# Checklist to prepare for influenza season

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| **Actions to prepare for influenza season** | | | **√** | **x** |
| 1 | Staff have been provided with information about the seasonal influenza vaccination. | |  |  |
| 2 | All staff involved in patient care have received this year’s seasonal flu vaccine. | |  |  |
| 3 | Influenza vaccinations for residents have been organised with the Care Home GP(s). | |  |  |
| 4 | The flu vaccination status of staff is recorded and is kept up to date.  (which will increase staff safety and inform care delivery during an outbreak) | |  |  |
| 5 | This guidance document has been read by all staff members. | |  |  |
| 6 | Staff education has been reinforced for respiratory and hand hygiene. | |  |  |
| 7 | Liquid soap and disposable paper hand towels are available in all public and communal toilets and in residents’ en-suites. | |  |  |
| 8 | Sufficient quantities of alcohol based hand rub (ABHR) and disposable tissues are available for public and communal areas, and resident rooms. | |  |  |
| 9 | Waste disposal systems including foot operated bins are in place throughout the facility. | |  |  |
| 10 | Personal Protective Equipment (PPE) is available (disposable gloves, aprons and masks) in sufficient quantities and stored in a clean/dry area until required for use. | |  |  |
| 11 | A segregation system is in place for infectious laundry and water-soluble laundry bags are available. | |  |  |
| 12 | Sufficient quantities of cleaning materials are available including a cleaning agent that contains 1000 parts per million available chlorine. | |  |  |
| 13 | Appropriate measures are available for residents with symptoms for a minimum of  5 days after the onset of symptoms or until fully recovered.  (including a safety risk assessment for keeping resident’s room doors closed when symptomatic, and assessment of availability/suitability of care for multiple symptomatic residents) | |  |  |
| 14 | HPS Influenza Guidance for Care Homes [poster](https://www.hps.scot.nhs.uk/guidelines/detail.aspx?id=1595) are displayed in highly visible areas. | |  |  |
| 15 | ‘Catch it, Bin it, Kill it’ [posters](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf) are displayed in highly visible areas. | |  |  |
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| **Completed by:**  **Designation:** | | **Date:** | | |