

The Boulters Learning & Skills Centre

PANDEMIC POLICY

The World Health Organisation (WHO)

The WHO constantly monitors the various flu-type viruses which emerge each year and categorises the development of each within five defined phases, with particular concern where there is evidence that a virus that emanated in animals or birds has become adapted to humans. The Registered Provider will monitor the WHO categorisation of virus developments and advise the Manager of unusual or worrying developments. Advice will also be issued through the ISBA, MOSA and the Pandemic Influenza Planning Group established in the Health Protection Agency.

Planning Assumptions.

Advice to all sectors is that they should seek to continue operating as normally as possible during a pandemic, but should plan for much higher than usual levels of staff absence as well as for other possible disruption resulting from the pandemic's impact on other services. However, care homes and schools are potentially different from other settings. Children are highly efficient "spreaders" of respiratory infections, amongst themselves and to adults. There is some evidence that such infections spread less amongst children in holiday periods than in term-time. Thus, closing schools for a period might reduce significantly the number of children infected. However, we recognise that for children such as those at The Boulters, this is not a viable option and we therefore plan to remain open, making applicable arrangements for staff and children unless advised differently by the placing authority. Our response to any pandemic covers both the Home and the School since both are linked.

The Home's Response

Members of the Senior Management Team will be responsible to the Registered Provider / Lead Teacher for co-ordinating the Home and School's response which will be graduated according to what may be a quickly changing scenario. The aim will be to conduct business as normal within the following:

Infection Control

As a matter of course during the traditional "flu season" from Nov - Mar, YPs and staff should be actively encouraged by staff to minimise potential influenza transmission through good hygiene measures as follows:

By covering the nose and mouth with single-use disposable tissues when sneezing, coughing, wiping and blowing noses.

By disposing of used tissues in the nearest waste bin.

By keeping hands away from the mucous membranes of the eyes and nose.

During a pandemic, we will continue to observe normal hygiene practice but will enhance these as shown in the graduated response plan.

Cleaning and Waste Disposal

Pandemic.

If and when instructed by the Registered Provider / Lead Teacher, all cleaning and catering staff are to be issued with medicated face-masks which are to be worn when employed on cleaning duties.

The Registered Provider / Manager / Lead Teacher will advise cleaning staff to treat areas of likely contamination with a Milton solution daily. These areas should include door handles, desks, toilets, showers and baths as well as all hard surfaces in commonly used areas. The Kitchen and Dining Room should also be sanitised before and after each meal in the same way.

The Manager / Lead Teacher will ensure that receptacles containing sealable plastic bags are deployed around the Home and the School for the collection of used paper tissues. They are to be emptied on a daily basis and disposed of in sealed plastic bags: if practical, they should be burnt.

Pre-stocking

The Home and school are to hold stocks of latex gloves, medicated face masks and suitable plastic bags. Perishable stocks are to be turned-over on a regular basis.

Conclusion

It is difficult to determine in advance the likely consequences for The Boulders Home and School in the event of a major pandemic but the Home will continue to function and will not close. Flexibility will be required of all staff, with due emphasis at all levels being given to minimising the risk through good and responsible personal and general hygiene.

THE BOULTERS – GRADUATED RESPONSE

PANDEMIC WHO LEVEL 4

Stage 1 – Cases only outside UK

	ACTION	RESPONSIBILITY OF
1.1	Begin an Incident Log and ensure all relevant incidents and actions taken are recorded and collated in the Log at every stage (Appendix A)	Home Manager
1.2	Inform the Registered Provider that the Response Plan has been activated	Home Manager
1.3	Inform all staff in the Home and the School that the Response Plan has been activated	Home Manager
1.4	Check cleaning arrangements and review stocks of cleaning equipment including infection control materials. Report to the Registered Provider of any requirements	Home Manager
1.5	Staff in the School to consider materials for remote learning and / or separation YPs into individual classrooms	Lead Teacher
1.6	Contact all Bank Staff to check availability and make contact with outside Agencies to register our potential need for additional staff	Home Manager
1.7	Ensure that all staff training material is up-to-date and readily available for any outside Agency staff that need to be brought in at short notice	Home Manager

PANDEMIC WHO LEVEL 5 and 6

Stage 1 Virus Isolated in the UK

	ACTION	RESPONSIBILITY
2.1	Compile a list of key contacts	Home Manager or Senior
2.2	Send communiqué to Social Workers / key contacts / LEAs with a situation report and copy of the graduated response	Home Manager
2.3	Review and update all pupil / Social Worker / LEA contact details	Home Manager or Senior
2.4	Review arrangements for covering staff absences in the Home and the School	Registered Provider / Home Manager / Lead Teacher
2.5	Increase cleaning regimes within the Home and the School and reinforce infection control procedures with staff, YPs and visitors	Home Manager / Lead Teacher
2.6	Educate staff and YPs on correct hand washing procedures and implement usage of anti-bacterial hand gel prior to eating	Home Manager / Lead Teacher
2.7	Display infection control posters in all washrooms and around the Home and School, particularly at key entrance points	Home Manager / Lead Teacher
2.8	Ensure all YPs are familiar with the Government Campaign 'Catch it, Bin it, Kill it' regarding sneezing (<i>this is a new regulation for the 2009 Government Campaign</i>)	All Staff

