

North West London HPU nursery and school planning checklist for swine flu



Date completed	Completed by	
Actions to prepare for cases of swine flu	Y	N
Ensure 'business continuity plans' are in place e.g. plans are made for coping with reduced numbers of staff who may be unwell or are carers, ability to maintain core activities, up to date contact details of parents and staff (including out of normal school hours) are documented, early staff sickness reporting, staff redeployment, parents aware of their need for alternative plans for childcare if child cannot be at school/nursery etc Contact your Local Authority Emergency Planning Officer for advice on Business Continuity Planning		
Staff are aware of school strategy on response to cases of swine flu		
Reinforce general education of children and staff about washing hands and respiratory hygiene ('catch it, bin it, kill it' message). Use education materials / resources (weblinks in resource list)		
Ensure Infection Control policies are up to date, read and followed by all staff		
Check that you have procedures for isolating (with appropriate supervision) a child who falls ill during the day until their parents can collect them. This will include an suitable isolation room, PPE available if needed, appropriately trained staff, increased cleaning of this room after use, and plans in place for transporting children home who would usually use school bus or public transport		
Personal Protective Equipment (PPE) available if needed (e.g. for staff providing close personal care to an ill child for more than an hour*) – i.e. disposable gloves, aprons and surgical masks		
Parents are reminded to exclude children who have symptoms		
Staff are reminded not to work whilst they have symptoms		
Maintain adequate levels of cleaning materials in anticipation of increased cleaning (e.g. disposable cloths, detergent, PPE)		
If possible and safe to do so, use alcohol gel in places where handwashing facilities are not available (e.g. entrances/exits, and classrooms under supervision), and maintain supplies in view of increased use		
Disposable tissues are available		
Foot operated bins are in use and in working order		
Liquid soap and paper hand towels are available, used and stock levels adequately maintained in anticipation of increased use		

* Department for Children, Schools and Families (2009) Human influenza pandemic: frequently asked questions.
<http://www.teachernet.gov.uk/educationoverview/flupandemic/flupandemicqanda/>