

EPIDEMIC PROTOCOL

In the event of a potential epidemic (or pandemic) the Lead Nurse, or nurse on duty in the absence of the Lead Nurse, should activate the following protocol.

1. If WCMC has a sudden and sustained increase in the rate of admissions, the majority of whom have similar symptoms, the Lead Nurse should e-mail Housemasters and Matrons to give advance warning of a potential epidemic. Matrons and Relief Matrons to be put on stand-by and, if required, to be present in House to care for Aeg boys (see clause 9)
2. School Nurse to notify School Doctors. Health Protection Agency to be informed if deemed necessary, and their advice followed. Chart commenced of admissions, to establish any possible trends
3. Lead Nurse to have authority to book additional staff as appropriate
4. Housemasters to advise boys re infection control procedures as advised by WCMC, dependant on nature of virus, and prompt reporting of any symptoms
5. Matrons and Central Cleaning Supervisor to advise house-keeping team re additional cleaning procedures, i.e. particular attention paid to cleaning toilet areas, tap handles, handrails and light switches and emptying bins regularly
6. Nurses need to assess *all* Aeg boys, and their decision regarding a boy's condition is to be final. Boys should not return to school until advised.
7. Relevant staff to prepare for epidemic:
 - WCMC – implementing infection control procedures
 - Housemasters and Matrons – promoting infection control procedures and preparing for potential movement of boys
 - Domestic and laundry staff - increased workload
 - Human Resources – updating information cascade pathways
 - Academic – remote learning processes
 - Website – update information page as necessary
 - Bursary – financial implications
 - All departments – potential staff shortages
8. Information to all groups: parents, academic and support staff, pupils to be e-mailed and posted on website
9. Any Aeg boy who lives in the UK is sent home
10. Any Aeg boy who is unable to be sent home / to Guardian but is considered by the School Nurse to be well enough, to be cared for in boarding house by Matrons / Relief Matrons
11. Any Aeg boy who lives abroad is sent to his Guardian

12. Additional beds to be put in WCMC, depending on the nature of the virus and likely numbers involved
13. A boarding house is nominated as a temporary additional Medical Centre and extra staffing organised. Boys in that House who are not ill, are accommodated in other Houses
14. Junior Part boys who live in the UK are sent home, in order to allow flexible movement of boys between Houses
15. The Headmaster closes the School owing to insufficient staff or boys to maintain a service, or as advised by the School Doctor
16. Information regarding remote learning and re-opening process will be updated as appropriate via e-mail and the website

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