

PANDEMIC PLANNING POLICY

RATIONALE

Government health officials are concerned that a pandemic virus could pose a substantial risk to the community. It is the responsibility of the Board of Trustees to prepare plans for managing any potential pandemic risk.

PURPOSES

1. To ensure the school is well prepared for any potential pandemic virus.
2. To develop a Pandemic Plan that meets Ministry of Education and Ministry of Health expectations.
3. To ensure staff, students, the Board and parents are well informed and understand their roles in a pandemic emergency.

GUIDELINES

1. The School Pandemic Plan will provide a framework and specific guidelines for managing a pandemic emergency.
2. The plan will focus on three stages – Prepare, Respond and Recover from a pandemic emergency.
3. The plan requires that the school annually appoint a Pandemic Manager and Deputy Pandemic Manager.
4. The plan requires that the school maintain an up-to-date register of all students and their emergency contact details.
5. The plan requires that the school maintain an up-to-date list of community contacts including Waitemata District Health Board, Waitakere Hospital and CDEM – Civil Defence Emergency Management Headquarters for Waitakere City.
6. Staff will participate in an annual staff meeting on the Pandemic Plan.
7. The school will comply with recommendations outlined in the Health and Safety Code of Practice for State and State Integrated Schools.
8. The school will each year focus on effective hand hygiene for staff and children, and on effective cleaning regimes throughout the school.
9. The school will maintain and review annually its emergency supplies kit.
10. The school will review the pandemic plan annually.

To be read in conjunction with the Pandemic Planning Procedures, Health and Safety Policy and National Administration Guidelines No.5

Initiated: June 2008

Ratified: June 2008

Reviewed: June 2009