

CUDHAM C.E PRIMARY SCHOOL



Policy Title:	FLU Pandemic Policy
LT Responsibility:	Headteacher
Review Body:	Primary Education Director
Date:	June 2020
Review:	June 2022

Together we aim believe and achieve

At Cudham CE Primary School we want the very best for the children in our care so that they flourish in our Christian community and realise their potential. We strive to provide an enriching environment where each child will be happy, thrive and succeed.

INTRODUCTION

This policy provides general details of how the academy will respond to a flu pandemic. Following the impact of the COVID-19 Flu Pandemic, this policy is amended as reflected in the in the appendix to this policy entitled COVID-19. The appendix reflects the specific actions taken in response to COVID-19.

A flu pandemic has the potential to severely affect the academy, its students, employees and their families, and requires specific planning over and above that made for other disasters.

The plan focuses on:

- Raising awareness of the threat of a pandemic.
- Testing preparedness.
- Maintaining health surveillance and hygiene measures.
- Producing an action plan.

BACKGROUND

Pandemic influenza is a type of flu that occurs every few decades and which spreads rapidly to affect most countries and regions around the world. Pandemic flu can occur at any time of year. It is much more serious than “ordinary” flu - as much as a quarter of the population may be affected (maybe more). It is likely to cause the same symptoms as ordinary flu but the symptoms may be more severe and nobody will have any immunity or protection against that particular virus. Examples of pandemic influenza include Avian flu (A/H5N1) and Swine flu (A/H1N1).

Experts fear that the next flu pandemic could be triggered by a mutating virus capable of passing easily from person to person.

PLANNING FOR A PANDEMIC

The Head of School is the academy's designated Pandemic Co-ordinator, and a Pandemic Response Team from the academy has been set up:

Heather Peck	Personnel and Training Co-ordinator
Yvonne Corneille/Jane Stewart	Trained First Aid Officer
Alan Finch	Health and Safety Designated Officer

The function of the Pandemic Response Team (PRT) is to:

- Maintain awareness of global developments of possible pandemics (including guidance on containment strategies and vaccines).
- Adhere to advice and guidance issued by the Local Authority and DCSF.
- Monitor student and employee attendance and identify causes for concern.
- Develop training and awareness materials for staff and students.
- Keep the Aquinas Trust fully informed of developments within the academy.

When the World Health Organisation declares that a pandemic may be imminent (WHO alert level 5) the PRT will:

- Update emergency contact lists (Appendix 1).
- Act on advice and guidance provided by the DCSF and Local Authority.
- Develop a succession plan for essential personnel.
- Plan for both remaining open during a pandemic and for possible closure.
- Ensure that maintenance plans are up to date to guarantee that all equipment essential to the school's operation is capable of sustained operation in the event of a pandemic.
- Put in place policies to enable flexible working (e.g. working from home where appropriate) in the event of a flu pandemic.
- Provide specific training for all employees and students on personal, workplace and family protection and actions to take as a pandemic develops.
- Update details of employee support services, including grief counselling and psychiatric care.
- Ensure that adequate supplies of infection control material are held in preparedness for a pandemic (e.g. alcohol-based hand cleaners or wipes, gloves and masks).
- Consult the school's HR/legal advisers in relation to quarantining employees/students returning from personal travel to affected areas.

PANDEMIC RESPONSE

On the declaration of a pandemic (WHO alert level 6):

- The academy will remain open until advised to close either by the public health advisers or if the Government determines that the risk to students is such that all schools should close.
- PRT will adhere to all advice provided by the DFE and Local Authority.
- PRT will monitor student and staff attendance daily during this period, identifying areas of concern (e.g. catering team absence).
- PRT will distribute information as and when it becomes available to staff, students and parents.
- The Head of School will write to parents (Appendix 2).

