

ASSOCIATION OF INDEPENDENT SCHOOLS OF VICTORIA

AiSV

**Pandemic Action Plan
for
Independent Schools**

2006

Prevention and Preparedness (Inter-pandemic phase)

Goals: The school is actively promoting behaviours aimed at minimising the risk of influenza pandemic transmission.

The school is prepared for a pandemic outbreak and has written a pandemic plan as part of the existing emergency management plan.

The school community is educated about pandemic influenza and is familiar with the school pandemic management strategies and plan.

Task/ Actions	Suggestions
<p>1) Appoint a Pandemic Planning Coordinator and Deputy</p> <ul style="list-style-type: none"> • Become informed about pandemic influenza. • Form a pandemic planning committee with input from local government representatives with pandemic /emergency management responsibilities. • Develop a plan for your school in conjunction with your pandemic planning committee • Identify roles for staff, students and parents. <p>2) Use a staff meeting to inform staff of</p> <ul style="list-style-type: none"> • Symptoms of pandemic influenza • Development of pandemic protocols • Opportunities for staff vaccination • Discuss infection control procedures – current and in the event of a pandemic <p>3) Inform parents and students about the school’s pandemic plan</p>	<ul style="list-style-type: none"> • Refer to this Pandemic planning resource guide • Incorporate into the pandemic plan the requirements of staff and students with special needs (eg. Low income, social disadvantage) those with special needs related to disability as well as those who do not speak English as their first language. • Incorporate psychosocial support services for the staff, students and their families before, during and after the pandemic • Incorporate strategies for monitoring increased absenteeism in staff and students

Tasks	Suggestions
<p>4) Communication</p> <p>Establish and clarify communication protocols with</p> <ul style="list-style-type: none"> • other agencies in case of emergency and in relation to emergency • with AISV • with neighbouring schools and collegiate groups • within the school and the school community • with the Board <p>Identify school spokesperson and identify media spokesperson</p> <p>Disseminate emergency contact number for the nominated pandemic coordinator</p>	<ul style="list-style-type: none"> • Identify the authority charged with notifying school sector of change in pandemic status in the Victorian Pandemic Management Plan • Establish a communication tree between neighbouring schools and collegiate groups • Develop a staff communication tree for notification of pandemic changes • Develop strategies to communicate with parents and students • Draft parent communications about the school pandemic plan and actions, prepare in languages of school population, check the Department of Human Services website for existing translated communications www.dhs.vic.gov.au • Develop a process for recording incoming information, noting time, date and source of the information, assign this task to a pandemic committee member • Anticipate anxiety amongst staff and students as a result of rumor and prepare strategies to provide factual information in a timely manner
<p>5) Identify key personnel within your local government area with pandemic/ emergency management responsibilities</p> <ul style="list-style-type: none"> • Identify a medical practitioner who will provide advice and support to your school/ pandemic planning committee • Send a copy of your school pandemic plan to your local council emergency manager • Make contact with the DHS Regional Emergency Recovery Coordinator and introduce your school and its pandemic plan 	<ul style="list-style-type: none"> • Contact the Emergency Manager within your local government, the Police and local hospital, • Find out if there is a local pandemic plan and if there is a community committee for pandemic planning established <ul style="list-style-type: none"> • Establish who the lead authority for pandemic management is

<ul style="list-style-type: none"> • Compile a contact list of local emergency services agencies/representatives and appoint a staff member to maintain its currency • Understand your school’s role in the local government response plan • Identify your school’s role in the wider Victorian Pandemic Plan and that of the Australian Government • Identify the authority responsible for case identification, isolation, quarantine, movement restriction and health care services • Send a copy of your school pandemic plan to neighbouring school 	<ul style="list-style-type: none"> • Work with local/and or state health departments to establish organisational structures • Delineate accountability and responsibility for students and staff at school • Contribute to the local government plan to include capacity to respond to school community needs
<p>6) Develop a checklist of materials and tasks you will need for promoting good hygiene at school.</p> <ul style="list-style-type: none"> • Review workplace cleaning strategies in light of influenza transmission minimisation strategies • Identify supplies required to meet advised cleaning of surfaces • Plan to stockpile additional materials you think you may require but may be difficult to buy in extreme pandemic circumstances. <p>7) Promote hygienic food handling measures</p>	<ul style="list-style-type: none"> • Hand washing etiquette poster and Cough/sneeze etiquette poster available from Department of Health and Ageing www.health.gov.au • Include cleaning staff in pandemic planning and education • Include kitchen staff in pandemic planning and education
<p>8) Develop a clinical management plan, including a triage plan, for the management of suspected cases of pandemic influenza</p>	<ul style="list-style-type: none"> • It is recommended that school medical staff be familiar with the guidelines described by the World Health Organization Website for infection control guidelines: www.who.int/csr/disease/avian_influenza/guidelines/infectioncontrol/en/

