

Waterthorpe Nursery Infant School



Flu Policy

June 2014

This is a local Authority adopted Policy

Approved by: Steering Committee

Date: 15th June 2014

Next Review Date: Spring 2017

Sheffield City Council Business Continuity Pandemic Influenza Plan for Schools and other Settings - September 2009 V2

Waterthorpe NI School

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Date: June 2014

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OUR SCHOOL PLAN FOR DEALING WITH PANDEMIC INFLUENZA

1. INTRODUCTION

This plan sets out the approach we will take for our school and other settings during a flu pandemic. The plan will be vital for us in dealing with a flu pandemic and the continuity of the school's key functions. It forms part of a wider portfolio of documents being developed for schools by Sheffield City Council to assist the school in Business Continuity Planning.

The plan is not exhaustive or rigid in format and will assist in the identification and development of specific details to support the schools existing Critical Incident Plan (<http://www.sheffield.gov.uk/education/services-to-schools/criticalincidentplanning>)

2. OBJECTIVES

To help our school to;

Maintain the provision of education and services to pupils in order to;

- maximise attainment and achievement
- ensure the health and safety of pupils
- release parents / carers to maintain critical services across the city

by;

- Identifying resources and ways of working to ensure the school remains open and safe in collaboration with our 'family of schools'.
- Reducing the impact of an influenza pandemic on the school community.
- Identifying where the most up to date information can be found.
- Providing accurate, timely and authoritative advice and information to staff, pupils, parents / carers and the local community.
- Planning for our potential closure if instructed by the Health Protection Agency. or due to a staff shortage

3. PANDEMIC INFLUENZA OVERVIEW

“Pandemic flu is different from ordinary flu because it’s a new virus that appears in humans and spreads very quickly from person to person worldwide. Because it is a new virus no one will have immunity to it and everyone could be at risk of catching it. This includes healthy adults as well as older people, young children and those with existing medical conditions.” *Government Advice*.

There have been 3 pandemics in the last century. Scientists predict that other pandemics will happen, but can not say when that might be and what the impact would be. It will depend on how quickly the virus spreads, which age groups are affected most, the severity of the symptoms and at the very worst, how many deaths it causes.

There may be more than one pandemic wave (with an interval of several months) and subsequent waves could be more severe. By the end of a pandemic, around a quarter of the population may have been affected.

This is why it is so important for us to plan for pandemic influenza.

The DCSF has drawn up Guidance to Schools on Planning for an Influenza Pandemic and it has been incorporated into this plan. For more information please visit <http://www.teachernet.gov.uk/emergencies/planning/flupandemic/>

3.1 CLINICAL FEATURES OF INFLUENZA

Flu like symptoms can be

- sudden onset of fever
- cough or shortness of breath
- headache
- sore throat
- tiredness
- aching muscles
- chills
- sneezing
- runny nose
- loss of appetite

Staff should familiarise themselves with these symptoms and be extra vigilant during a flu pandemic.

Symptoms may vary depending on the specific strain of influenza.

4. IMPACT & ACTIONS

The World Health Organisation (WHO) has produced a global preparedness plan with 6 levels – the level at 6 being the stage where there is efficient and sustained human to human transmission. At level 6, the UK will use its own alert scale:

UK Alert	Level 1 -	cases only outside UK
	Level 2 -	new virus isolated in UK
	Level 3 -	outbreaks in the UK
	Level 4 -	widespread activity across the UK

During a flu pandemic the impact on the school will vary from small to large scale. Small scale impact could be that there are no confirmed pupil or staff cases in our school or in Sheffield or perhaps just some isolated cases.

Large scale impact could be school closure due to staff shortages or when advised by the Health Protection Agency (HPA).

Closing the school will have a significant impact upon the education, well-being, health and safety of our children and young people as well as upon the business continuity and the maintenance of essential services across the city, particularly health care due to parent/carer workers needing to stay at home to provide for childcare.

Our aim therefore is to provide business as usual unless we receive guidance from Health Protection Agency that the school will need to close for health reasons

4.1 EARLY PLANNING WELL BEFORE A PANDEMIC (WHO PHASE 1-5)

This plan forms part of our early city-wide preparation for a pandemic. We have identified our core functions (whether critical or desirable) and the resources required to deliver them (Appendix C). We have established an emergency contact details list for staff and pupils that is regularly maintained and the plan has been tested. We accept that our resources will be increasingly deployed to keeping children safe in

school as our staffing members reduce but we will endeavour to maintain as much teaching and learning as we can either in the school or remotely.