- PRT will seek to reduce specific risks to students and staff by taking appropriate infection control actions (e.g. provide guidance on handwashing, using tissues, targeting cleaning of surfaces such as handrails, door handles etc.).
- PRT may establish flexible working practices, enabling home working, different shift patterns, etc. where appropriate.
- Social distancing should be enabled where possible (advising employees to avoid face-to-face meetings and to use telephone and internet services where possible; avoid crowded places (lifts) or heavily populated areas; advise employees and students to avoid congregating at break times; avoid travel at busy periods on public transport (e.g. staggered starts).

If a case is suspected or confirmed in the academy:

- If a student presents with symptoms whilst at the academy they should be isolated in a designated room while arrangements are made to transport them home. Precautions will be introduced for those entering and leaving this room. If a member of staff presents with symptoms they should be sent home.
- The Head of School will inform the Director of Children and Young Peoples Services and Occupational Health Safety Unit for immediate advice. The Head of School will consult with the Director of CYP before deciding to close. (Schools are potentially high risk areas - children are highly efficient “spreaders” of respiratory infections and closing a school for a period might significantly reduce the number of children infected.)
- The Head of School will advise the Executive Head/CEO.
- The PRT will monitor the situation carefully and request regular updates from parent/employee.

If the academy is closed:

If the academy is advised to close we would expect closure to take effect from the end of the day when the message is received/decision is made, unless staff shortages make it impossible for the academy to operate safely for the day.

- The Head of School will inform the Executive Headteacher/ CEO of the Trust
- The Head of School will inform parents immediately via letter, texting service and posting a notice on the school’s website and answerphone. Announcements will also be made on local radio - Time FM.
- The PRT will continue to monitor the situation carefully.
- If the academy is closed to students, staff should come into the academy, unless ill themselves, caring for dependents, or authorised to work elsewhere.

Health Surveillance and Infection Control

If a student or member of staff has come back from a period of stay in an infected country or area, they should come into the academy if they have no symptoms (unless they have been given specific advice to the contrary by a medical practitioner). However, the virus can take up to 7 days to produce symptoms. Much will depend of whether they, or family/friends, have been in contact with the virus. **Anyone with flu-like symptoms who might have been in contact with the virus (those who have travelled to an infected area) should seek medical advice before they report to the academy.**

While the academy is open all students should attend unless they present with symptoms. Parents will be urged not to withdraw their children from the academy and it will be for the Local Authority to decide on any action against parents keeping healthy children off school.

If the academy remains open in a pandemic (because it is less severe or because it has not yet reached the area) infection control strategies will be deployed within the academy:

- Encourage good hand washing and general standards of hygiene and cleanliness.
- Encourage students to sneeze into tissues and dispose of them promptly.
- Cleaning team to ensure all door handles, rails and surfaces are cleaned thoroughly.
- Keep staff advised of any health guidance issued by the Local Authority and point them towards useful web links (Appendix 3).

No special precautions are required for staff and students with special medical needs/health condition unless advised by the Local Authority and Health Protection Agency.

This document will be regularly reviewed and updated.

Appendix 1

EMERGENCY CONTACTS		
School Pandemic Response Team	Name	Telephone No.
Pandemic Coordinator	Dan Finch	01959 572673
Personnel Co-ordinator	Heather Peck	01959 572673
Trained First Aid Officer	Jane Stewart Yvonne Corneille	01959 572673
Health and Safety Designated Officer	Alan Finch	01959 572673
Training Co-ordinator	Heather Peck	01959 572673
External Emergency Contacts	Name	Telephone No.
Children's Social Care Team (MASH)	Duty	0208 464 3333
CYP Safety Adviser		
Director of Education	Jared Nehra	0208 313 4804
Education Welfare Manager		0208 313 4152
Emergency Duty Officer (our of hours)		
Emergency Planning	London Borough of Bromley	0208 313 4388
Emergency Planning Officer		
Fire Brigade		999
Health and Safety Manager	Glen Day	0203 949 7003
Public Health England (Health Protection Agency)	South East	0344 225 3861
Hospital Emergency Department	Princess Royal	01689 863000
Insurance (Risk Protection Agency)		03300 585566
Legal	Mary Capon	0203 949 7010
Media	Mary Capon	0203 949 7010
Occupational Health and Safety Unit		
Partnerships and Planning Manager		
Police		999
Press and Media Contacts		
Principal Educational Psychologist	Tom Richardson	0208 313 4169
Property	Glen Day	0203 949 7003
Staff Counselling	Health Assured	0800 030 5182

