



Pandemic Emergency Plan

Education [Early Childhood Services] Regulations 2008 (and its Amendments):

Regulation 46

Licensing Criteria for Early Childhood Education and Care Centres 2008:

Criterion HS24, HS25, HS26

Rationale

At Pelorus Community Preschool we recognise the need to plan and prepare for health and safety risks. We will ensure that keep children, whanau and staff protected as best we can from potential threats to health and safety within the preschool environment.

Purpose

To have a plan of action in place in case of a possible pandemic or threat of a pandemic (swine flu, influenza etc.) to protect staff, children, whanau and the wider community.

Policy

At Pelorus Community Preschool the health and safety of the children and whanau are a top priority. We are aware that at any time we could all be exposed to pandemic illnesses – we will limit exposure to these threats in any way we can. We will ensure the health and safety of all children, whanau and staff is considered first and foremost in a plan that will outline strategies for us to prevent or minimize the spread of infection.

Procedure: Plan, Prepare, Respond, Recover

Plan (MoH/DHB alert code, white)

Pandemic Manager (Senior Teacher) is responsible for workplace health and safety.

- Establish system to monitor staff who are ill or suspected of being ill.
- Ensure there are adequate supply of tissues, medical and hand hygiene products, cleaning supplies and masks.
- Communicate with all people in contact with Pelorus Community Preschool – what they need to do to prepare such as practicing good hygiene practices, keeping sick children at home, keeping all sick family member out of Pelorus Community Preschool, staff and whanau staying away from preschool if they are sick, and a letter to whanau regarding the pandemic
- We will maintain an up to date list of contacts for local Doctors, DHB and the CD group.
- We will have an isolation room or area for sick people
- Regularly review hygiene practices, emergency supplies kit, as well as cleaning policies practices and supplies
- For closure of ECE if needed. Staff pay, accounts, secure premises, post notices on main points of entry. Closed to students but not quarantine therefore staff may still work.
(Head teacher in consultation with appropriate authorities)
- Maintain communication with relevant groups DHB, Public Health unit etc

- Maintain rigorous hygiene and cleaning.

Prepare (MoH/DHB alert code Yellow)

- Maintain up-to-date information on pandemic alerts via Ministry of Health website,
- Maintain up to date telephone lists/email addresses
- Educate staff, children and whanau about importance of - staying home when sick, good hygiene practices and the difference between symptoms of a common cold and influenza **(info put on notice board/letter)**
- Monitor recent domestic and international travel of staff, students and whanau (as far as possible) **(one week away from centre upon return from an affected area)**

Respond (MoH/DHB alert code Red)

- Maintain contact with DHB/health contact
- Prepare staff and child and whanau contact list
- Cancel all work-related travel plans
- Care for staff/children showing symptoms*** **Any person exhibiting influenza symptoms (as checked against symptoms checklist) should have arrangements made for them to be sent home/collected from the centre and if not immediately possible, given a surgical mask and isolated. Pelorus Community Preschool will take steps to exclude children or staff if they have an infectious disease specified in the Schedule 2 of the Health (infectious and Notifiable Diseases) Regulations 1966. The appropriate authorities will then be notified (Board, staff, doctor, whanau, DHB etc. as appropriate and necessary)** in the Isolation room or area
- Use table outlining difference between influenza and common cold
- Review policies to make decisions about sending children or staff home, in consultation with a medical advisor **(Senior teacher to be consulted)**
- Notification of cases and status reports to health authorities
- Identify core people and core skills to needed to keep the preschool in operation.
- Restrict entry of people with influenza symptoms
- Practice good personal hygiene and workplace clean habits
- Increase social distancing -avoid unnecessary contact/face to face meetings
- Ensure appropriate cleaning and ventilation of the preschool premises

Recover (MoH/DHB alert code Green)

- Debrief for staff and students as appropriate and assess capacity of staff
- Arrange trauma and or grief counseling as necessary
- Clean and disinfect all affected areas
- Communicate and consult with board, Staff, Students, whanau and Volunteers
- Support and monitor wellbeing of staff, children and whanau
- Review and restock emergency supplies
- Review cleaning policies/practices and supplies
- Review protocols for dealing with sick staff/children
- Evaluate pandemic plan

Reviewed: June 2017

Review Date: June 2020 - unless a pandemic occurs before this date