



# RANGIORA NEW LIFE SCHOOL

## POLICY AND PROCEDURES MANUAL

Providing quality Christian education that equips and inspires all students to reach their life potential in order to serve God's purposes.

Procedure	Pandemic Planning	Health & Safety	
Established		Principal	
Last Review		Principal	

### Rationale:

A pandemic plan is necessary to minimize the serious health consequences that could result if a pandemic reached our country and community.

The Ministry of Health and local District Health Board will monitor international and national developments around pandemics. They will endeavour **to keep it out** of our country. If that fails they will try to **stamp it out** by isolating identified cases to prevent it from spreading, if that fails they will **manage it** by closing places of public congregation (e.g schools) and providing treatment/health care as necessary. They will also organize the **recovery** process of returning back to normal activities.

### Preparation:

- 1) The Principal and Staff will introduce and reinforce hygiene practices to minimise the risk of infection.
- 2) The Principal and Health & Safety Office will arrange for staff to receive training in recognizing influenza symptoms and in pandemic response procedures.
- 3) The Office Administrator will order and stock additional hygiene supplies as necessary to help reduce the spread of infections, such as masks, aprons and disinfectants etc.
- 4) The Lead Team will decide what information and resources should be made available to parents.
- 5) The Principal and Property Manager will ensure air conditioning systems are maintained and perform according to NZ building codes.

### Procedures:

1. The management and staff of the school will promote high standards of hygiene/infection control as normal practice, and will promote heightened procedures during a pandemic alert situation.
2. During a heightened pandemic alert, the management and staff of the school will be vigilant in detecting and dealing with suspected cases of viral infections. They will isolate them, call an ambulance and inform parents (or next of kin).
3. If a person connected with our school is diagnosed as positive for the specific influenza, the school and pupils will comply with the Public Health Department and its procedures.
4. If the Board has not already closed the school, the school may be closed by the regional Medical Health Officer. No schools will be permitted to open in communities/areas where there are known cases of pandemic influenza.
5. Upon closure instruction, the school will implement its pandemic procedures for closure, including communicating with parents, erecting signage and organizing educational support for parents.

### Basic Hygiene Practices:

1. Educate students about basic personal hygiene practices:
  - ▶ Cover nose and mouth when sneezing and coughing (preferably with a disposable single use tissue).

- ▶ Dispose of used tissues immediately.
- ▶ Adopt good hand washing and drying practices, particularly after coughing, sneezing or using tissues.

Make it a fun activity by using a product such as Glo Germ (<http://www.glogerm.com>) (which is available in New Zealand from <http://www.dubois.co.nz/hygiene.htm>).

- ▶ Keep hands away from the mucous membranes of the eyes, mouth, and nose.

“Hands below chin” is a game a class can play. Points can be scored (or lost) every time any child spots another child touching their face or hair. This can be done during other activities, such as reading.

2. Ensure that adequate supplies of hand hygiene products are available.
  - ▶ Handwashing kits for schools are available from local public health units, the local (school) public health nurse, or the local hospital’s infection control nurse.
3. Post hygiene notices in all workplace entrances, washrooms, hand washing stations and public areas:
  - ▶ 210 Handwashing - Adults
  - ▶ 220 Handwashing - Children
  - ▶ 230 Cover Your Coughs and Sneezes

### Heightened Hygiene Practices

Heightened hygiene practices are applied when there is a known presence or risk of an infectious and debilitating virus (e.g. norovirus or a pandemic influenza). This will be signalled by news broadcasts and Ministry of Health advisories.

#### Increase awareness of the risk and safe practices:

- Reiterate all **basic hygiene practices**.
- Post notices and inform students of symptoms:
  - ▶ 330 If You Have Influenza Do Not Enter
  - ▶ 240 If You Don't Feel Well
- Post influenza warnings at workplace entrances to prevent people who may be affected from entering.
- Remind staff and students not to share cups, dishes and cutlery; and ensure that these items are washed thoroughly after use.