Appendix 2

Dear Parents

PANDEMIC FLU GUIDANCE

In the light of current concerns, the Local Authority has issued guidance on how to deal with xxxxx flu.

Firstly, let me reassure you that the school will continue to maintain and promote its high standards of cleanliness, encouraging good hygiene practice among students to minimise the spread of any infection.

If you have recently returned from abroad

The advice for anyone returning from heavily affected countries, such as xxxx, is that they should seek medical advice from NHS DIRECT (0845 4647) or their G.P. before sending their child back to school, as the symptoms of xxxxx flu can take some time to emerge. You should telephone for advice rather than visit your G.P.'s surgery, particularly if feeling unwell.

If you have been in close contact with a case or suspected case

If someone in your family has come into contact with a confirmed or suspected case of xxxxx flu, then you should telephone the Health Protection Agency for advice on 0203 049 4280. The HPA will be able to advise on whether isolation or treatment is necessary.

Please note that pupils returning from countries/areas where there have been no cases or isolated cases of xxxx flu are fine to return to school, if they feel fit and well.

The Local Authority is taking a lead from Bromley NHS to monitor events closely and review well-rehearsed contingency plans in case there is a need to act quickly.

Further information on xxxx flu can be found on the following websites:

Health Protection Agency - <https://www.gov.uk/government/organisations/public-health-england>

NHS Direct

UK Department of Health

I would like to remind parents that should school need to close you will be informed immediately via our texting service, a notice will be posted on the school's website and a message will be put on the school's answer phone. The school's website address is xxxxx and will contain full and up to date details of all arrangements. Additionally announcements will be made on local radio: Time FM - Frequency 106.8 FM (from the Beckenham/Penge area they are also on 107.3 FM).

Please be assured will be school will act at all times in the best interests of its pupils and staff and will keep you fully informed of any further developments.

Yours sincerely,

Headteacher

Appendix 3

Useful Web Links

<http://www.hpa.org.uk/webw/HPAweb&HPAwebStandard/HPAweb C/1240986145>

<http://www.hpa.org.uk/web/HPAwebFile/HPAweb C/1227774026456>

<http://www.dcsf.gov.uk/popularquestions/questions.cfm?keywords+-1&gatewayCategoryID=0&mainCategoryID+0&expandID=8604&new+1#8604>

<http://www.teachernet.gov.uk/humanflupandemic>

Health Protection Agency risk pr<https://www.gov.uk/government/organisations/public-health-england>

NHS Direct

UK Department of Health

Foreign and Commonwealth Office

<https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools>

Appendix 4

Contingency plan for the examination system in England, Wales and Northern Ireland

This plan is jointly owned by Ofqual, DCELLS, CCEA, AQA, Edexcel, OCR, WJEC, City & Guilds, JCQ, DCSF, DENI, QCA and UCAS. [Published: 13/05/09]

Introduction to the contingency plan

Examinations are taken by over a million 16-18 year-old students across England, Wales and Northern Ireland each year. The qualifications that students gain allow them to move on to further or higher education and employment. The scale of the system is huge with over 21 million GCSE and A level examination papers distributed to thousands of schools and colleges each year and over six and a half million GCSE, one million AS and 850,000 A level grades awarded annually. It is essential that a system of this size has a robust co-ordinated contingency plan in place to deal with any major disruption that may affect candidates.

