

# **CANBURY SCHOOL**

## **Pandemic Disease Policy**

### **The Procedure and Policy in the event of an Outbreak of a Pandemic Disease**

1. Parents and guardians will be sent a letter of what the school is doing in the event of a pandemic and a copy of this letter will be posted on the staff notice board.
2. Stocks of tissues, soap and all cleaning products will be monitored thoroughly to ensure that a sufficient supply is maintained.
3. If a member of staff suspects that a pupil is infected with a pandemic disease, they should send them to the school office where it will be determined by one of the school First Aid Officers whether to isolate the child in the sick room before sending him/her home. Parents/guardians will be contacted. Failing that, the child will remain in isolation until they can be collected.
4. If a member of staff suspects that they are infected, they should check their symptoms against those given on the NHS Direct website ([www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)) and if an infection is likely, they should consult their own doctor by telephone and until the case is decided, should remain away from school. If the case is confirmed, the member of staff should only return to school after medical clearance has been given.
5. If an incidence of the disease is confirmed during a school day, the school will remain open until the end of the day and parents, guardians and staff will be notified if a decision is made to close the school at the end of that day.
6. If an incidence of the disease is confirmed at the school on a non-school day, a decision will be made whether to close the school or not, and parents, guardians and staff will be informed accordingly via the contact tree and website.
7. The Head or in his absence, his Deputy, will decide whether to close the school and will set in motion the existing contact tree. The school website will be updated accordingly and parents should be told to check the website for up-to-date information. We endeavour to publish up-to-date information on the website by 3pm each day.
8. In the event of closure, staff must be aware how to access school emails and voicemail from home and should check the school website on a daily basis. We will endeavour to post messages on the website each day by 3pm if there is updated news.
9. In the event of closure, if it is possible to set work for pupils to do at home, staff will endeavour to do so.
10. A notice will be placed on the school website advising all when the school is to reopen.