

*For detection and management of suspected pandemic influenza cases*

**Process**

1. Each classroom has been issued with a Pandemic Response Kit.
2. Principal or office manager receives a call from a guardian of a student with a suspected case of influenza – **Instruct to keep home.**
3. Principal or office manager receives a call from a staff member who has noticed a student who may be ill – **Follow Flowchart**
4. Principal or office manager receives a call from a staff member notifying that he/she is unwell – **Follow Flowchart.**
5. Principal or office manager WILL NOT VISIT the person **if** this can be avoided. Process will be managed over the telephone OR maintain a level of separation of at least one metre.

**Ask the person or child if they have any of the following symptoms**

- High fever (or feel feverish and hot)
- Headache, fatigue or weakness
- Sore throat, cough, chest discomfort, difficulty in breathing
- Muscle aches and pains
- Been overseas recently
- Been in contact with someone diagnosed with influenza

**IF NO SYMPTOMS AS DESCRIBED ABOVE  
Unlikely to be influenza**

- Reassure
- Advise parent / teacher to call doctor if concerned

**IF YES  
to two or more symptoms as described above**

**If STAFF MEMBER considered as possible case of influenza**

**Teacher**

1. Puts on own mask.
2. Phones Principal or Office Manager.
3. Goes directly to car & drives home or to sick bay.
4. Calls doctor **by telephone** to advise that he/she has a suspected influenza case.

**Office**

5. Put on own mask.
6. Meet staff member in sick bay – make comfortable (keep 1m distance). Keep isolated till arrangements for going home are made.
7. Phone teacher’s next of kin asking them to collect.
8. Fill in suspected influenza notification form and dispatch to appropriate authority.
9. Deliver notes to classroom for contacts who have been in close proximity (within 1m or in enclosed space for more than 60 minutes).
10. Inform Principal
11. Arrange for clean-up if required

**Principal**

12. Arranges cover (if classroom teacher)
13. Informs staff
14. Liaises with authorities
15. Pastoral care of staff member (by telephone)

**If STUDENT considered as possible case of influenza**

**Teacher**

1. Puts on own mask.
2. Asks sick child to put on a mask.
3. Sends child directly to sick bay (not office)
4. Phones office to alert them child has gone to sick bay.
5. Takes names of children/contacts (those who have been within 1m of them or in an enclosed space for more than 60 minutes).
6. Advises children/contacts that they have been in contact with suspected case.
7. Issue masks to contacts
8. Asks office for note to go home with children at end of day advising parents they have had contact and asking them to keep children home until advised otherwise. The note should advise parents to call doctor **by telephone** to advise the child has been in contact with a suspected influenza case.

**Office**

9. Put on own mask.
10. Meet child in the sick bay – make comfortable (keep 1m distance). Keep isolated till collected.
11. Phone child’s parent asking them to collect child.
12. Advise them to call their doctor **by telephone** to advise that child is unwell.
13. Fill in suspected influenza notification form and dispatch to appropriate authority
14. Deliver notes to classroom for contacts who have been in close proximity (within 1m or in enclosed space for more than 60 minutes).
15. Inform Principal
16. Arrange for clean-up if required

**Principal**

17. Informs staff
18. Liaises with authorities
19. Activates “learning by distance” strategy
20. Pastoral care of students / families (by telephone)