In January 2006 the Qualifications and Curriculum Authority (now Ofqual) facilitated a meeting of representatives from the UK qualifications regulators, the Department for Education and Skills (now Department for Children, Schools and Families), the unitary awarding bodies, UCAS and Higher Education Institutions to agree a joint high level contingency plan that would be implemented in the event of a crisis affecting an examination series. The plan has been updated regularly by the group since 2006. While Scotland operates a different examinations system, the Scottish Qualifications Authority has been involved in the compilation of this plan to ensure its approach adopts the same principles of fairness, transparency, evidence and integrity.¹

The joint contingency plan is designed to ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates across several awarding bodies. Implementing the plan will safeguard the interests of candidates whilst maintaining the integrity of the examination system and safeguarding standards. The plan is based on established processes and procedures which centres and others involved in the examinations system are familiar with. The joint plan will be implemented only in the event of major disruption to the system and any actions taken will be subject to the advice of the official agencies dealing with the specific crisis, for example the Environment Agency, the Health Protection Agency or the police.

All awarding bodies have well established contingency plans in place to respond to disruption to the system. These have been implemented on many occasions, most recently to deal with the effects of the floods in 2007. The plans that are in place are capable of coping with significant levels of disruption to the examination system. This joint plan is intended to complement these, not to replace them. The plan should be used in conjunction with guidance published by JCQ and awarding bodies.

If the situation escalates to a point where current contingencies are no longer sufficient, the identified Crisis Management Team, consisting of representatives of all organisations involved, will be convened to agree any additional actions required.

In the event of a crisis being declared all organisations involved will provide timely, accurate information to centres, students, parents and the public detailing any action that they need to take with regard to examinations. This plan provides useful information for schools and colleges and can be used to assist them with their contingency planning.

¹Scotland’s awarding body, SQA has been working with Scottish Government and key stakeholders to agree actions to be taken in the event of a pandemic. These plans are based on the joint management framework and align with other awarding bodies to ensure candidates across borders are not disadvantaged.

1. Disruption in the distribution of examination papers

(Any arrangements for the distribution of question papers must be secure)

Recommended contingency	Criteria for implementation of the contingency	Other possible actions
Awarding bodies to provide centres with electronic access to examination papers via a secure external network. The Examinations Officer would need to ensure that copies were made and stored under secure conditions.	Crisis disrupts the distribution of examination papers to schools and colleges.	Awarding bodies to fax examination papers to recognised schools and colleges if electronic transfer is not possible. Awarding bodies to source alternative couriers.

2. Disruption of teaching time

Recommended contingency	Criteria for implementation of the contingency	Other possible actions
Schools and colleges to facilitate alternative methods of learning. Guidance on supporting learning if schools and colleges close for extended periods is available on teachernet: www.teachernet.gov.uk/emergencies/planning/flupandemic/	Schools and colleges are closed for an extended period during normal teaching time interrupting the provision of normal teaching. Implementation to be decided at school or college level.	In the case of modular courses, schools and colleges may advise candidates to sit examinations at an alternative series.

3. Candidates unable to take examinations because of crisis

Candidates are only eligible for ‘special consideration’ if they have a medical certificate or have been advised by their school or college not to attend an examination due to centre closure. If a candidate chooses not to sit an examination because they are concerned about infection they should be aware that special consideration rules will not apply. Schools and colleges should make sure that candidates are clear about the requirements.

Recommended contingency	Criteria for implementation of the contingency	Other possible actions
Schools and colleges to apply for special consideration for candidates where they have met the minimum requirements. JCQ guidance on special consideration can be accessed through JCQ website. www.jcq.org.uk/exams_office/access_arrangements/regulationsandguidance/	A crisis prevents candidates from sitting examinations as normal.	School and colleges to offer candidates an opportunity to sit any examinations missed at the next available series.

4. Disruption to the collection of completed examination papers

Recommended contingency	Criteria for implementation of the contingency	Other possible actions
<p>Schools and colleges to seek advice from normal collection agency.</p> <p>Schools and colleges to ensure secure storage of completed examination papers awaiting collection.</p>	Normal collection arrangements have failed.	Schools and colleges to investigate use of alternative carriers and ensure proof of dispatch.

