

## **Steps to take when you suspect a person in your school setting has Flu**

### **Maintain Student / Staff Confidentiality throughout the Process**

1. Isolate student from others (have a room designated for this purpose and make sure that there is adult supervision). Separate students by at least six (6) feet when possible.
2. Contact Parent/Guardian and have child picked up ASAP.
3. Complete Communicable Disease Reporting Form (IP – 10) and fax to the Detroit Department of Health and Wellness Promotion (DHWP), Communicable Disease Division (Fax number 313 876-0070; phone number 313 876-4138).
4. Notify your Regional Director and Anntinette McCain, RN in Student Health Services (Fax number 313 873-8599; phone number 313 873-7739; email [anntinette.mccain@detroitk12.org](mailto:anntinette.mccain@detroitk12.org)).
5. Wait on instructions from Student Health Services before taking further action.
6. Staff with flu-like symptoms should not be at work.

Students sent home with flu-like symptoms should remain home until he/she is fever free for at least 24 hours.

Detroit Department of Health and Wellness Promotion will investigate and confirm all H1N1 Flu reports. Each case is handled on an individual basis. DPS administration will consult with DHWP and determine what action if any, should be taken at the local school.

Staff in Student Health Services will contact facilities if action on their part is indicated.

Daily routine cleaning of classrooms and common areas is recommended and should be occurring in all schools. Principals are reminded to keep ample soap, paper towel and toilet paper available for student/staff use. Teachers and all support staff can assist by reinforcing the importance of proper hand washing and cough etiquette periodically throughout the school day. Take advantage of teachable moments – at lunch time, after recess, during restroom breaks, etc.

Questions/concerns please contact Anntinette McCain, RN in Student Health Services (Fax number 313 873-8599; phone number 313 873-7739; email [anntinette.mccain@detroitk12.org](mailto:anntinette.mccain@detroitk12.org)).