or 'phone. During the holidays, contact will be by letter.
- Most closures will last an initial seven days, on the advice of the HPA.

- Parents are advised to take out their own insurance cover, if necessary
- In the event of closure, all pupils will be sent home but members of staff will be expected to attend in order to carry out administrative and academic duties, amongst other roles.

Pupils & Staff

- In the event of a sudden outbreak, boarding pupils will continue to be accommodated until they are able to travel home: the Clockhouse will be used as a 'sick wing'.
- Symptomatic pupils will be cared for in single rooms as far as possible: visitors being kept to a minimum.
- Symptomatic pupils should not attend HW until no longer infectious.
- Staff at risk of complications if affected (pregnancy, for example) should not care for symptomatic pupils.
- Staff caring for symptomatic pupils should wear plastic aprons, gloves and masks.

Academic Continuation

- Work in all academic subjects will be set and accessible from the Learning Platform Moodle (<http://ict.hordlewalhampton.co.uk/moodle>). It will be marked and returned through the same system.

ACTION NOW

Review and, if necessary, amend Pandemic policy	All
Review Health policies	Nurses
Advise abroad parents to nominate guardians (letter to parents)	RHCP
Ensure contact information is current (Prep, Pre-Prep & all staff)	Office
Ensure the staff's 'nominated person' list is current	CMS
Purchase yellow bins for all classrooms & dormitories	DJWH
Purchase alcohol rub & tissues for all classrooms & dormitories	Nurses
Design, laminate & distribute posters for classrooms	RHCP
Disseminate policy and advice	RHCP
Design & produce leaflet on symptoms and action to take	RHCP
Prepare letter for parents	RHCP
Ensure sufficient essential supplies: wipes, soap, gloves, aprons, etc	PL
Discuss environmental cleaning with cleaning staff	PL
Ensure learning environment is ready to launch & staff aware	AJT
Heads of academic departments have work ready for all classes	TJN
Investigate Staff Sickness Policy is adequate & up to date	CMS
Ensure Clarioncall is in place for September 2009	CMS
Draft paragraph (re insurance) to include in letter to parents	CMS
Brief Crisis Management Team	RHCP
Ensure advice in PSHE is current and prepared	JAP
Ensure dedicated phone line is installed in drawing room	CMS
Discuss catering arrangements in case staff numbers drop	CMS