



Strathmore School

POLICY: PANDEMIC PLANNING

RATIONALE

It is essential that schools take all practical steps to protect staff and students from a possible pandemic outbreak.

GUIDELINES

1. The Pandemic Manager for Strathmore School will be the Principal/Deputy Principal.

2. The Medical Advisor for the school will be the school's current Public Health Nurse

The school has a pandemic action plan. This is to be reviewed on an bi-annual basis and includes;

- The school protocol for dealing with sick staff / students.
- Cleaning requirements and practices in case of a pandemic outbreak.
- Consultation procedures to be used in each stage of pandemic.

CONCLUSION

The safety of Strathmore School staff and students will be managed during a pandemic outbreak by following the guidelines above and the action plan attached.

Reviewed by Board 09 March 2020

Chairperson: _____

Review Date: 2022



Strathmore School

Strathmore School Pandemic Plan

Stage 1

Keep It Out (Border Management)

Trigger: Ministry of Health announces human-to-human transmission overseas, or Australia or Singapore closes their borders.

Goals

- The pandemic plan is activated and the school is ready for the subsequent phases, should the pandemic enter New Zealand.
- All staff, board of trustees, students and parents is informed, understands their roles and responsibilities, and have confidence in the school's preparedness.

Actions

1. Update and activate staff and Board telephone and email trees.
2. Check all contact details are correct:
 - Staff
 - Students
 - BOT Members
3. Ensure MOE local office has updated BOT / Principal Contact details.
4. Brief staff on roles and responsibilities including:
 - Local status
 - Actions to be undertaken with students, including closing school and sending children home where necessary
5. Outline to parents possible methods of future communications eg national and local media and school website.
6. With students, implement programmes to limit spread of influenza eg hand hygiene, cough and sneeze etiquette, not spitting, staying at home when sick. Resources available through www.tki.co.nz
7. Advise cleaning contractors of need to implement Pandemic Cleaning Procedure. Since the school holds the cleaning contract the procedures in such an event will be to use detergent and/or bleach to clean all surfaces as advised by the MOH public health.
8. Review schools resources to ensure that there are sufficient supplies of:
 - Cleaning materials

Stage 2

Stamp it Out (cluster control) for Schools outside Cluster Area

Trigger: Ministry of Health announces human pandemic influenza strain case(s) found in separate locations in New Zealand.

Goals:

- Schools inside cluster area are closed
- Schools outside cluster areas are on heightened alert
- Students, staff and parents are informed, understand their roles and responsibilities, and have confidence in their school's preparedness. School endeavours to keep their community calm and reduce panic.

Actions

1. Through consultation with local DHB emergency planner, local MOE, local Principals and BOT Chairperson the Principal will make the decision of the need to close the school.
2. Communicate through established means the decision.
3. Take care of students showing influenza symptoms:
 - o Set up isolation room (sick bay).
 - o In consultation with group (Action Point 1) arrange to send children home. Only children to go home are those whose parents either collect them from school or have given permission via phone or email that they are to go home.
 - o Notify any cases to health authorities as are requested
 - o Children staying at school to be kept in normal classes where possible (dependant on number of staff available) until children are collected or until end of school day.
4. Cancel all extra curricular activities and planned class / school trips.
5. **Introduce extra cleaning as per outlined schedule.** This will be determined by the nature of the pandemic and will be advised by the MOH community public health.

Stage 3

Manage It (Pandemic Management)

Trigger: Ministry of Health announces significant number of pandemic influenza outbreaks at separate locations, or outbreaks spreading out of control.

Goals: School successfully activates closure procedures in response to multiple –cluster or nationwide outbreak.

Actions

1. Close school to students
2. Advise all staff
3. Post notices of closure on entry points – office, library, hall and each classroom block entrance.
4. Through local media (radio, television), school website and voice message – telephone inform all interested groups:
 - o Local station of pandemic
 - o What the school is doing
 - o What parents could be doing with students
5. Collaborate with local agencies in making school facilities available in pandemic response efforts.

Stage 4

Recover From It

(Recovery)

Trigger: Population protected by vaccination and / or pandemic abated in New Zealand.

MOH Alert Code: Green

Goals: School ensures continuing wellbeing of staff and students, and education services are fully restored.

Actions

1. Through media (radio, newspaper, and television), school website, telephone message and email /telephone, advise that school is reopen, 0800 to be supplied by MOH.
2. As necessary arrange for trauma / grief counselling – contact M.O.E Group Special Education.
3. With BOT and Senior Management undertake debrief of procedures undertaken.
4. Staff revisits importance of keeping safe guidelines with students (see Stage 1 Point 7).

Procedures:

A School protocol for dealing with sick / staff and students

Take care of students and staff showing influenza symptoms:

- Set up isolation room (sick bay).
- In consultation with Executive group arrange to send children home. Only children to go home are those whose parents either collect them from school or have given permission via phone or email that they are to go home.
- Notify any cases to health authorities as requested
- Children staying at school to be kept in normal classes where possible (dependant on number of staff available) until children are collected or until end of school day.
- Cancel all extra curricular activities and planned class / school trips.

B Cleaning requirements and practices in case of a pandemic outbreak

- Cleaning contractor to provide procedures for the extra cleaning required in a pandemic, as part of their contractual obligations.
- This will be dependent on advise from MOH Public Health as to suitable agent to clean all services (detergents and /or bleach).

C. Consultation procedures.

The attached letter to parents will be used to provide information to parents

LETTER TO PARENTS

Dear Parents / Caregivers

The government has announced that New Zealand is stepping up its pandemic influenza response plans. This means that the situation overseas has changed and New Zealand's borders have been tightened in an attempt to stop the virus getting here.

Our school is talking with health and civil defence officials and we have been advised that there is no reason for alarm. Our school will remain open until further notice. Our own pandemic plans mean that we have systems in place to help us cope if anything changes.

The most important thing you can do as parents and caregivers is reinforce healthy messages:

6. Teach your children the importance of hand washing and drying – especially before meals and after toiletting.
7. Teach your children to use a disposable tissue when coughing or sneezing.

We ask that all children showing flu like symptoms be kept home until checked and okayed by a doctor or nurse to return to school. **The symptoms of influenza and how they differ from common cold symptom are included with this letter.**

The board of trustees and I are working closely with staff to ensure that all students at our school are kept as safe as possible.

If you have any questions or concerns please contact me directly. Thank you.

Yours sincerely

Principal

The attached letter will be distributed to all parents/caregivers in the event of school closure due to a pandemic.

Dear Parent

We have been advised by the Ministry of Health of a serious pandemic outbreak and have been advised, for health and safety reasons, to close the school.

In order to ensure the health and safety of your children, we are advising you of the closure of the school until further notice.

Please ensure that your children are kept at home until this closure has been lifted. Regular updates on the situation can be ascertained from local and national media and the school website.

Yours sincerely

Principal