

PANDEMIC OUTBREAK

PROCEDURE

**AIM**

To ensure staff, pupils and the school community, in the event of a pandemic outbreak being declared, are as ready as can be reasonably expected.

**PURPOSES**

1. To prepare a Pandemic Action Plan.
2. To train staff and pupils in their roles and responsibilities in the event of a pandemic outbreak.
3. To inform the school community in their roles and responsibilities in the event of a pandemic outbreak.
4. To provide all necessary equipment in the event of a pandemic outbreak.

**GUIDELINES**

1. Refer to the school’s Pandemic Action Plan below and *Ministry of Education’s Pandemic Action Plan for Schools.*
2. Follow all directions and instructions from the Medical Officer of Health and *Ministry of Health website*:

[www.moh.govt.nz/pandemicinfluenza](http://www.moh.govt.nz/pandemicinfluenza)

3. Appoint a school H&S Co-ordinator and an external Medical Advisor and update when required.

4. Ensure all staff and pupil contact details are up to date and ready for the Ministry of Health if requested.

5. Make staff aware of symptoms and procedures in the event that pupils become affected including the sending of pupils home.

6. Parents should be made aware that children showing signs of influenza will not be permitted to come to school. Keep Health Authorities informed.

7. Keep the community informed of updated status of the outbreak.

8. The Medical Officer of Health will make the decision if the school is to close.

**COMMUNICABLE DISEASES/HIV/AIDS and OTHER BLOOD BORNE VIRUSES**

* Parents are encouraged to disclose information related to a student’s health and infectious state to the Principal. This information will be treated with confidentiality and disclosed on a “need to know” basis.
* Parents of other students in the school will not be advised if the school has enrolled a student with HIV/AIDS. Rumours of students or staff with blood-borne viruses will neither be confirmed nor denied.

**PANDEMIC ACTION PLAN**

**Introduction:**

Health experts advise that the likelihood of e.g. Avian Influenza becoming a human communicable disease is low. However, this plan provides the framework for action in the event that this or any other pandemic disease should break out in New Zealand.

**Pandemic Manager:** Principal

**Deputy Manager:** Deputy Principal

**Primary Roles of Key Participants:**

Principal/Deputy To manage the school programme and environment, ensuring that health needs are given highest priority.

Classroom Teachers To provide clear guidance to students on sound health protection procedures and ensure they are implemented at classroom level.

Support Staff To ensure that vulnerable children are given additional support.

Office Staff To maintain health supplies.

 To maintain effective communications with families.

Parents To ensure that students with symptoms of communicable diseases are **kept away from school** and provided with appropriate health care.

Students To follow health protocols put in place within the school.

**Emergency Supplies:**

Face masks, and gloves *[insert other items]* stored on site.

**Key Contacts:**

Local doctor(s) <name, phone>

Public Health Nurse <name, phone>

Ministry of Education (local office)

<add others as required>

**GUIDELINES FOR PANDEMIC MANAGEMENT**

1. Workplace cleaning practices are to be constantly monitored for highest possible standards.
2. The school’s identified isolation room is *[ allocate a suitable space]*
3. Attached flow chart provides an action sequence in the event of a pandemic being declared.
4. Instructions from the Ministry of Education and/or Medical Officer of Health will provide ultimate guidance in the event of a pandemic.
5. The Board of Trustees, in partnership with the Pandemic Manager, have final responsibility for closure of the school if required.

**PANDEMIC ACTION FLOW CHART**

Human to Human transmission occurs – Ministry of Health announces it is closing borders.

Meet with staff to review action plan.

Check all contact details, including parents.

Communicate to staff, students and parents:

* Status of pandemic
* School’s actions and plans
* Good hygiene principles
* Difference between symptoms of common cold and influenza
* Importance of staying home when sick

Have any staff or students had recent overseas travel?

Yes

Check travel to affected countries, require absence from school if appropriate. Refer to medical supports.

No

Maintain school programmes, raise awareness of hygiene practices

Ministry of Health announces human pandemic in 1 – 9 separate locations in NZ

Is school in one of affected locations?

Communicate with Med. Off. Health

*Close school and secure premises.*

Post notices of closure at entrances.

Communicate with staff, parents.

Provide contact lists to MOH if requested.

Cancel all travel plans

Cooperate with agencies in making premises available in pandemic response effort.

Yes

Maintain school programmes, institute rigorous hygiene practices.

Make preparations for possible closure and securing of premises.

Communicate to staff and parents current state of play.

Cancel staff travel plans

Prepare isolation processes.

Manage staff and students showing symptoms.

Ministry of Health announces human pandemic in 10+ separate locations in NZ

No

**PANDEMIC RECOVERY ACTION PLAN**

**Notes:**

1. Recovery could take several years or decades. Some of the actions noted below, e.g. monitoring students for trauma and Post-Traumatic Stress Disorder, may need to be extended long-term.
2. Health and well-being of staff and students takes priority over educational needs.

**Primary Goal:**

To ensure the well-being of staff and students and rebuild education services.

**CRITICAL ACTIONS WHICH MAY BE REQUIRED:**

1. Clean and disinfect school – cleaning guidelines will be on MOH website. School is not reopened until Pandemic Manager is satisfied with hygiene.
2. Debrief of pandemic event for staff and students. Although public awareness will have been extremely high, re-opening of school will be the first chance for many to talk about what has happened with peers and teachers.
3. Arrange trauma and/or grief counseling if necessary. Although services will have been at work in the community, students coming back together will bring escalated trauma/grief.
4. Arrange memorial service for those who died in the pandemic.
5. Assess staffing capacity to resume normal operations. Staff may have died or lost family members. Employment of relievers and/or new staff may be required.
6. Re-establish communications with staff, students and parents. Keeping everyone well informed is critical to dispel heightened fears over children coming back together.
7. Arrange for ongoing monitoring and support of staff and students. Watch particularly for signs of Post-Traumatic Stress Disorder. Arrange support for these people as required.

**Review Responsibility:  *Board H&S Representative, Staff Rep, H&S Co-ordinator, OM, DP & Principal***

**Date Confirmed: 14 February 2017**

**Principal: …………………………………………………………..**