



Holland Park Pre-Prep & Nursery

Pandemic Management Policy and Procedure

Prevention:

At Holland Park Pre-Prep & Nursery we wish all children, staff and parents to stay healthy. Therefore, we promote preventative methods from catching a virus such as swine flu or coronavirus.

Symptoms:

The symptoms of these illnesses varies depending on the strain. They may include:

- Fever
- Coughing
- Sneezing
- Runny nose
- Shortness of breath
- Sore throat
- Headache
- Tiredness
- Chills
- Aching muscles
- Loss of appetite

Procedure:

- All staff and parents must ensure that children wash their hands on a regular basis, especially before eating food.
- Children should be guided not to put their fingers in their mouth.
- All classes have a supply of tissues so that children can “**Catch it, Bin it, Kill it**”.
- Cleaning staff will be extra vigilant in cleaning all surfaces thoroughly.
- In the event of a suspected case of a child or member of staff suffering from flu, the Nursery Manager or anyone deputising must be informed immediately. The Manager will then contact the child’s parents and advise that they are taken to the GP.
- The child will be kept comfortable and in isolation until further guidance has been given and parents have arrived to take the child home.
- The nursery will continue to run as normally as possible, still ensuring that the preventative methods are kept in place and being vigilant of all other children.
- The child should be kept away from nursery until their GP has advised that they are well enough to return.
- The closure of the nursery is seen as a last resort and it is preferable if possible to run the nursery with a diminished service rather than to close. Where necessary, the Leadership Team will manage any nursery closure.
- The nursery will be closed to children if there were several cases of flu and if closure was advised by the local authority. If a high proportion of staff is absent due to having flu or are having to look after dependents with flu, then the nursery may also be closed to children.
- Families will be notified by email daily if the nursery is to close and a notice would be placed on the website: www.hpps.co.uk The aim would be to have



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the nursery opening as soon as possible. It is important that parents and carers ensure that HPPN always contains accurate and up to date email addresses.

- In the event of the Headmistress and Manager being absent, overall responsibility for the nursery will fall to the Operations Manager. If the Operations Manager were also ill, one of the Room Leaders would take responsibility.
- A member of staff who believes that he or she has flu must not come into the nursery.
- Fees will be payable during the closure period. Staff will provide home learning solutions wherever practicable throughout any closure period.
- Staff should still attend for work even if the nursery is closed to children. Advice would be sought from the Local Authority if the school should also be closed to staff as well as to children.

Date: August 2021
Reviewed By: P. Culling
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