



#### 4.4 Flu pandemic policy

All settings should prepare plans for a flu pandemic as part of their general emergency planning, and should ensure these are shared with staff, and as appropriate, parents.

##### **Procedure:**

- In the event of a flu pandemic, the Supervisor, Deputy Supervisor and Chairman would make the decision to close the nursery.
- Staff should come to work, unless ill or caring for dependents.
- All up to date contact details for staff and parents are in the register and important information file.
- Sick children will be kept separate from other children (and minimise contact with staff) until collected by parents.
- If able to stay open, the spread of infection will be minimised by hand washing, disposal of tissues etc.
- All staff will be familiar with the plan and any information considered helpful to parents will be shared with them.
- Plans for the pandemic will be reviewed regularly.
- In a pandemic – while the setting remains open, we will:
  - Take hygiene measures to reduce risk of infection
  - Ensure that staff showing any signs of infection go home
  - Ensure that children showing signs of infection are taken home or collected by parents
  - Provide any information requested by the LA (e.g., absence rates).
- The nursery will stay open providing adequate numbers of staff and majority of children well.
- Tissues will be disposed of, and hand washing become a major priority.
- The Supervisor will contact all staff regarding decision on closing or re-opening of the nursery.
- The Supervisor and staff will contact parents regarding this decision.
- Staff and parents will be kept regularly updated on what is happening by newsletter, telephone calls or if necessary, on a daily basis.
- The Fees and Funding Secretary will be required to contact all parents with regard to any refunds due to the extended closure and will liaise with Early Years and Childcare Service with regard to the claiming of Nursery Education Grant.

- Staff will know exactly what the policy is for taking time off sick.
- An area of the nursery will be allocated and sectioned off; isolating children who suddenly become ill.
- Policies for taking medical leave are in place.
- The Supervisor/Deputy Supervisor will be responsible for communicating on a daily basis if necessary.
- Support will be given to staff that are sick/bereaved or have to take time off to care for dependents.
- If the Supervisor is ill, the Deputy would cover and if both ill, the Senior Practitioner would take over. If all 3 are ill, the nursery would close.
- 2 staff have keys to the nursery.
- In the event of a pandemic – staff should be flexible and take on other roles if necessary.
- All children have emergency contact numbers in the register if need to be sent home or setting is closing.

#### **During a pandemic**

- The EYCS will offer support by telephone and e-mail from 8am – 6pm. The Government will advise on closures and the expectation is that EYCS will inform the relevant providers.
- The EYCS will be informed if nursery is closing i.e. insufficient staff to maintain child/adult ratios.

#### **Useful website and resources**

Health and Safety Executive website: [www.hse.gov.uk](http://www.hse.gov.uk)

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