

HUNTLY COLLEGE BOARD OF TRUSTEES PANDEMIC PLAN PROCEDURE

This is the Pandemic Plan Procedure for Huntly College.

The Pandemic Manager is the Barbara Cavanagh, Principal.

Emergency Pandemic supplies are located the Main Office and include:

- Disinfectant
- Paper Towels / Tissues
- Bleach
- Disposable Gloves
- Breathing Masks
- Hand Sanitizer

Stage 1: Risk Management

Notification: Ministry of Health announces human to human transmission

Pandemic Manager will ensure:

1. Parents, caregivers and guardians are informed that the pandemic plan is activated.
(Sample letter appendix 1)
2. All contact details are up to date (Use KAMAR programme).
3. The College office has current contact list – this will be provided to the local Ministry of Education office if requested.
4. Parents, caregivers and guardians are kept updated on their tasks and responsibilities, which will include how to manage sick children and adults and what happens in the event of closure. Parents, caregivers and guardians are aware of ways to limit spread of the pandemic including staying at home when sick, cough and sneeze control, hand washing etc.
5. Huntly College will review resources to ensure that there are sufficient supplies of cleaning materials. Introduce extra cleaning as required. This will be determined by the nature of the pandemic and will be advised by the Ministry of Health.

Staff will:

1. Check enrolment records for accuracy.
2. Become familiar with disease control and management of illness.
3. Request that a student is collected and taken home immediately should they become seriously ill or if asked by the pandemic manager.
4. Ensure that if a student becomes ill and cannot be taken home immediately they will be placed under the care of an adult and will be taken to the isolation area to await removal from the Huntly College. The isolation area is the Student Sick Bay.

Stage 2: Cluster Control

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

Goals

- Students inside classroom/hostels are closed
- Students outside school area are on heightened alert
- Parents, caregivers and guardians are informed, understand their roles and responsibilities, and have confidence in our preparedness.

Pandemic Manager will:

1. Restrict entry of people with the pandemic symptoms. Students who are unwell will remain at home and parents, caregivers, guardians and Whanau should be advised not to come into the school when they are feeling unwell, particularly if they are exhibiting the pandemic symptoms. Unwell student's families/whanau, should be advised to contact a doctor by phone and stay at home until symptoms resolve.
2. Communicate the decision to the Huntly College community members through established protocols.
3. Notify any cases to health authorities as required (appendix 3).
4. Establish a system to monitor families who are ill or suspected of being ill including contacting families who are unexpectedly absent.
5. Notify the local DHB if more than 30% of the roll is absent.

Huntly College Staff will:

1. Take care of student showing the pandemic symptoms. Report to the pandemic manager whether the person or child has any of the following:
 - High fever (or feel feverish or hot)
 - Headache, fatigue and weakness
 - Sore throat, cough, chest discomfort, difficulty in breathing
 - Muscle aches and pains
 - Been overseas recently to an affected country
 - Been in contact with someone diagnosed with the pandemic.
2. Fill in the suspected pandemic notification form (appendix 3). Take names of contacts (those who have been within one metre of them or in an enclosed place for more than 60 minutes). These will be provided to the Pandemic Manager.
3. In consultation with the Pandemic Manager, arrange to send student home immediately. Suggest they call their doctor by telephone to advise that they have been in contact with a suspected pandemic case. Set up an isolation room.
4. Advise parents, caregivers and guardians, caregiver and guardians to collect their children.
5. Ensure the school has adequate supplies of tissues, medical and hand hygiene products, cleaning supplies and masks.
6. Cancel all extracurricular activities and planned school trips.
7. Remove books, magazines and papers from common areas. Consider ways of cleaning and/or restricting communal use of some play, physical education equipment or office equipment.
8. Implement Pandemic Cleaning Procedure. The procedures in such an event will be to use detergent and/or bleach on all surfaces as advised by the Ministry of Health.

Stage 3: Pandemic Management

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

Goal

- Huntly College successfully activates closure procedures in response to multiple cluster or national outbreak with immediate involvement of Ministry of Education.

Pandemic Manager will:

1. Through consultation with the DHB Emergency Planner and the Ministry of Education Office make the decision to close Huntly College as required.
2. Advise all parents, caregivers and guardians (Sample letter appendix 2).
3. Post notices of closure on entry points.
4. Collaborate with local agencies in making Huntly College facilities available in pandemic response efforts.

Stage 4: Recovery

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

Goal

- Huntly College ensures continuing wellbeing of parents, caregivers and guardians and students, and education services are fully restored.

Pandemic Manager will:

1. Advise that Huntly College is reopened through telephone and email.
2. A 0800 number may be supplied by the Ministry of Health.
3. Arrange for trauma/grief counselling as necessary.
4. Undertake debrief of procedures used with current members.
5. Review the importance of keeping safe guidelines with children.

Appendix 1

Consultation Procedures

1. Alert Letter

Dear Parents, caregivers and guardians

The government has announced that New Zealand is stepping up its pandemic response plans.

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

The most important thing you can do as parents, caregivers and guardians and caregivers is reinforce healthy messages.

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

We ask that all children showing flu like symptoms be kept at home until checked and cleared by a doctor or nurse before they return to school. The symptoms of influenza and how they differ from a common cold symptom are:

- High Fever (or feel feverish and hot)
- Headache, fatigue and weakness
- Sore throat, cough, chest discomfort, difficulty in breathing
- Muscle aches and pains

Additional factors for consideration are if the person has:

- Been overseas recently to an affected country
- Been in contact with someone diagnosed with the pandemic virus

I am working closely with the appropriate authorities to ensure that all students at Huntly College are kept as safe as possible. If you have any questions or concerns please contact the school.

Thank you

Yours Sincerely

Barbara Cavanagh
Principal

Appendix 2

2. Huntly College Closure Letter

Dear Parents, caregivers and guardians

We have been informed by the Ministry of Health of a serious pandemic outbreak and have been advised, for health and safety reasons, to close Huntly College. In order to ensure the Health and Safety of your child/ren, we are advising you of the closure of Huntly College 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.

Yours Sincerely

Barbara Cavanagh
Principal

Appendix 3

Suspected Pandemic Notification Form

Details of Affected Person

Site: -----

Name: -----

Job Title: ----- Nationality if Visitor to site: -----

Date of Birth: -----

(Optional)

Address: -----

Telephone: -----(W) -----(H) -----(M)

Location of Isolation: -----

Symptoms Noticed:

Fever Body Aches

Headache Fatigue

Dry Cough Other

Cold **Details:** -----

Time of fever on-set: -----

Time of Isolation: ----- **Details:** -----

Travel history over the past eight days

Countries Visited: ----- Flights Taken: -----

Where referred: -----

Contact List (See separate page)