

## **Woodbridge School PANDEMIC FLU POLICY**

### **Policy**

The policy of Woodbridge School is to remain open to healthy pupils, unless directed otherwise by the Health Protection Agency. During a pandemic we will attempt to provide as safe and educationally stimulating environment as possible.

We will also plan for the closure of the School to pupils which may be required by the authorities.

Pupils who are able to study from home but are unable to come to school because either they are ill or we have closed, will be able to access a range of teaching materials and contact their teachers via the internet and email.

We would endeavour to support all members of our community in what might be a time of crisis.

It is difficult to predict when a pandemic will occur or how we will be affected by it. Each pandemic will react differently; some could spread throughout the country in a matter of weeks, in other cases it may take several months and in waves of differing duration. Therefore much of the policy will need to be decided on a day to day basis. We will do as much as we can to prepare ourselves for an outbreak to enable us to respond in an orderly fashion. The plan will need to be flexibly implemented to respond to the nature and severity of the outbreak.

### **Procedure**

We will link our actions to the well publicised WHO (World Health Organisation) pandemic phases. Below are the actions that will be taken at each phase of its development.

#### WHO Phase 4

- Encourage parents to ensure contact information is up to date.
- All staff, pupils and parents should call the Woodbridge School emergency line between 9am and 5pm on 01394 615179 to report any immediate concerns relating to influenza infection. Outside of these hours confirmed cases of flu should be reported to either the Headmaster on 01394 382011 or the Bursar on 01394 610398.
- In the event of the UK being an unaffected country all staff and parents should call the Woodbridge School emergency line 01394 615179 if they have travelled to an infected country. Once this information is known we will take the advice of the School's medical officer and the Health Protection Agency concerning any quarantine which may be necessary.

- The School will activate its pandemic flu plan (pfp) The School website will contain further information.

#### WHO Phase 5

- All staff, pupils and parents should call the Woodbridge School emergency line between 9am and 5pm on 01394 615179 to report any immediate concerns relating to influenza infection. Outside of these hours confirmed cases of flu should be reported to either the Headmaster on 01394 382011 or the Bursar on 01394 610398.
- In the event of the UK being an unaffected country all staff and parents should call the Woodbridge School pandemic telephone line 01394 615179 if they have travelled to an infected country. Once this information is known we will take the advice of the School's medical officer and the Health Protection Agency concerning any quarantine which may be necessary.
- All trips, visits, exchanges will be risk assessed specifically to deal with pandemic and quarantine issues.
- The creation of work capable of being accessed remotely is produced.
- Guardians of boarders will be contacted to make arrangements for any evacuation of the boarding house which may be required in phase 6.
- The School website will contain further information.

#### WHO Phase 6

This phase occurs when there a pandemic is announced by WHO

- The School will follow any plans issued by the government and/or authorities.
- All staff, pupils and parents should call the Woodbridge School emergency line between 9am and 5pm on 01394 615179 to report any immediate concerns relating to influenza infection. Outside of these hours confirmed cases of flu should be reported to either the Headmaster on 01394 382011 or the Bursar on 01394 610398.
- The crisis management team will meet on a daily basis to consider that day's operation, the implementation of the plan and Government's latest advice.
- The school will publish plans to staff and parents regarding procedures during a pandemic while it remains open, e.g. isolation areas, meal provision, crisis management team contact details and any enforced hygiene protocols.
- Guardians to be on standby for the evacuation of boarders.
- The school will issue its plan for closure should this be necessary. This will include information on arrangements for any public examinations in the period of closure, how to access study materials and how to contact staff.
- In the event of school closure during the school day, parents will be contacted to enable them to make arrangements for the collection of

their child. For those who we have been unable to contact separate provision will be made for their child to enable collection at the normal time. For closure at the end of a school day, parents will be informed and should listen to media broadcast and access the school website for updates.

- The School website will contain further information.

The plan for re-opening of the school will be advertised on the school website.

For further information please contact the Bursar.

The following useful websites might help with any specific queries you have:

[www.directgov.uk](http://www.directgov.uk)

[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)

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