

# SW schools & nurseries planning checklist for seasonal influenza (flu)

Date completed	Completed by	
<b>Actions to prepare for cases of seasonal flu</b>	✓	X
<b>Flu vaccination</b>		
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. Did you know that all 2, 3, 4 year olds and children in Years 1, 2, 3, 4 & 5 are now eligible for the flu vaccination (nasal spray)? Local healthcare teams will be in touch with the school where a school based vaccination delivery model has been agreed.  Further information is in the Flu vaccination leaflet “Who should have it and why” available at <a href="https://www.gov.uk/government/publications/flu-vaccination-who-should-have-it-this-winter-and-why">https://www.gov.uk/government/publications/flu-vaccination-who-should-have-it-this-winter-and-why</a>		
3. Parental/guardian consent will be required and schools may be asked to assist with collection of the consent forms.		
<b>Renal impairment</b>		
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]		
<b>Respiratory hygiene &amp; infection control precautions</b>		
5. Ensure infection control policies are up to date, read and followed by all staff. Read the Influenza chapter in the SPOTTY BOOK		
6. Immediately send home staff members and/or pupils who become unwell at the school/nursery and remind them not to return until they are symptom free.		
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 (eg for staff providing close personal care to an ill child for more than an hour) – ie 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.		
8. 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 <a href="http://www.e-bug.eu/">http://www.e-bug.eu/</a> .		

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 eg 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.		
12. If possible and safe to do so, use alcohol gel in places where handwashing facilities are not available (eg entrances/exits, and classrooms under supervision), and maintain supplies in view of increased use.		
13. Ensure foot operated bins are in use and in working order.		
14. 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.		
<b>Reporting to the local health protection team</b>		
16. Early recognition of an influenza/respiratory illness outbreak amongst staff and/or pupils is vital (ie two or more cases linked by time and place).		
17. <b>Outbreaks of influenza/respiratory illness should be reported promptly to the local health protection team</b> 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		
<b>Actions to take in the event of a flu outbreak</b>		
18. Refer to FLU Integrated Care Plan (ICP) for further action. This is provided by the local HPT		

# SW schools & nurseries planning checklist for norovirus season

Date completed	Completed by	
<b>Actions to prepare for norovirus (winter vomiting bug) season</b>	✓	X
<b>Infection control precautions</b>		
1. Ensure infection control policies are up to date, read and followed by all staff. Read the norovirus chapter in the SPOTTY BOOK		
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)		
3. Ensure that liquid soap and disposable paper hand towels are available in all toilets and classrooms where there is hand washing facilities. <i>Please note that alcohol gel is not effective against norovirus</i>		
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		
5. Ensure that Personal Protective Equipment (PPE) is available – ie disposable gloves, aprons etc.		
6. Ensure foot operated bins are in use and in working order.		
<b>Reporting to the local health protection team</b>		
7. <b>Early recognition of a diarrhoea and/or vomiting (D&amp;V) outbreak amongst staff and/or pupils/students in a school setting is vital</b> (ie two or more cases linked by time and place).		
8. <b>Outbreaks of D&amp;V should be reported promptly to the local health protection team</b> for a full risk assessment and further guidance (even if the nursery/school is already aware of local diarrhoea and vomiting outbreak management guides).		
<b>Diarrhoea and/or vomiting outbreak control measures</b>		
9. Maintain high standards of record keeping in the event of an outbreak to help investigate the outbreak (ie list of staff and pupil cases incl. dates of birth, GP details, symptoms, date of onset of symptoms of the first case, total number of pupils in the school, location of cases).		
10. Refer to SPOTTY BOOK for actions. Health Protection Team will advise on any further measures.		