During a pandemic we will also:

- Read the guidance available at www.teachernet.gov/humanflupandemic and share it with staff and governors
- Use School Point daily which has been identified by the Local Authority as the main tool for communicating to schools during a flu pandemic. A Business Continuity Area has been established on SchoolPoint with automated email notification to Heads and Office staff when the area has been updated with new information.

The following members of staff, (in consultation with the Health Protection Authority, the Local Authority and Governing Body) are empowered to make a decision on the closure and re-opening of the school:

- Name: Mrs Helen Stokes or in his/her absence;
- Name: Mrs Michelle Clayton-Appleby or in his/her absence;
- Name: Mrs Caryn Moffatt

4.2 UK ALERT LEVEL 1 - CASES ONLY OUTSIDE UK

This Pandemic Influenza Plan will be activated at WHO Level 6 and at UK Alert Level 1. At this stage we will:

- Establish a School Continuity Action Team that will manage the impact of the pandemic. There are 2 key roles to be allocated

The School Team Coordinator – who will lead the Team is Mrs Helen Stokes

The School Team Liaison Officer – who will be responsible for liaising with, gathering and sharing information made available by the DCSF, Health Protection Agency, NHS and Sheffield City Council (and other sources as appropriate) is Miss Emma Chambers/Mrs Sharon Abbey (job share)

- The Team will also liaise with as necessary the Sheffield City Council Children and Young People's Directorate Coordination Team:

**CYPD Liaison Officer Martin Green: martin.green@sheffield.gov.uk
Tel: 0114 2735827 (Out of hours - 0771 0012984)**

**CYPD Deputy Liaison Officer Leah Barratt: leah.barratt@sheffield.gov.uk
Tel: 0114 2735175 (Out of hours - 0771 1799131)**

**CYPD Coordinator Ken Matthews: k.matthews@sheffield.gov.uk
Tel: 014 2735663 (Out of hours – 0771 5759077)**

- Also liaise with the Health Protection Agency **Tel: 0114 2428858** if required to do so., In doing this we will -
 - Remain open and Provide business as usual as far as possible.
 - Follow any advice provided by the DCSF and Health Protection Agency.
 - Check for new information from Sheffield City Council on SchoolPoint under the Business Continuity Area
 - Ensure emergency contact details for pupils and staff are up to date and the means of contact are in place (e.g. email, phone, text, and letter).
 - Raise awareness amongst parents carers and community with regular communication and updates.
 - Ensure that all vulnerable pupils and staff who meet the criteria for vulnerability have been identified and have individual care plans (See Appendix B)
 - Ensure other key contact details are up to date.
 - Ensure key staff have access to this plan and contact details and are aware that it has been activated.
 - Begin an Incident Log and ensure all relevant incidents and actions taken are recorded at every stage (Appendix D).
 - Check cleaning and hot water arrangements and review stocks of soap, towels, tissues, cleaning equipment, bin bags and other supplies that may be recommended at the time.
 - Consider what materials we would offer for remote learning.
 - Compile a list of volunteers (with relevant CRB disclosure) who could be called upon to help supervise children in times of significant staff absence
 - Consider how staff from other schools could be usefully co-opted.
 - Coordinate with our local 'family of schools' to identify where mutual support and assistance could be provided.

4.3 UK ALERT LEVEL 2 – ISOLATED CASES IN THE UK

At this stage we will

- Provide business as usual as far as possible.
- Follow any advice provided by the DCSF and Health Protection Agency.
- Check for new information from Sheffield City Council on SchoolPoint under the Business Continuity Area.
- Ensure Government advice on hygiene and symptoms is followed:
 - Always use a tissue to catch your sneezes, throw away used tissues where germs can linger and regularly wash your hands.
 - If you have flu like symptoms and are concerned, stay at home. If you can go online check your symptoms on the symptom checker on www.nhs.uk.
 - Visit the National Pandemic Flu Service www.pandemicflu.direct.gov.uk
 - or call the National Pandemic Flu Service on 0800 1 513 100. If you have taken these steps and are still concerned call your GP or NHS Direct on 0845 4647.
 - For information, 'Flu like symptoms' can be sudden onset of fever, cough or shortness of breath. Other symptoms can include headache, sore throat, tiredness, aching muscles, chills, sneezing, runny nose or loss of appetite.
- Advise parents and carers that during normal school times
 - Children should come to school unless they have any symptoms and we will follow up non attendance in the usual manner.
 - To phone NHS Direct or their GP if their child develops symptoms either at home or at school.
 - They may need to take children home at short notice if they develop flu like symptoms
- Contact parents/carers if a child develops flu like symptoms whilst at school and make arrangements for the child to be looked after until they can be taken home safely.
- Identify a location within the school for the separation of children that become sick whilst at school.
- Work with Sheffield City Council to prepare any communications to parents / carers.
- Continue to review contact details for staff, pupils, parents/carers.

