

SW schools and nurseries planning checklist for seasonal influenza (flu)

Date completed	Completed by	
Actions to prepare for cases of seasonal flu		
Vaccination	√	X
1. Do you have any children and/or staff in clinical risk groups (including those with chronic respiratory, cardiac, kidney, neurological disease, diabetes, pregnant or obese)? These people are eligible for flu vaccination and can obtain it through their GP or local pharmacy.		
2. All pre-school children from age 2 will be given the vaccination at their general practice usually by the practice nurse. All primary school-aged children will be offered the flu vaccine in school. For most children, the vaccine will be given as a spray in each nostril. Further information is in the Flu vaccination leaflet "Who should have it and why" available at https://www.gov.uk/government/publications/flu-vaccination-who-should-have-it-this-winter-and-why		
3. Parental/guardian consent will be required and schools may be asked to assist with collection of the consent forms.		
4. Particularly if you are a residential establishment or special school, please consider vaccinating your staff. At the moment the school may have to cover the cost of this, but you should factor in staff absence, the need for replacement staff and the disruption to school processes and learning if an outbreak should occur.		
Renal impairment	√	X
4. If you are a residential establishment or special school, do any of your children have chronic renal impairment and if so, please keep a record of this together with their Creatinine Clearance or Urea & Electrolyte (U&E) results (if available). [This is so that if an outbreak occurs, the correct antiviral and dose can be prescribed without delay]		
Respiratory hygiene & infection control precautions	√	X
5. Ensure infection control policies are up to date, read and followed by all staff. Read the Influenza chapter in the SPOTTY BOOK This is now part of our Winter Readiness Pack which gives even more information on preparing winter, flu and norovirus; recognition and management of outbreaks and vaccination. Please find it online at https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/ Please reinforce general education for children and staff about washing hands and respiratory hygiene ('catch it, bin it, kill it' message). Use education materials / resources such as e-bug http://www.e-bug.eu/ .		
6. For staff or pupils who become unwell at school/nursery, immediately send them home and remind them not to return until they are symptom free.		

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7. 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 a suitable isolation room with hand washing facilities, 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, appropriately trained staff and plans in place for transporting children home who would usually use school bus or public transport. The isolation room should be thoroughly cleaned after use.		
9. Ensure disposable tissues are available and staff and children understand the need for using them (whilst waiting for collection) and how to use them e.g. cover nose and mouth with tissue, use tissue, throw away and wash hands.		
10. Ensure liquid soap and disposable paper hand towels are available at each hand washing facility, this includes toileting areas and classrooms and stock levels adequately maintained in anticipation of increased use.		
11. 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.		
12. Ensure foot operated bins are in use and in working order.		
13. Ensure mechanisms are in place to allow an increase in regular cleaning in the event of an outbreak e.g. stocks of cleaning material and availability of cleaning staff. Ensure stock rotation of toys to ensure clean toys always available. Cleaning is recommended twice daily as a minimum in an outbreak and as necessary.		
Reporting to the local health protection team	√	X
14. Early recognition of an influenza/respiratory illness outbreak amongst staff and/or pupils is vital (i.e. two or more cases linked by time and place)		
15. Outbreaks of influenza/respiratory illness should be reported promptly to the local health protection team who will be able to advise you on infection control, cleaning/disinfection, exclusion, arranging samples from affected students or staff (if appropriate), communication with parents		
Actions to take in the event of a flu outbreak	√	X
16. Refer to FLU Integrated Care Plan (ICP) for further action. This is provided by the local HPT		

SW schools and nurseries planning checklist for norovirus season

Date completed	Completed by	
Actions to prepare for cases of norovirus (winter vomiting bug)		
Infection Control Preventions	√	X
<p>1. Ensure infection control policies are up to date, read and followed by all staff. Read the norovirus chapter in the SPOTTY BOOK</p> <p>This is now part of our Winter Readiness Pack which gives even more information on preparing winter, flu and norovirus; recognition and management of outbreaks and vaccination. Please find it online at https://www.england.nhs.uk/south/info-professional/public-health/infection-winter/</p> <p>Please reinforce general education for children and staff about washing hands and respiratory hygiene ('catch it, bin it, kill it' message). Use education materials / resources such as e-bug http://www.e-bug.eu/.</p>		
<p>2. 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 a suitable isolation room with hand washing facilities, PPE if needed, appropriately trained staff and plans in place for transporting children home who would usually use school bus or public transport. The isolation room should be thoroughly cleaned after use with a chlorine-based cleaning product (see below)</p>		
<p>3. Ensure that liquid soap and disposable paper hand towels are available in all toilets and classrooms where there is hand washing facilities.</p> <p>Please note that alcohol gel is not effective against norovirus</p>		
<p>4. Ensure appropriate and sufficient quantities of cleaning materials are available in the event of an outbreak. A chlorine-releasing product that is active against viruses e.g. sodium hypochlorite 0.1% solution or 1000ppm available chlorine should be used</p>		
<p>5. Ensure that Personal Protective Equipment (PPE) is available – i.e. disposable gloves, aprons etc.</p>		
<p>6. Ensure foot operated bins are in use and in working order.</p>		
Reporting to the local health protection team	√	X
<p>7. Early recognition of a diarrhoea and/or vomiting (D&V) outbreak amongst staff and/or pupils/students in a school setting is vital (i.e. two or more cases linked by time and place).</p>		
<p>8. Outbreaks of D&V should be reported promptly to the local health protection team for a full risk assessment and further guidance (even if the nursery/school is already aware of local diarrhoea and vomiting outbreak management guides).</p>		
Diarrhoea and/or vomiting outbreak control measures	√	X
<p>9. Refer to the NOROVIRUS Integrated Care Plan (ICP) for further action. This is provided by the local HPT</p>		