PANDEMIC WHO LEVEL 5 and 6

Stage 2 – Outbreaks in the UK

	ACTION	RESPONSIBILITY
3.1	Continue with increased cleaning regimes	Home Manager
3.2	Make plans to turn YPs bedrooms into nursing areas and ensure that rooms can become self-contained with all equipment necessary for looking after an ill YP	Home Manager and Senior Staff
3.3	Begin monitoring YPs closely for signs of rising temperature	All Staff
3.4	Begin monitoring staff absences due to illness and contact the Home GP immediately if any staff report flu-like symptoms	All Staff
3.5	Inform Social Workers / LEAs of any staff / YP who contract flu	Home Manager / Senior Staff

PANDEMIC WHO LEVEL 5 and 6

Stage 3 – Widespread virus in UK and cases in locality

	ACTION	RESPONSIBILITY
4.1	Monitor Staff absence and ensure that the Home and School is compliant at all times with National Minimum Standards by utilising Bank / Agency Staff	Home Manager / Lead Teacher
4.2	Keep in contact with Bank Staff to ensure availability in an emergency	Home Manager / Senior Staff
4.3	Monitor YP health daily and take temperatures of YPs regularly to ensure isolation at the earliest possible opportunity.	All Staff
4.4	Staff to report to the Home Office upon arrival and temperature to be taken before duty commences	Home Manager
4.5	Visitors to the Home and School to be kept to a minimum	Home Manager
4.6	Ensure that food supplies are kept well stocked and that perishable goods and replaced as soon as possible.	Home Manager

PANDEMIC WHO LEVEL 5 and 6

Stage 4 Virus identified in Staff member

	Action	Responsibility of
5.1	Any member of staff who has a raised temperature or other indications of flu-like symptoms to immediately be sent home and advised to seek advice from their GP	Home Manger / Senior Staff
5.2	Inform all staff that a case of flu has possibly been identified in the Home and continue to monitor staff / YP temperatures	Home Manager / Senior Staff
5.3	Contact Bank / Agency staff to replace ill staff on rota to ensure staffing levels remain within guidelines	Home Manager / Senior Staff

PANDEMIC WHO LEVEL 5 and 6

Stage 5 Virus identified in YP

	ACTION	RESPONSIBILITY OF
6.1	Isolate YP to their room and contact the GP for confirmation and to begin treatment	Home / School Staff
6.2	Contact parents / guardians / Social Worker / LEA to inform them of illness	Home Manager / Key Worker
6.3	Identify staff who will look after the YP until they are better.	Home Manager / Senior Staff / Registered Provider
6.4	Staff working with the YP to wear protective face masks and to ensure that they follow the highest standards of hygiene at all times to ensure cross contamination is kept to a minimum	All Staff
6.5	If the YP is well enough, School Staff to ensure that work of an appropriate nature is available	Lead Teacher
6.6	Meals to be taken to the YP in their room. Staff working with the YP should not assist in preparing meals to negate the risk of cross contamination	All Staff
6.7	Ensure a suitable level of entertainment is available to the YP, particularly in the recovery phase	All Staff
6.8	YPs who are recovering to be allowed into Home grounds for exercise with their carers but should wear a protective face mask whilst out of their room	All Staff
6.9	Staff caring for an ill YP will also be in charge of cleaning the YPs room thoroughly, paying particular attention to the cleansing of hard surfaces. Anti-bacterial spray to also be used on soft areas. Other staff not directly involved with the YPs care not to enter the room	

	ACTION	RESPONSIBILITY OF
6.10	For YPs in bedrooms with en-suite facilities, these should be used solely by the YP and cleansed as appropriate. For YPs who do not have this facility, a bathroom should be set aside solely for their use. When travelling to and from the bathroom in public areas, ill YPs should wear a medicated facemask during the period when they may contaminate others	All Staff
6.11	For YPs who are well, the Home and School will run as normal although outside visits will be kept to a minimum. Staff should make full use of the grounds to ensure YPs get exercise and are kept entertained	All Staff
6.12	Education staff to separate health YPs who are able to attend School as much as possible utilising the various classrooms to ensure that, in the event of a YP becoming ill whilst at School, that person to person contamination is kept to a minimum.	Lead Teacher
6.13	All laundry of sick YPs to be processed separately from that of others. Laundry to be bagged in the YPs room and should be securely transported through the Home to the laundry area. Those processing laundry should wear gloves and face masks and must follow a strict hygiene regime to negate cross-contamination	Home Manager