



PANDEMIC PLANNING POLICY

RATIONALE

It is essential that kura take all practical steps to protect kaimahi and ākonga from a possible pandemic outbreak.

GUIDELINES

1. The Pandemic Manager for Te Kura Māori o Porirua will be the Tumuaki.
2. The kura will develop a pandemic action plan. This is to be reviewed on an annual basis.
 - The kura protocol for dealing with sick kaimahi / ākonga.
 - Cleaning requirements and practices in case of a pandemic outbreak.
 - Consultation procedures to be used in each stage of pandemic.

Pandemic Plan

Stage 1 Keep it out

Trigger:

Ministry of Health announces human-to-human transmission overseas, or Australia or Singapore closes their borders.

Goals:

The pandemic plan is activated and the kura is ready for the subsequent phases, should the pandemic enter New Zealand.

All kaimahi, Rōpū Kaitiaki, ākonga and parents are informed and understand their roles and responsibilities.

Actions:

1. Update and activate kaimahi and Board telephone and email trees.
2. Check all contact details are correct:
 - Kaimahi
 - Ākonga: emergency contact details and release procedures.
 - BOT Members
3. Ensure MOE local office has updated BOT / Principal Contact details.



4. Brief kaimahi on roles and responsibilities especially actions to be undertaken with ākonga, including closing kura and sending children home where necessary
5. Outline to parents possible methods of future communications eg national and local media and kura website.
6. With ākonga, implement programmes to limit spread of influenza eg hand hygiene, cough and sneeze etiquette, not spitting, staying at home when sick.
7. Discuss with cleaning contractor's protocols in regard to Pandemic Cleaning Procedure.
8. Review kura resources to ensure that there are sufficient supplies of cleaning materials.

Stage 2 **Stamp it Out**

Trigger:

Ministry of Health announces human pandemic case(s) found in separate locations in New Zealand.

Goals:

- Schools in immediate region are closed
- Schools outside region are on heightened alert
- Ākonga, kaimahi and parents are informed, understand their roles and responsibilities, and have confidence in the kura preparedness. Kura endeavours to keep their community calm and reduce panic.

Actions:

1. Through consultation with local DHB emergency planner, local MOE, local Principals and BOT Chairperson the Principal will make the decision of the need to close the kura.
2. Communicate through established means the decision.
3. Take care of ākonga showing influenza symptoms:
 - Set up isolation room (rūma rongoā); establish secondary treatment area for superficial wound dressing etc.
 - Restrict use of wharekai lunchtimes.
 - In consultation with Principal arrange to send sick ākonga home. ākonga are only to go home when their parents either collect them or notify the kura via phone or email that their child is to be released to another authorised caregiver.
 - Notify any cases to health authorities when requested
 - Children staying at kura to be kept in normal classes where possible until they collected or until the end of kura day.
4. Cancel all extra curricular activities and planned class / kura trips.



Stage 3 Manage It

Trigger:

Ministry of Health announces significant number of pandemic influenza outbreaks at separate locations, or outbreaks spreading out of control.

Goals:

Kura successfully activates closure procedures.

Actions

1. Close kura to ākongā
2. Advise all kaimahi
3. Post notices of closure on entry points – office, library, hall and each classroom block entrance.
4. Through local media (radio, television), kura website and voice message – telephone inform all interested groups:
 - Local station of pandemic
 - What the kura is doing
 - What parents could be doing with ākongā
5. Collaborate with local agencies in making kura facilities available in pandemic response efforts.

Stage 4 Recover from It

Trigger: Population protected by vaccination and / or pandemic abated in New Zealand.

MOH Alert Code: Green

Goals: Kura ensures continuing wellbeing of kaimahi and ākongā, and education services are fully restored.

Actions:

1. Through media (radio, newspaper, and television), kura website, telephone message and email /telephone, advise that kura is reopen, 0800 to be supplied by MOH.
2. As necessary arrange for trauma / grief counselling – contact M.O.E Group Special Education.
3. With BOT and Senior Management undertake debrief of procedures undertaken.
4. Kaimahi revisits importance of keeping safe guidelines with ākongā.



PANDEMIC PLANNING CHECKLIST

STAGE 1: Prevention	WHO?	WHEN?
Update all kaimahi details	Whare Kōnae	Immediately
Update all BoT details	Whare Kōnae	Immediately
Update all ākonga details	Whare kōnae	Immediately
Ensure hand soap, paper towels, hand sanitiser equipment (for Junior classes) installed. Paper tissues available for classes.	Cleaners	Immediately
Revise hand hygiene processes	Kaiako	Immediately
Notify whānau whānui of Pandemic processes	Tumuaki	
Notify Rōpū Kaitiaki of the process	Tumuaki – email	
Seek authority to close the kura in the event of MoH recommendation, directive or, in the event that the kura is unable to safely staffthe kura.	Tumuaki to consult the BoT	
STAGE 2: Exclusion	WHO?	WHEN?
Notify Rōpū Kaitiaki of that the kura is at Stage Two.	Tumuaki	
Isolate medical room: to be used only for ākonga displaying flu symptoms.	Whare Kōnae	
Establish alternative First Aid space for minor, superficial injuries.	Whare Kōnae	
No wharekai	Katoa	
Send sick children home, note details inc symptoms, time of departure etc.	In consultation with Tumuaiki or Evelyn	As necessary
Cancel all extra curricular activities.	Pouako	
STAGE 3: Management	WHO?	WHEN?
Kura directed to close by MoH or, Kura unable to be safely kaimahied	MoH or Tumuaiki after consultation with the BoT	
Close kura- notify whānau phone calls; radio notification; email.	Tumuaki in consultation with the BoT	
Post notices on all main entry points	Tumuaki in consultation with the BoT	
Inform local schools, health providers	Tumuaki in consultation	



	with the BoT	
Communicate with whānau via website, email, radio, television.	Tumuaki in consultation with the BoT	
STAGE 4: Recovery	WHO?	WHEN?
Notify whānau of the kura re-opening: phone, email, website, radio.	Tumuaki	
BoT and Pouako debrief.	BoT/Kaimahi	
Remind kaimahi of maintaining set guidelines, high alert to be maintained.	Pouako	

Procedures:

A Kura protocol for dealing with sick / kaimahi and ākongā

1. Take care of ākongā and kaimahi showing influenza symptoms:
 - Set up isolation room (sick bay).
 - In consultation with Principal arrange to send sick ākongā home. ākongā are only to go home when their parents either collect them or notify the kura via phone or email that their child is to be released to another authorised caregiver.
 - Notify any cases to health authorities as requested
 - Children staying at kura to be kept in normal classes where possible (dependant on number of kaimahi available) until children are collected or until end of kura day.
 - Cancel all extra curricular activities and planned class / kura trips.

2. Cleaning requirements and practices in case of a pandemic outbreak
 - Cleaning contractor to provide procedures for the extra cleaning required in a pandemic, as part of their contractual obligations.
 - This will be dependent on advise from MOH Public Health as to suitable agent to clean all services (detergents and /or bleach).

3. Consultation procedures: the following panui will be issued to all whānau