



Policy and procedures relating to an Epidemic or Pandemic at Myddelton College

1. Risk:

The World Health Organisation (WHO) and the Department of Health have recommended organisations should assess risk of an epidemic or pandemic upon those involved in the organisation, its administration and ability to function.

All groups are vulnerable but special attention will need to be given to the youngest boarders (aged 11 to 13), and younger day pupils (aged 8 to 13).

2. Preliminary action:

- a) seek advice, to include:

Department of Health publications of value:

- * Pandemic Flu: a national framework for responding to an influenza pandemic (February 2007)
 - * Clinical guidelines for patients with an influenza like illness during an influenza pandemic (June 2006)
 - * Pandemic flu: important information for you and your family (October 2005)
 - * Coughs and sneezes spread diseases (February 2007)
 - * Wet, Soap, Wash, Rinse, Dry (December 2007)
- b) early involvement in preventive medical care, to include inoculation
- c) identifying relevant information and producing first version of information to be used in the event of an epidemic or pandemic
- d) production of a composite list of vulnerable persons to ensure immediate or urgent treatment is provided as a priority to this group.

3. Action once prior notice is given:

Seek the advice of the Local Nurses / trained Medical Staff about how the school should respond, to include

- a) issuing information to resident staff
- b) issuing information, advice and guidance to boarding pupils and their parents, and resident staff
- c) issuing information, advice and guidance to day pupils and their parents, and all other staff
- d) posting information on the school's web site and advising parents they can either access this information, phone into the school central switchboard to receive information about actions being taken by the school, and receiving recommendations for action at home
- e) sending written information to parents by post

4. Response to individual illness:

- a) boarders unable to return home would be accommodated in their study bedrooms or dormitories (movement of some pupils may be necessary if it is considered advantageous for those who are ill to be in a room of their own rather than sharing accommodation)
- b) boarders able to return home would be sent home or taken home
- c) maintenance, domestic and kitchen staff would be trained in-house by the school Facilities Manager, on the advice of medical staff, so these personnel can assist in the provision of medical support in House areas for boarders who are remaining in school.
- d) activating a team of local parents who are prepared to assist the school at short notice and in an emergency
- e) day pupils will be sent home
- f) teachers and non-teaching staff who are ill would be advised to return home and remain in daily contact (between 7.00pm and 8.00pm daily) with either the Headmaster, Senior Deputy Headmaster or the Facilities Manager if unable to attend work
- g) resident staff who are unwell would be cared for as boarders by the school medical staff and assistants.

5. Training of others:

The local surgery will advise the Headmaster as to the extent of training for staff and senior pupils prior to any epidemic or pandemic.

To be reviewed: July 2021