



Registered Charity No: 1038425  
Village Hall, Newport Road, Hanslope, MK19 7NZ  
www.hanslopepreschool.org

# Pandemic Flu Plan and Procedure

Date reviewed: 11.09.2022

## Infection Control

- Rigorous infection control procedures will be maintained and supported by procedures already in place; additional guidance will be adopted as required.
- The Practice Manager will record the following information:
  - Children with flu or flu-like symptoms that are absent or being sent home
  - Children returning following illness
  - Staff (as above)
  - Outbreaks within families of children attending the setting (where known)
- Children and staff who are showing signs of infection (fever and dry cough with abrupt onset and/or headache, sore throat, runny or stuffy nose, muscle ache, shivering, fatigue, and weakness) will be sent home immediately and kept isolated from other staff and children who have not had flu until they can be collected. An area will be allocated in the small hall which will be suitably equipped to cater for a symptomatic, child or adult for a short period of time. Severe sudden onset symptoms will be treated as per any medical emergency.
- Supplies of cleaning materials and anti-bacterial hand cleaners will be maintained.
- The use of certain toys and equipment (sand, water, cooking, play dough, etc) will be suspended when the advice to do so is received from the local authority.
- Children attending other settings where there have been reports of pandemic flu may be asked not to attend.
- If we must close during a pandemic, re-opening will be subject to conditions as advised by the Health Protection Agency.
- Children who have been infected and subsequently recover should be able to return once they are symptom-free.

## Information and Advice

If schools and childcare settings are advised to close (based on medical evidence) information will be disseminated as follows:

- Ministerial Committee in civil contingency takes a principal decision that schools/childcare should close when their area is affected.
- Ministerial Committee announces the decision to government offices.
- Government Officers will inform Local Authority Chief Executives.
- Local Authority Chief Executives will then advise Directors of Children's services who will be responsible for getting messages to schools and childcare.
- Children's Services will inform childcare providers but confirm that they should not close until they receive official notification that the advice applies to their area.

## Prioritising Services

- Whilst the Local Authority does not have the power to tell us to close, it may advise us based on government recommendation. Hanslope Pre-school will maintain its professional mandate to safeguard the welfare of the children and will if advised, close. We may also take the decision to close based upon staff absence or to prevent the spread of infection.
- If we cannot operate to full capacity because of staff shortages, every effort will be made to offer childcare to certain groups in order that essential services, such as emergency services can be maintained. The use of volunteers will be undertaken as per normal guidance.
- If we have to close during a pandemic, we could remain closed for 2-3 weeks and will follow criteria and guidance advising settings to re-open.

## Communicating Information to Staff and Parents

- Hanslope Pre-school has its own emergency arrangements.
- It is assumed at this stage that the local authority will also make use of local radio stations as used during school 'snow closures'.

- We may hold a meeting to reassure families if appropriate.

### **Staffing Procedures**

- Staff understand the pandemic flu plan and procedure. Queries and concerns are referred back to the management of the Pre-school. Staff will be involved in reviewing this document regularly, acting upon information from the Early Years Alliance and Local Authority.
- Staff maintain rigorous infection control routines for the children and themselves. Staff showing signs of infection will be sent home immediately.
- Staff who are too ill to take themselves home will be isolated from other staff and children in the small hall until somebody can collect them.
- Vulnerable staff such as those suffering from, or prone to respiratory tract infections, asthma, etc. may be advised not to come to work during a pandemic, or carry out other duties within their level of competence, depending upon advice from their own GP.
- Policies and procedures are already in place for staff needing time off to care for dependents or are themselves sick. It may be decided that where there is a sickness within a member of staff's immediate family, they are advised not to come to work.

### **Continuity of Supplies**

During a major flu pandemic, it is possible that supplies of food and other essentials could be limited. Supplies would ultimately be directed to 'critical' areas first.

- Where shortage of supplies becomes an issue, certain activities within Pre-school will be restricted; staff will endeavour to plan alternative activities that still meet the developmental needs of children
- In the event that food supplies are restricted parents will be requested to provide children with their own food supplies which are adequately sealed and labelled.
- Parents might also be requested to bring other labelled supplies that are usually available at Pre-school for the use of their child.

### **Day-to-Day Running**

- During a pandemic flu outbreak, visits from other agencies, prospective parents, and people who do not have children at the setting will probably be suspended.
- If the Practice Manager and Deputy Practice Manager are both ill then a qualified (Level 3) member of staff will 'act up'. Any Level 3 member staff will have the competency required to manage the day-to-day running of the setting using the comprehensive systems and procedures that are currently in place and the support of their line Manager. Ofsted will be informed as per registration requirements and action will be taken as per guidance from Ofsted at the time of an outbreak.
- It is assumed that the Early Years and Childcare Services will offer relevant advice and support to childcare providers during a pandemic flu outbreak. All sources of advice and support will be utilised.
- If at any time the balance of qualified and unqualified staff cannot be maintained or adult-child ratios are compromised then the setting may utilise bank or agency staff unless advised not to.
- Where necessary, services will be reduced according to the staff available and services will be prioritised.

This policy was adopted by Hanslope Pre-school on 11<sup>th</sup> September 2022

Date to be reviewed 11<sup>th</sup> September 2023

Signed on behalf of Hanslope Pre-school

B.Mudaliar

By Brittany Mudaliar

Chairperson on

22.09.2022