- Review closure procedures.
- Reinforce infection control measures for pupils, staff and visitors to the school.
- Educate staff and pupils on correct hand washing procedures.
- Display infection control posters in all washrooms and around the schools.
- Continue to maintain the Incident Log.

4.4 UK ALERT LEVEL 3 – OUTBREAKS IN THE UK

At this level there will be increasing number of confirmed cases in Sheffield and high numbers of staff absence across the City and probably increased levels of anxiety.

At this stage we will

- Continue the arrangements set out at Levels 1 and 2.
- Continue to follow advice provided by the DCSF and Health Protection Agency.
- Check for new information from Sheffield City Council on SchoolPoint under the Business Continuity Area.
- Increase cleaning regimes as appropriate.
- Ensure staff have had access to the latest HR advice on attendance and flexibility
- Monitor pupil absence due to flu like symptoms.
- Report high levels of absence due to flu like symptoms to Sheffield City Council CYPS Liaison Officer 2735827 or 2735175 ..
- Ensure staff have prepared education materials for remote learning.
- Work with Sheffield City Council to develop all communications to parents /carers and the media.

4.5 UK ALERT LEVEL 4 – WIDESPREAD ACTIVITY ACROSS THE UK

At this level widespread outbreak and staff absence across the City up to 40% will be in evidence coupled with considerable mortality across the City or in localities.

At this stage we will

- Continue the arrangements set out at Levels 1, 2 and 3.
- Continue to follow advice provided by the DCSF and Health Protection Agency.
- Check for new information from Sheffield City Council on SchoolPoint under the Business Continuity Area.
- Liaise closely with the local family of schools to maintain mutual support and maximise opportunities for keeping the school open
- Heed advice on closure criteria from the HPA and Sheffield City Council and brief Governors on these criteria
- Inform parents / carers of the school closure (if recommended) using letter available from CYPS Liaison Officer.
- Keep Sheffield City Council informed of school closure and opening arrangements using the contact numbers at Level 1.
- Inform parents / carers about the arrangements for pupils' continued education during a period of closure, also the likely schedule for re-opening the school.
- Communicate with staff, pupils, parents / carers using the following systems and arrangements
 - a) Staff: e.g. meetings
 - b) Pupils e.g. assemblies, classroom activities
 - c) Parents / carers: e.g. letter, website
- Ensure relevant information is made available to pupils or parents / carers who
 - are hearing impaired
 - require information in other languages
 - have special educational needs
- Contact the Sheffield City Council 's Media Team (Phone 0114 203 9082, 0114 2053545, 0114 2039070 – Out of hours 07711 153995)
- Keep contact details for pupils, parents / carers, including email addresses in hard copy within the school's emergency plan
- Continue education for pupils / remote learning as best as we can. The Local Authority has a statutory duty to provide education 'at school or otherwise; for children who for any reason e.g. illness, exclusion, may not for any period receive suitable education unless such arrangements are made for them. The DCSF suggests that the most practical way to meet this obligation is for school staff to continue to provide support remotely for pupils working from home. For pupils without internet access, hardcopy work may be sent to the pupil's home.

5. Media

At some point during a pandemic the school may be contacted by members of the media.

Any media enquiries should be referred to Communications Team at Sheffield City Council.

Contacts in the Communications Team are:

**Emma Hollingworth (usual contact for media advice) or
Philippa Godfrey**

Tel. 0114 205 3545

**Mobile Emma: 07710 737905
 Philippa: 07764 659183**

**email: emma.hollingworth@sheffield.gov.uk
 philippa.godfrey@sheffield.gov.uk**

The general office number for the Communications Service is 0114 2039082.

An out of hours communications service is also available by phoning 07711 153995.

On your behalf they will investigate the enquiry and liaise with you on an appropriate response. They will also liaise with NHS Sheffield Communications (Sheffield Primary Care Trust) on Health issues

6. CLOSURE CRITERIA

Schools will remain open unless closure advice is received from the HPA and Sheffield City Council or due to a staffing shortage. The HPA will advise the Local Authority through the appropriate channels.

Depending on circumstances schools may be advised to close temporarily during a pandemic. The DCSF advice is that staff should still be asked to continue to work if they are not ill or caring for dependents. This is consistent with Government advice across all employment sectors.