5. Disruption to the scanning process

(where completed examination papers are being scanned in preparation for on-screen marking)

Recommended contingency	Criteria for implementation of the contingency	Other possible actions
Awarding bodies to implement existing contingency plans.	Scanning process disrupted beyond acceptable levels.	<p>Awarding bodies to redistribute personnel and arrange extra scanning shifts.</p> <p>Awarding bodies to revert to tradition form of marking.</p>

6. Markers unable to mark examination papers according to marking schedules

Recommended contingency	Criteria for implementation of the contingency	Other possible actions
Awarding bodies to negotiate increased allocation with available markers.	Markers unable to mark examination papers.	<p>Awarding bodies to recruit and train appropriately qualified reserve and new markers.</p> <p>Prioritisation of marking based on results dates.</p>

7. A school or college is completely closed during the examination period

Recommended contingency	Criteria for implementation of the contingency	Other possible actions
Schools and colleges to discuss with relevant agencies whether they are able to open for examinations only.	If a school or college is closed.	<p>Schools and colleges to use alternative venues.</p> <p>Awarding bodies to be flexible regarding alternative venues for examinations, taking the advice of relevant agencies, e.g. Environment Agency, Health Protection Agency.</p>

		Schools and colleges to share facilities with other schools and colleges if this is possible.
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8. Inability to meet results schedule

Recommended contingency	Criteria for implementation of the contingency	Other possible actions
Awarding bodies to prioritise GCSE results processing.	Insufficient marks on the system to be able to award.	Regulators to work with awarding bodies to ensure the integrity of the awards. Invoke the UCAS Crisis Management Plan including engagement with UUK and GuildHE.

Appendix – COVID-19

In order to suppress the impact of the COVID-19 flu virus, the Government directed that all schools in England and Wales must close from Monday 23 March until further notice. Thus, the academy closed to children registered as pupils at the school from Monday 23 March 2020 except for those children:

- Whose parents are key workers and who cannot be looked after at home. Key workers are those that are detailed in the Government's Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision (19 March 2020)¹; and
- Who are vulnerable. Vulnerable children include children who are supported by social care, those with safeguarding and welfare needs, including child in need plans, on child protection plans, 'looked after' children, young carers, disabled children and those with education, health and care (EHC) plans. Schools are also asked to consider children at the fringes of social care, who may not have a social worker but are nevertheless vulnerable. Collectively referred to as the Priority Group.

From 1 June, the academy is expecting all Priority Group pupils to return to school. In addition, from 1st June the academy is expecting all pupils in Pre-School, reception, year 1 and 6 to return to school.

In order to make the academy environment as safe as reasonably possible, the academy is implementing all government guidance and in particular applying the hierarchy of measures:

- *Controlling the transmission of the disease*: minimising contact with children and adults who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- *Management and control through personal hygiene*: cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- *Ensuring good respiratory hygiene*: promoting the 'catch it, bin it, kill it' approach.
- *Enhanced cleaning regimes*: cleaning frequently touched surfaces often using standard products, such as detergents and bleach.
- *Minimising contact and mixing*: By keeping pupils in small groups for face to face support and keeping those groups as consistent as possible and altering the school environment and timetable.

In addition, to minimise transmission of the flu virus and to deal with COVID-19 cases in school the following protocol will be implemented:

Preventing the spread of COVID-19

1. Staff or pupils displaying symptoms (new continuous cough, high temperature, loss of taste or smell) must not come to school. They should be self-isolating for 7 days and members of their household must self-isolate for 14 days.
2. Staff or pupils must self-isolate for 14 days where a member of their household is displaying symptoms.

