

Kumeroa Hopelands School



PANDEMIC PLANNING

EMERGENCY PROCEDURES

HEALTH: PANDEMIC PROCEDURE

RATIONALE:

Kumeroa Hopelands School has an agreed procedure to follow if a pandemic alert occurs.

WHY A NEED FOR A PANDEMIC PROCEDURE?:

- To ensure that as a community we have a pandemic plan in place as a component of our emergency planning.

BACKGROUND INFORMATION:

- It is not possible to predict how long a pandemic may last.
- In the event of a pandemic or the possibility of a pandemic the principal (or delegate) supported by the BOT staff representative will manage the pandemic or likelihood of a pandemic.

PROCEDURE:

1. Kumeroa Hopelands School will ensure it has adequate supplies of tissues, medical and hygiene products, cleaning supplies and masks.
2. In the event of a pandemic or probability of a pandemic the school will liaise closely with the Public Health Nurse and MOE.
3. It is likely there will be anxiety during a pandemic and this is likely to contribute to increased absence and/or increased stress to the board of trustees, staff, parents/whānau and students. Accordingly we will:
 - Communicate early the possibility of a pandemic and Kumeroa Hopelands School's preparedness to manage it.
 - Discuss with staff possible health and safety issues, and leave arrangements for them if they are ill or need to look after dependents.
 - Have a comprehensive plan in place which is clearly communicated to board, staff, students, parents and whānau. Ensure that communications management during the pandemic is part of the plan. This comprehensive plan to communicate is as per our 'Civil Defence' phone list. It involves the ability to contact all staff and communicate to relevant media the information required.
4. **For detection and management of suspected pandemic influenza cases**
 - Avoid contact with the sick person if possible and manage the process over the telephone.
 - For someone at the school who is ill, complete the form below and ring Healthline:

Suspected Influenza Notification Form: Kumeroa Hopelands School

Details of Affected Staff/Students

Name:

Address:

Telephone no: __ (W) ===== (H) ===== (M)

Symptoms noticed:

Fever Body aches

Headache Fatigue

Dry cough Others

Details:

Cold

Time of fever on-set:

Time of isolation: =====

Travel history over the past eight days:

Countries visited =

Flights taken:

Details of Reporter

Name:

Job title:

Telephone no: (W) (H) _(M)

Other relevant Information

List of supplies

Breathing masks 100
Latex / non-latex gloves (200)
Disposable apron for staff (100)
Tissues 1 carton (boxes 200) More available in
caretakers supplies
Paracetamol (2 boxes 20)
Disinfectant 10 litre container
Janola 5 litres
Cleaning fluid 5 litres
Toilet paper 1 carton
Paper towels 10
Carton of Chux Cloths
Liquid soap/alcohol wash (1 litre)

The difference between influenza and a common cold

SYMPTOM	INFLUENZA	COMMON COLD
Fever	Usual, sudden onset 38°-40° and lasts 3-4 days.	Rare
Headache	Usual and can be severe	Rare
Aches and pains	Usual and can be severe	Rare
Fatigue and weakness	Usual and can last 2-3 weeks or more after the acute illness	Sometimes, but mild
Debilitating fatigue	Usual, early onset can be severe	Rare
Nausea, vomiting, diarrhoea	In children over 5 years	Rare

Watering of the eyes	Rare	Usual
Runny, stuffy nose	Rare	Usual
Sneezing	Rare in early stages	Usual
Sore throat	Usual	Usual
Chest discomfort	Usual and can be severe	Sometimes, but mild to moderate
Complications	Respiratory failure; can worsen a current chronic condition; can be life threatening	Congestion or ear-ache
Fatalities	Well recognised	Not reported
Prevention	Influenza vaccine; frequent hand-washing; cover your cough	Frequent hand-washing, cover your cough

APPENDICES: Kumeroa Hopelands School Emergency Evacuation Procedures

Signed:

Chairperson Board of Trustees

Date:

Triennial review date: November 2017