

H1N1 Action Plan

Action Needed	Action Undertaken	Date Completed
Updated list of contact numbers of students	Alison & Caroline have hard copies of pupil record sheets in office	Sept 2009
Updated list of contact numbers of staff	Judy has a hard copy of this information	Sept 2009
Prepare list of high risk students & staff	Risk assessments in the process of being updated	
Designation focal point of contact with Supreme Council of Health inc contact details	Judy, details given at workshop and also faxed	Sept 2009
Receive the plan & guides for influenza A/H1N1	Booklet acquired at workshop	Sept 2009
Provide SCH with school email – Tel 6740951	info@cisdoha.org / head@cisdoha.org	Sept 2009
Formulate a team to work for flu pandemic	Alison, Pauline, John, Caroline, Julian, Judy	Sept 2009
Provide a list of student names and their ID	***requires spreadsheet from SCH or SEC	
Identify & equip an isolation room	Isolation room identified, door label, Box including, thermometer, masks, wipes, tissues, algorithm and dustbin in the room, Do Not Enter sign	Sept 2009
If a child presents with a suspected case the nurse should follow the algorithm	Algorithm displayed in nurses room and isolation room	Sept 2009
Homework- if a child is sent home with a suspected case on H1N1 homework should be provided for them	This would be completed on an individual basis	
Distribute educational information to parents of children if sent home & to parents of high risk cases	Information sheet completed	Sept 2009
Develop a continuous program of education of staff and students. Establish educational plan and program for school (lectures, seminars)	British Embassy information workshop – 7.05.09 Hand washing campaign in the school – June 09 Letter sent – 17/06/09 Staff seminar – 27/08/09 Letter sent – 08/09/09 H1N1 Workshop – 10/09/09 H1N1 Workshop – 29.09.09 Staff Seminar - ** planned 1.10.09 Planned sanitizer talk for children – Oct 09 *** Planned cover and cough campaign – Oct 09*** Planned hand washing campaign – Oct 09***	Sept 2009
Receive educational materials	Information downloaded from the internet, information sheets made for children, parents and staff	Sept 2009
Ensure availability of hand washing facilities, tissues & hand sanitizers	Provide hand sanitizers in all classrooms, reception, nurses room, isolation room, guards' room, Admin office, hall, Library, staff room. Toilets under process.	Sept 2009
Cleaning Company	Contacted the cleaning company and checked on standards and products being used. Checking that all hard surfaces (tables, chairs and door handles) are cleaned regularly with disinfectant – June 2009 Re-checked with cleaning company regarding standards and products being used. Checking that all hard surfaces (tables, chairs and door handles)	June 2009

9/30/2009

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	<p>are cleaned 4 times a day with disinfectant and toilets are cleaned hourly – Sept 2009</p> <p>Contacted cleaning company to inform them that cleaner should wear masks and gloves when cleaning the toilets and bathrooms – 29.09.09</p> <p>Extra cleaner arranged so same cleaner should not clean the toilets/bathroom and the classrooms/ staffroom - 10/09/09</p>	<p>Sept 2009</p> <p>Sept 2009</p> <p>Sept 2009</p>
Computer Areas	Clean computers between sessions with anti-bacterial wipes – planned from 04 Oct 2009	
Bus Company	<p>Clear instructions given to bus company as to what to do if a child appeared ill with flu like symptoms whilst on the bus.</p> <p>Checked that no buses are over crowded</p> <p>Hand sanitizer gel on board for the children to use, tissues provided and rubbish bin to place any used tissues.</p> <p>Monitors on buses should check children when boarding, if they have a reason to suspect the child may be suffering from H1N1 they should not let them get onto the bus and ensure they are handed directly back to the parent or guardian.</p> <p>At Compass the child should be brought directly into school by the monitor / Supervisor and handed to the School Nurse (at either location) and the Nurse will deal with appropriately, and contact the parents directly.</p>	Sept 2009
Tissues	Provide tissues in all classrooms and a bin for them to be disposed into.	Sept 2009
Phase 1 – “Seasonal Flu” - Vaccination program	<p>Consent letter to be placed on the website with a covering letter on 30/09/09</p> <p>Consent letter should be sent out on Sunday 4th October 2009</p> <p>Consent letters should be completed and returned by Monday 5th October 2009</p>	Sept 2009
Phase 2 – H1N1 Vaccination program	SEC & SCH will contact us when the H1N1 vaccination is available	

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