

PANDEMIC PROCEDURE

School Vision: Developing the Character of God - Academic Excellence

The heart of man plans his way, but the Lord establishes his steps. Proverbs 16:9

AIM

To ensure staff, pupils and the school community, in the event of a pandemic outbreak being declared, are as ready as can be reasonably expected.

PURPOSES

1. To prepare a Pandemic Action Plan.
2. To train staff and pupils in their roles and responsibilities in the event of a pandemic outbreak.
3. To inform the school community in their roles and responsibilities in the event of a pandemic outbreak.
4. To provide all necessary equipment in the event of a pandemic outbreak.

GUIDELINES

1. Refer to the school's Pandemic Action Plan below and Ministry of Education's Pandemic Action Plan for Schools.
2. Follow all directions and instructions from the Medical Officer of Health and Ministry of Health website: www.moh.govt.nz/pandemicinfluenza
3. Appoint a school H&S Co-ordinator and an external Medical Advisor and update when required.
4. Ensure all staff and pupil contact details are up to date and ready for the Ministry of Health if requested.
5. Make staff aware of symptoms and procedures in the event that pupils become affected including the sending of pupils home.
6. Parents should be made aware that children showing signs of influenza will not be permitted to come to school. Keep Health Authorities informed.
7. Keep the community informed of updated status of the outbreak.
8. The Medical Officer of Health will make the decision if the school is to close.

COMMUNICABLE DISEASES/HIV/AIDS and OTHER BLOOD BORNE VIRUSES

- Parents are encouraged to disclose information related to a student's health and infectious state to the Principal. This information will be treated with confidentiality and disclosed on a "need to know" basis.
- Parents of other students in the school will not be advised if the school has enrolled a student with HIV/AIDS. Rumours of students or staff with blood-borne viruses will neither be confirmed nor denied.

PANDEMIC ACTION PLAN

Introduction:

Health experts advise that the likelihood of e.g. Avian Influenza becoming a human communicable disease is low. However, this plan provides the framework for action in the event that this or any other pandemic disease should break out in New Zealand.

Pandemic Manager: _____ Principal

Primary Roles of Key Participants:

Principal _____ To manage the school programme and environment, ensuring that health needs are given highest priority.

Classroom Teachers _____ To provide clear guidance to students on sound health protection procedures and ensure they are implemented at classroom level.

Support Staff _____ To ensure that vulnerable children are given additional support.

Office Staff _____ To maintain health supplies.

To maintain effective communications with families.

Parents _____ To ensure that students with symptoms of communicable diseases are kept away from school and provided with appropriate health care.

Students _____ To follow health protocols put in place within the school.

Emergency Supplies:

Face masks, and gloves [insert other items] stored on site.

Key Contacts:

Local doctor(s) _____ <name, phone>

Public Health Nurse _____ <name, phone>

Ministry of Education _____ (local office)

<add others as required>

GUIDELINES FOR PANDEMIC MANAGEMENT

1. Workplace cleaning practices are to be constantly monitored for highest possible standards.
2. The school's identified isolation room is [allocate a suitable space]
3. Attached flow chart provides an action sequence in the event of a pandemic being declared.
4. Instructions from the Ministry of Education and/or Medical Officer of Health will provide ultimate guidance in the event of a pandemic.
5. The Board of Trustees, in partnership with the Pandemic Manager, have final responsibility for closure of the school if required.

PANDEMIC ACTION FLOW CHART

PANDEMIC RECOVERY ACTION PLAN

Notes:

1. Recovery could take several years or decades. Some of the actions noted below, e.g. monitoring students for trauma and Post-Traumatic Stress Disorder, may need to be extended long-term.
2. Health and well-being of staff and students takes priority over educational needs.

Primary Goal:

To ensure the well-being of staff and students and rebuild education services.

CRITICAL ACTIONS WHICH MAY BE REQUIRED:

1. Clean and disinfect school – cleaning guidelines will be on MOH website. School is not reopened until Pandemic Manager is satisfied with hygiene.
2. Debrief of pandemic event for staff and students. Although public awareness will have been extremely high, re-opening of school will be the first chance for many to talk about what has happened with peers and teachers.
3. Arrange trauma and/or grief counseling if necessary. Although services will have been at work in the community, students coming back together will bring escalated trauma/grief.
4. Arrange memorial service for those who died in the pandemic.
5. Assess staffing capacity to resume normal operations. Staff may have died or lost family members. Employment of relievers and/or new staff may be required.
6. Re-establish communications with staff, students and parents. Keeping everyone well informed is critical to dispel heightened fears over children coming back together.
7. Arrange for ongoing monitoring and support of staff and students. Watch particularly for signs of Post-Traumatic Stress Disorder. Arrange support for these people as required.

Rationale

Allocation of units usually applies to units that are given to teachers who are in leadership positions, assisting the Principal in his or her duties.

Purposes:

- To ensure that there is an equitable distribution of units for staff aspiring to future positions of leadership

Guidelines:

- The policy should be transparent.

- Should any units become available allocation would be in accordance with the current Primary Schools Teacher Collective Agreement.

Conclusion:

At this stage, our school is not in a position of allocating units. It is however, to make staff aware that there are schools where this is the case.

FORMULATED BY: Rotorua Seventh-Day Adventist School Board of Trustees

APPROVED: Board Chair, Maraea Van Gent _____

BOT RATIFIED: 2 May 2018

BOT REVIEWED: 29th November 2017

10 August 2014

November 2012