



## **OUR LADY AND ST BENEDICT CATHOLIC PRIMARY SCHOOL PROCEDURES FOR DEALING WITH A HUMAN FLU PANDEMIC**

This procedure has been written in response to guidance, which has been produced by the Department for Children Schools and Families, formerly known as the Department for Education and Skills, in collaboration with the Department of Health, and takes full account of the recommendations of the World Health Organisation.

- In the event of a pandemic the school will seek to continue to operate as normally as possible. If the situation arises that there is staff illness, classes will be joined and supply teachers engaged. However, if there is insufficient staff to run the school safely then a decision to close the school will be taken by the Head Teacher and the Chair of Governors.
- Children are highly efficient spreaders of respiratory infections, both among themselves and to adults in their families. There is some evidence that such infections spread less among children in holiday time rather than term time. So, closing the school for a period might significantly reduce the number of children infected.
- The government may advise schools in an area to close. The School has been asked to plan to remain open as well as to close during a pandemic.
- In the event of closure staff must come into school unless they are themselves ill.
- The School has a duty to provide alternative education for its pupils. Whilst teaching staff are well enough to do this work will be emailed or posted families. Current email addresses will need to be collected from all families. This information will be included on the contact details form.
- The decision to close the school rests with the Head Teacher in consultation with the Chair of Governors.
- The School will need to hold up to date information about staff, pupils and parents in case of emergency contact and also for continued contact. Contact forms will be resent to parents to ensure these details are accurate.

- The Learning Mentor Room will be used to keep children who are awaiting collection apart from other children and staff. Staff will use the staff room to ensure that school stays open.
- Systems to minimise the risk of infection will be stepped up e.g. hand washing, covering the face with a tissues when sneezing or coughing and the disposal of tissues.
- Contact details for Local Authority Liaison will be ascertained and made available to the community via the school website.
- Further advice may be obtained from: [www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk) and [www.teachernet.gov.uk/emergencies/planning/flupandemic](http://www.teachernet.gov.uk/emergencies/planning/flupandemic).