<ul style="list-style-type: none">• Identify the staff that are likely to attend those who present at school with influenza like symptoms• Promote education of sick bay staff/nurses and first aid staff in pandemic influenza symptoms and infection control strategies• Develop a checklist of personal protective equipment required and supplier's name and contact details• Provide a checklist for infection control actions to be undertaken in the sickbay/first aid room including checklists of correct use of personal protective equipment• Develop a screening questionnaire for staff and students returning from overseas and a policy for use• Record your school infection control and management plan for pandemic influenza and incorporate it into the pandemic management plan	<ul style="list-style-type: none">• Consult with the local hospital pandemic planner or designated fever clinic• Identify the nearest designated hospital for receipt of suspected pandemic cases• Check which hospital will receive minors who are suspected of having pandemic influenza • Provide sufficient and accessible infection control/ prevention supplies (i.e. Soap, disinfectant, personal protective equipment, hazmat bags, tissues)• Establish a policy for transporting sick students and staff, they may need to be different
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<p>9) Develop a business continuity plan.</p> <ul style="list-style-type: none">• Consider what factors do you need to consider when developing a business continuity plan for managing the likely impact of pandemic influenza in your particular school community • Plan for implementation of social isolation strategies including continuity of student learning strategies	<ul style="list-style-type: none">• Identify core functions of the school• Identify staff and equipment required to maintain the functions• Develop a policy for sick leave and work from home requirements for staff• Develop a continuity plan for operations such as pay roll• Identify existing or newly released Government policy in relation to workplace health and safety in a pandemic• What strategies can be put in place to cover absent staff?• At what level of staffing should the school leadership team suspend educational programs?• Develop contingency plans for disruption to essential services if there is a pandemic outbreak• How might educational programs be delivered if the Victorian Influenza Pandemic Plan activates the isolation and social distancing policies that result in schools being closed? Explore alternative ways in which curriculum can be delivered. (Eg. Web based curriculum, telephone trees, mailed lessons and assignments, radio broadcasts, msn)• What are the school's insurance provider's policies around pandemic influenza?• Develop scenarios describing potential impact of a pandemic on
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	student learning, school closure and death of staff or students.
10) Develop a policy for the care of international students	<ul style="list-style-type: none">• Identify and clarify duty of care requirements for international students attending/boarding at school• Clarify the role of DFAT and DIMA in supporting such students• Check on parent wishes if border control strategies are implemented and students are unable to return to their home if the school is closed

Australian Government Pandemic Phase - Inter-pandemic

Animal Infection in Australia, Animal Infection may infect humans

Task	Suggestion
<ul style="list-style-type: none">• Activate pandemic plan• Restrict animal based curriculum & farm visits	<ul style="list-style-type: none">• Seek advice from Department of Health or Inter-Departmental taskforce (IDTF)

Australian Government Pandemic Phase - Pandemic Alert

Goals: Check and review pandemic plan and readiness

Clarify communication protocols with other agencies

Task	Suggestion
<p>1) Review current status of pandemic plan</p> <ul style="list-style-type: none"> • Check currency of information and roles • Brief staff on facts and check understanding of roles and responsibilities • Confirm medical adviser for school and protocols for infection management and clinical management within school medical office • Check supplies of essential materials • Check that contact details are all current and correct 	<p>Review and practice through scenario based exercises</p> <p>Review equipment including personal protective equipment, medications, sanitary items, cleaning materials, water and food (for boarding facilities)</p>
<p>2) Prepare to implement your school pandemic plan</p>	
<p>3) Activate your communication plan with school families</p>	<p>The communication might include information about the current phase of the pandemic, what the school is doing, what parents, students and staff can do at home, i.e. Hygiene and preparation and when the next communication is likely to be</p> <p>Communicate up to date and accurate situation report to parents of international students</p>

	Purchase battery operated radio to monitor information should essential services fail
4) Provide educative material to school community about <ul style="list-style-type: none">• hygiene and infection control strategies• influenza and pandemic symptoms• necessity of staying home if sick	