Staff should organise access to learning materials to give as much continuity to our children as possible.

If closure is decided, the CYPS Business Continuity Coordination Team (see contact details at Level 1) will contact the school immediately and offer support. This could be in the form of advice on issues such as:

- Staffing
- Buildings
- Education Psychology
- Learning and Achievement
- Health
- Specialist Services
- Media and communications
- Bereavement counselling

Closure will normally take effect from the end of the day unless staff shortages make it impossible for the school to operate safely. Where possible we will contact parents and advise them of the coming closure. A template letter will be made available to the school that can be adapted to our school headings and used to send to parents if the school is advised to close by the HPA. Sheffield City Council will also be liaising with us on the protocol for re-opening the school again.

Special Schools

The DCSF has an expectation that Special Schools follow the same guidance as other day schools, however it is recognised that a small number of children with complex needs, including medical needs, most of who would be in residential schools, could not easily be cared for in a different setting. It may therefore be in the interest of those pupils for their school to remain open even if other schools have been advised to close during a pandemic. Residential schools should consult with social and healthcare professionals and to continue to care for these pupils, while taking appropriate infection control measures. (Please see DCSF Guidance for further information).

7. WORKING TOGETHER TO ACHIEVE BUSINESS CONTINUITY

We will need to continue to raise awareness within our pupils, families and communities of the following key messages

- Keep healthy and take all steps to minimise the risk infection both in and out of school.
- Do not attend school if you are ill.
- If you are not ill you must attend school, unless the school directly tells you otherwise.

Staying open by maximising staffing capacity.

Staff absence will have the greatest effect on our ability to sustain our business as usual. When faced with staff shortages we will

1. Absorb internally
2. Bring in supply staff
3. Recruit help within our community
4. Recruit help within our Family of Schools
5. Recruit help from Local Authority

And / Or...

Reviewing the service on offer which will range from maintaining full service in all areas to all pupils to delivering essential services prioritising vulnerable groups

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8. RECOVERY / RE-OPENING

On advice from the Health Protection Agency, the Local Authority will advise when it suitable to re-open an educational setting.

The criteria for the re-opening of closed sites, is being considered by Government. This is likely to reflect when infection rates are sufficiently low.

It is possible that partial re-opening could be advised e.g. for children that have been infected and who have recovered.

Considerations for re-opening (checklist)

1. Do we have enough teaching staff available to return to work?
2. Prepare briefings for staff pre re-opening
3. Consider any bereavement counselling for staff and students and contact the educational psychology department of the Local Authority for support.
4. Will all Year Groups return on the same date?
5. Adjust curriculum accordingly
6. Choose a suitable date and ensure this is communicated to staff, parent/carers, pupils and the Local Authority.
7. Ensure that any contracted services such as transport, catering, cleaning are available.

9. REVIEW

Once the school has recovered, it is important that we review what went well and where improvements could be achieved, and for this to be fed back into our plans. The incident log is a crucial tool for recording actions, decisions and communications that can be examined after the event to capture lessons learned.

10. EXERCISE – we should test this plan once a year.

11. Useful Links

These links should be check as part of the maintenance and review process for this document.

SchoolPoint – Business Continuity Area

<https://schoolpoint.sheffield.gov.uk/Communications/Lists/Critical%20Incident%20Planning%20Area/AllItems.aspx>

Schools and Children's Services guidance documents:

<http://www.teachernet.gov.uk/emergencies/planning/flupandemic/>

NHS Direct

<http://www.nhsdirect.nhs.uk/>

Health Protection Agency

<http://www.hpa.org.uk/>

**Appendix A – Process When A Pupil or Staff
Member has an ‘unconfirmed’ case of Flu**

Pandemic Flu – Identification of Vulnerable Pupils and Staff

Definitions of vulnerable groups from the National Health Service as at August. For each new pandemic /strain of a flu virus both symptoms and vulnerable groups will need to be redefined.

- chronic (long-term) lung disease, including people who have had drug treatment for their asthma within the past three years,
- chronic heart disease,
- chronic kidney disease,
- chronic liver disease,
- chronic neurological disease (neurological disorders include motor neurone disease, Parkinson's disease and multiple sclerosis),
- suppressed immune systems (whether caused by disease or treatment),
- diabetes,
- pregnant women,
- people aged 65 or older, and
- young children under five

List of Vulnerable Pupils

Name	Date of Birth	Vulnerability	Emergency Contact Details
See attached Sims List		Under 5	
See attached Asthmas list		Those on Asthma medication	
See attached list		Diabetics	
See attached list		Other medical needs	

Business Continuity Plan – Critical and Desirable Function Analysis

Appendix C

Function Analysis

It is important to identify and record the critical and desirable functions that would need to be supported if a school remained open during a flu pandemic in the City.

