



Managing a flu pandemic procedure

The World Health Organisation has provided detailed information about the possibility of an influenza pandemic.

- The WHO has set out expected phases of a pandemic:
- **Phase 3:** there is a new sub-type of virus, but no human-to-human transmission
- **Phase 4:** small clusters of infection, but limited human-to-human transmission
- **Phase 5:** large clusters of infection but human-to-human spread is localised
- **Phase 6:** pandemic phase - increased and sustained transmission between humans

PLAN

Opening and Organisation:

- In the event of a flu pandemic, the Pre-School will remain open if possible. Any decision to close the Pre-School will be made solely at the discretion of the Manager. The decision to re-open again will also be made by the Manager. Parents will be contacted about the closure of the Pre-School by phone using the Emergency Closure policy procedure
- All staff will be vigilant about their own health and must not come into Pre-School if they are ill
- All staff must be prepared to be flexible to allow the Pre-School to remain open

Hygiene and Prevention of Infection:

- Parents and children will be asked to wash their hands on arrival before entering the hall
- All staff and children will be expected to wash their hands before and after snack time. Also staff and children will be asked to wash their hands after going to the toilet or blowing their nose. Tissues will be disposed of in the bins and these will be emptied regularly. Hands will also be washed once returning to the setting after outside play. Whilst washing their hands, all children will be supervised to ensure soap and warm water is used
- Extra cleaning will be carried out, and staff will also be extra vigilant in keeping the hall clean
- We will keep the hall well ventilated using the windows and doors
- If during the session a child becomes ill they will be isolated from the rest of the Pre-School and will be taken immediately to the kitchen area where a parent/carer will be contacted.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School: _____ Date _____

This procedure will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: