

Scottish Out of School Care Network



June 2009

Pandemic flu - Influenza A (H1N1) **Guidelines for out of school care services and holiday play schemes operating throughout the summer**

You may be aware that the WHO (World Health Organisation) pandemic flu alert has been at **level 6** since 11 June. This does not indicate any increase in the severity of the virus; rather it is an indication of how it is spreading globally.

With the onset of the school holidays, many out of school care services and holiday play schemes will be operating with groups of children and staff (perhaps volunteers) throughout the summer. If you do not already have one in place, you need to prepare a contingency plan for containing the spread of **influenza A (H1N1)**, and coping if any of the children in your care or your staff are affected.

Ten point plan:

1. Plan how or if you will continue to operate if staff are absent through their own, or their children's suspected infection.
2. Plan how you will inform parents about the need to close the service in the event of an outbreak of infection and how to reduce panic and maintain confidentiality.
3. Maintain a rigorous hygiene routine for premises and trips, including supplies of tissues and extra cleaning materials as well as hand hygiene gels at the service and on trips away.
4. Maintain strict hand washing routines for all. Staff and children must learn about covering up coughs and sneezes and the safe disposal of used tissues: **BAG it and BIN it!**
5. Have the details to hand of appropriate local authority public health contacts so you can report any suspected infections and to obtain further guidance, **NHS 24 0845 4 24 24 24.**



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6. Plan what to do if a child or children display symptoms or becomes ill, or a staff member or volunteer becomes ill at work.
7. Keep your parent and staff contact records up to date including text and email contacts.
8. Have in place a plan for the re-allocation of duties of key staff should they become ill, or to bring in registered temporary cover staff or volunteers.
9. Review and ensure cleaning processes and waste disposal follow health guidelines.
10. **READ and follow the guidance** in the links below:

<http://www.scotland.gov.uk/pandemicflu>

Guidance on infection control in residential settings:

<http://www.scotland.gov.uk/PandemicFlu/IC-Children>

Infection control guidance can be accessed at:

<http://www.scotland.gov.uk/Topics/Health/health/AvianInfluenza/PandemicFlu/planning/infection-control>

Health Protection Scotland: the hand-washing campaign for 3 to 6 year olds is at:

<http://www.washyourhandsofthem.com/campaign/childrenspack.html>

Planning for a Human Flu Pandemic - Guidance for Schools, Childcare and Children's Services in Scotland:

<http://www.scotland.gov.uk/Publications/2006/07/05121311/0>



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The Scottish Out of School Care Network is a Scottish registered charity SC 020520