#### Encourage social distancing:

Social distancing is a strategy to protect staff and students during a pandemic alert by minimizing their contact with others.

- Events involving large gatherings should be avoided, whether inside or outside. A distance of at least one metre should be maintained between people wherever practical.
- Use the telephone, video conferencing and the internet to conduct business as much as possible - even when participants are in the same building.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops or training sessions.
- Encourage students and staff to avoid recreational or other leisure classes or meetings where they might come into contact with infectious people.
- Introduce staggered lunchtimes and morning teas for staff and students to reduce the number of people congregating in one spot.
- Set up systems where families and staff can request information via phone, email, or fax.

If a face to face meeting is unavoidable:

- Minimise the meeting time.
- Choose a large, well ventilated meeting room.
- Sit at least one metre away from the other people.
- Avoid shaking hands.

### **Step-up school cleaning practices:**

During a heightened alert you will need to clean more thoroughly to minimise the risk of contamination. This applies particularly to hard surfaces (for example, sinks, handles, railings, objects and counters). Viruses may live up to two days on hard surfaces.

- Clean surfaces with a neutral detergent followed by a disinfectant.
- Clean surfaces that are frequently touched by hands every day.

### **Inform parents:**

- Send a letter to parents informing them of the risk and measures being taken:
  - ▶ 310 Pandemic Status Letter
  - ▶ 400 Influenza vs Cold

### **Consider cancelling travel plans:**

It is likely that in the event of a pandemic, the New Zealand border will be closed. To avoid the possible spread of influenza within New Zealand, all travel should be cancelled.

### **Resources:**

1. Essential Hygiene Supplies Checklist
2. Maintain Preparation Termly Checklist
3. Training Meeting Records of Topics covered and staff in attendance
4. Contact List of Key People

# 1. Essential Hygiene Supplies Checklist

## Basic Supplies

The school will ensure that there are adequate supplies of the following basic hygiene consumables **at all times**:

- Soaps.

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Note: Alcohol-based hand sanitizers are recommended for classrooms and offices, so that staff and students can easily keep their hands clean without constantly running to the handbasins.

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- Paper hand towels, roller towels, or air towels.
- Toilet paper.

Additionally, when there are indications of an international pandemic situation arising, and thus potential disruption of the supply chain, the school will stock up on these basic supplies to ensure that it carries a **minimum of 4 weeks' supply** at any time.

## Personal Protection Supplies

Sick patients, and staff with the responsibility for caring for them, **must** wear properly fitted surgical masks. The school administration ensures that adequate supplies of the following resources are available in the sick bay at all times, specifically to protect anyone caring for someone with suspected pandemic influenza:

- N95 surgical masks (available from all pharmacies).
- Latex gloves.
- Disposable apron.
- Tissues.
- Paracetamol (tablets).
- Paracetamol (suspension).
- Disinfectant (or a 1% bleach solution).
- Paper towels.
- Alcohol based soaps.

## Inventory Checklists

The school will ensure that there are adequate supplies of the following basic hygiene consumables **at all times**:

Item	Stocked
<ul style="list-style-type: none"><li>• Soaps</li></ul>	
<ul style="list-style-type: none"><li>• Paper hand towels, roller towels, or air towels</li></ul>	
<ul style="list-style-type: none"><li>• Toilet paper</li></ul>	

The school administration ensures that adequate supplies of the following resources are available in the sick bay at all times:

Item	Stocked
• Surgical masks	
• Latex gloves	
• Disposable apron	
• Tissues (box of 200)	
• Paracetamol (tablets)	
• Paracetamol (suspension)	
• Disinfectant (2 litre bottle)	
• Bleach (2 litre bottle)	
• Toilet paper	
• Paper towels	
• Liquid soap	

## 2. Maintain Preparation Termly Checklist

The school will ensure staff, students, and parents stay prepared to respond effectively to a pandemic situation.

### Every Term

<u>Responsible</u>	<input checked="" type="checkbox"/> <u>Action</u>
Principal	<input type="checkbox"/> Review and update the key decisions and information in the Pandemic Plan, including, but not limited to the: <ul style="list-style-type: none"> <li>▪ Pandemic staffing arrangements</li> <li>▪ Pandemic <a href="#">hygiene supplies</a> (check supplies are in stock and not perished)</li> <li>▪ Infection control measures</li> <li>▪ Home-based education resources list</li> <li>▪ Key pandemic contacts</li> </ul>
Teachers	<input type="checkbox"/> Include at least one reminder session on correct hand hygiene and washing in each class's normal teaching.
School Caretaker	<input type="checkbox"/> Check and ensure that all relevant notices on hand hygiene and washing are visible and up-to-date in all relevant locations.
School Caretaker	<input type="checkbox"/> Check that any air-conditioning systems are maintained and performing according to the <a href="#">NZ building code</a> .

### Every Year

<u>Responsible</u>	<input checked="" type="checkbox"/> <u>Action</u>
Principal	<input type="checkbox"/> Write to parents ( <a href="#">300 Pandemic Planning Letter</a> ) to: <ul style="list-style-type: none"> <li>▪ inform them of the school's pandemic plans,</li> <li>▪ seek their assistance with engendering effective hygiene practices in their children, and</li> <li>▪ obtain up-to-date contact details.</li> </ul>
School Secretary	<input type="checkbox"/> Update the school's information systems with the latest contact details of parents.
Principal?	<input type="checkbox"/> If your school hosts international students, complete the actions listed on the checklist. <a href="#">More...</a>
Principal/Health and Safety Committee	<input type="checkbox"/> Ensure staff are familiar with the pandemic plans and response processes.  <input type="checkbox"/> Consider running scenario based quizzes at staff meetings ( <a href="#">410 Pandemic Scenarios</a> ).

### 3. Familiarise Staff with Symptoms and Processes

The school recognises the importance of staff being able to rapidly identify children with flu symptoms and to then follow processes to isolate those children and take other actions as are appropriate in the circumstances. To that end:

- All staff must engage with this pandemic plan and processes,
- The school will hold training sessions for staff on the pandemic response processes,
- The following documents will be posted in the sick bay:
  - An influenza symptoms list (400 Influenza vs Cold), and
  - A flowchart for actions to take during heightened alert if a person appears unwell (320 If a Person Appears Unwell Poster).

The school will maintain a record of training sessions in its Pandemic Plan.

Staff Meeting – date held:		
Topics Covered		
New issues arising		
Absent staff briefed		

Staff Meeting – date held:		
Topics Covered		
New issues arising		
Absent staff briefed		

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Topics Covered		
New issues arising		
Absent staff briefed		

Staff Meeting – date held:		
Topics Covered		
New issues arising		
Absent staff briefed		

#### 4. Contact List of Key People

The school recognises the need to maintain relationships with and up-to-date contact details of:

- Your school's public health nurse.
- The local Civil Defence Officer.
- Neighbouring schools (for sharing of information, resources, staff).
- Suppliers of hygiene related consumables.

The school will ensure these are kept comprehensive and up-to-date, and retain at least one current copy in the Pandemic Plan.

Additionally, staff and parent contact details **must** be kept up-to-date within the school's information systems.

Your school's Public Health Nurse		
Tricia O'Connell	Phone	03 311 8664
	Email	
The Health Protection Officer at your local Public Health Unit		
	Phone	
	Email	
The local Civil Defence Officer		
Waimakariri District Council	Phone	03 313 6136
	Email	
Neighbouring schools - refer to Schools Directory		
Southbrook	Phone	03 313 8792
	Email	
Suppliers of hygiene related consumables		
Industrial First Aid Supplies	Phone	09 620 2260
	Email	
Other Key Contacts		
	Phone	
	Email	
Other Key Contacts		