*****There may be other core functions that the school can add to this generic list.***

Core Functions	The minimum resources required to support the functions	What we would do if the minimum resources were not in place
<p>Critical –</p> <p>For example;</p> <ol style="list-style-type: none"> 1. Teaching and learning provision 2. Safeguarding 3. Provision of safe and secure learning environment 	<ul style="list-style-type: none"> • Staff • Telecommunications • ICT • Gas • Electric • Water supply • Stationary 	<p>Arrange Supply staff through those known to school & agency</p> <p>Contact MIS team and CLC re: ICT services</p> <p>Contact assets team re: service supply and contingency arrangements</p>
<p>Desirable</p> <ol style="list-style-type: none"> 1. Family Learning and crèche care Extended childcare (breakfast club/Kid’s Club) 	<ol style="list-style-type: none"> 1. School meals service 2. Room space in hall/community rooms for extended services 	<p>All children advised to bring sandwiches/ go home for lunch</p> <p>Negotiate alternate space in school/Juniors.</p> <p>Cancel courses/services if necessary</p>

INCIDENT LOG SHEET

SCHOOL NAME: _____

INCIDENT LOG SHEETS TO BE COMPLETED BY STAFF WHO ARE PUT ON STANDBY, OR WHO ARE ASKED TO RESPOND TO AN INCIDENT.
COMPLETED INCIDENT LOG SHEETS WILL:-

- Assist in maintaining a true picture of the unfolding events
- Assist in providing information for any inquiry which may follow an emergency response
- Help with improving the response of the school in the future

YOUR NAME _____

YOUR JOB TITLE _____

DATE	TIME	FROM/TO (Name, Position Organisation)	MESSAGE DETAILS	DECISION/REASONS/ACTION REQUIRED

FLU PANDEMIC ACTION SET

- **Review SchoolPoint Business Continuity Area**
- **Identify Vulnerable Pupils and Staff as part of planning**
- **Record and monitor absence**
- **Alert CYPD if numbers of absences due to flu like symptoms rise**

CYPD Liaison Officer Martin Green:

martin.green@sheffield.gov.uk

Tel: 0114 2735827

(Out of hours - 0771 0012984)

CYPD Deputy Liaison Officer Leah Barratt:

leah.barratt@sheffield.gov.uk

Tel: 0114 2735175

(Out of hours - 0771 1799131)

CYPD Coordinator Ken Matthews:

k.matthews@sheffield.gov.uk

Tel: 014 2735663

(Out of hours – 0771 5759077)

- **Work with CYPD on all communications**



Equality Impact Assessment Template

Name of policy or project being assessed?	Date
	2/5/14

Priority Level	
High	
Medium	
Low	X

Lead Officer: Helen Stokes
Members of the assessment team: Helen Stokes & Suzanne Marriott
Others involved in the assessment (peer review/external challenge): Steering Committee members

<p>What are the aims of the policy or project? To ensure that the school manages an epidemic of influenza appropriately</p>
<p><i>Who is the intended customer/service user of this project or policy?</i></p>
<p>All school community</p>
<p>What are the desired outcomes from this project or policy? Calm and effective management of epidemic. Prompt recognition of epidemic and protection of vulnerable groups.</p>
<p>List any other key policies, procedures, projects or strategies that this policy/project has implications on: Health and Safety Policy/ Health education Policy/ Sick children Policy</p>

What are the racial, disability and gender equality implications of the policy or project?

Disability implication if medical needs requiring registration as a vulnerable group.

<p>Does the policy or project have any significant positive impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	<p>Disabled people identified as requiring special care and provision in event of epidemic.</p>
<p>Does the policy or project have any significant adverse impact for:</p> <ul style="list-style-type: none"> ▪ Different racial groups ▪ Disabled persons ▪ Men and women ▪ Boys and girls 	<p>No</p>
<p>Do you have any evidence?</p>	<p>No ~ such an event has not occurred</p>
<p>Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?</p>	<p>No</p>

Action to take

If you have indicated there is a negative impact, can it be justified? n/a **YES** **NO**

If you have indicated there is a negative impact and it cannot be justified, is it discrimination? n/a **YES** **NO**

If you have answered YES, please list all the changes that you have made to eliminate this discrimination:

Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy

Signed (Person completing the form):	Date: 2/5/14
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