



## **Flu Pandemic Procedure**

### **The Aim of the policy**

The aim of this policy is to advise staff/parents and carers about the precautions needed when dealing with a pandemic outbreak. Also this policy takes into account the guidance given from both the World Health Organisation and our Local Educational Authority.

The World Health Organisation (WHO) advises that there will, sooner or later, be another 'flu pandemic. The consequences of an influenza pandemic would be serious with the number of people falling ill and dying far higher than the 'ordinary' winter flu outbreaks.

Influenza pandemics are not new. Three flu pandemics caused public health emergencies during the last century and experts are predicting that another is due.

### **Signs and symptoms of flu**

Symptoms can include fever, sore throat, cough, body aches, headache, chills or fatigue, loss of sense of taste and smell.

### **Infection control**

Covering your nose when sneezing, using a tissue when possible

Dispose of tissues promptly and carefully – bag and bin them

Avoiding long unessential travel and large crowds wherever possible

Maintaining good basic hygiene, for example washing your hands frequently with soap and water to avoid spreading the virus from hands to face or to other people

Cleaning hard surfaces (e.g. kitchen worktops, door handles) frequently using a normal cleaning product

Children who show any symptoms of flu should be isolated and their parents contacted for immediate collection.

### **Information and advice received**

Staff to access following websites

<http://www.who.int/en/>

<http://www.hpa.org.uk/>

Review monthly until we reach WHO level 4. Weekly while we are at level 4 and daily once the WHO worldwide alert for pandemic flu reaches level 5.

*Surrey County Council should also have up-to-date advice on current recommendations.*

### **Information about closure**

It is the responsibility of parents to ensure that the nursery have up to date contact information for the duration of their child's time at nursery.

If there is any doubt in a parent's mind whether the nursery may be closed, they should follow the procedure below:

- Check the website [www.bucklesandbows.org.uk](http://www.bucklesandbows.org.uk) where it will advise if nursery is open or closed. Also, please check the Buckles and Bows group on Facebook.
- Look at your e-mail, as information will be sent by 8am as to whether the nursery will be open that day. Parents who do not have e-mail will receive a text.
- Information will also be posted on the parents WhatsApp group and our Facebook page.
- An e-mail we be sent when the Pre-school will open again.

### **Decision to close**

We will attempt to cause minimum disruption to the children's education, but there will be circumstances when the decision to close is beyond our control.

If the Government or Surrey County Council has decided to close settings to minimise cross infection, the nursery will close. For all other situations, the closure of the nursery is at the discretion of the Chairperson and Manager, who will then notify the Administrator to contact parents and send out an email.

If there are staff sicknesses, we will attempt to run sessions by using a volunteer list. It is also possible for any parent to volunteer once they have had a DBS check. If we are unable to provide sufficient staff levels, then there is a strong possibility of closure.

If there are a small number of children that are well enough to attend and we have sufficient staff, the nursery will not close.

### **Use once supplies**

During a pandemic, it will be necessary to follow the infection control procedure listed above. This will lead to an increase in use once supplies – tissues and cleaning products. If the nursery find it difficult to purchase these supplies, parents will be requested to, if possible bring in donations of tissues and cleaning products.

### **Fees and Staff Pay**

The Trustees will make a decision at the time as to whether Parents will be entitled to a refund should the nursery close during term time. In certain circumstances Government guidance will be followed regarding Fees.

If the Government makes the decision to close Early Years establishments due to a Flu Pandemic, Government guidance will be followed regarding staff pay. If Early Years are to stay open during a Flu Pandemic there are many scenarios regarding pay:

1. If a staff members child has been sent home due to class bubble isolating and this is a childcare issue, the staff member will not be paid
2. Staff member has been contacted by track and trace and has been told to isolate – staff member will be paid.
3. Nursery as a whole is closed due to a positive case within the nursery – staff member will be paid.

In all cases Government guidelines will be followed regarding SSP. If a staff member is off due to isolation, we would not expect staff to put in extra for reports and would be expected to be carrying out training or any other work required in this time.

Signed on behalf of the pre-school..........

Position within group.....CHAIRPERSON

Latest Review date.....18<sup>th</sup> February 2025