3. Staff, pupils and members of their households are recommended to take a COVID-19 test when they display symptoms. If the test is negative staff and pupils can return to school. If the test is positive steps 1 and 2 above must be followed. Please advise the school of the outcome of the test.
4. Staff, pupils and parents must remain vigilant for symptoms but it is not necessary to take daily temperature.
5. Staff and pupils on the school site must socially distance at all times, where possible, in accordance with the measures implemented at the school and risk assessed.
6. Staff and pupils must only interact, while socially distancing, in groups of no more than 15 pupils at primary academies. It is accepted that with younger children this will be more difficult but staff are expected to exercise appropriate judgement whilst maintaining the safety of pupils.
7. At secondary academies, no more than a quarter of year 10 and year 12 must be at school at any time and each teaching class should be less than half its usual size.
8. Staff and pupils must regularly and thoroughly wash hands for 20 seconds with soap and dry completely OR use alcohol hand sanitiser ensuring all parts of the hand are covered. This should be done on arrival, before and after break and lunch, prior to leaving school and after sneezing and coughing.
9. Staff and pupils should avoid touching their faces.
10. Good respiratory hygiene must be undertaken by staff and pupils – A tissue should be used when coughing, sneezing or blowing the nose. The tissue should then be placed in the bin, which should be emptied regularly. If tissues are not available or are not nearby the crook of elbow should be used.
11. Frequently touched surfaces should be regularly cleaned using standard products such as detergents and bleach.
12. The school will be deep cleaned at the end of each school day.
13. Rooms are ventilated – windows and doors kept open where it is safe to do so and ventilation units are used.
14. When returning home, staff and pupils need only follow normal personal hygiene requirements and the usual washing of clothing worn on the day at school.

Pupils or Staff displaying COVID-19 Symptoms whilst at school

1. Staff or pupils showing symptoms will be sent home to isolate for 7 days and their household must self-isolate for 14 days. Where staff or pupils are displaying symptoms, they will have access to a test and are encouraged to do so.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
2. If staff or pupils are waiting collection, they should be moved to a room where they can be isolated behind a closed door, with appropriate adult supervision for young children. Windows should be kept open for ventilation. They should use a separate bathroom, if this is needed. The bathroom should be cleaned using standard cleaning products before anyone else uses it.
3. Where a member of staff has assisted someone with symptoms, they do not need to self-isolate unless they develop symptoms. They should wash their hands thoroughly for 20 seconds and clean the area used with normal household disinfectant.
4. If the case is confirmed by a positive test the rest of the group to which the pupil or member of staff belonged to should be sent home to isolate for 14 days.
5. Household members of the wider group do not need to self-isolate unless the isolating individual develops symptoms.
6. If other cases are detected more widely in the school then Public Health England's local health protection team will conduct a rapid investigation and will advise schools on the steps to take.

Cleaning and Waste

1. Waste associated with a person with suspected Coronavirus symptoms should be double bagged, stored securely for 72 hours and then thrown away in the regular rubbish. If the individual tests negative the waste can be disposed of in the usual way within 72 hours.
2. Risk of infection from contaminated surfaces reduces over time, the risk is likely to reduce greatly after 72 hours.
3. All surfaces touched by a symptomatic person must be cleaned and disinfected thoroughly. Corridors that they have passed through can be cleaned as normal unless visibly contaminated by bodily fluids.
4. Use disposable cloths, paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings by either:
 - Using a combined detergent disinfection solution at a dilution of 1,000 parts per million available chlorine; or
 - A household detergent followed by a disinfectant (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.; or
 - If alternative disinfectants are used, check that they are effective on enveloped viruses.Used cloths etc. must be disposed of as detailed above.
5. Soft furnishing should be steam cleaned. Where this is not possible and it is contaminated then it needs to be disposed of.

Personal Protective Equipment (PPE)

1. Face masks are not recommended for everyday use by anyone in a school setting.
2. PPE will not be needed any more than was previously the case when dealing with medical conditions or intimate needs.
3. If providing care to someone with COVID-19 symptoms, use a fluid resistant surgical face mask, disposal surgical gloves and a disposal apron. Eye protection is only necessary if a risk assessment determines that there may be coughing or sneezing.