



中華人民共和國香港特別行政區政府總部教育局

Education Bureau

Government Secretariat, Government of the Hong Kong Special Administrative Region

The People's Republic of China

20 February 2009

To: Supervisors/Principals of all Kindergartens, Kindergarten cum Child Care Centres,
Secondary, Primary and Special Schools

Dear Supervisor/Principal,

**Observing Guidelines in Reporting Influenza Outbreak Cases
and Handling Class Suspension Matters**

Recently, this Bureau has noticed that individual schools did not observe the guidelines and requirements provided by the Centre of Health Protection (CHP) in reporting influenza outbreak cases in schools and did not follow relevant recommendations on class suspension matters. This Bureau would like to reiterate the following salient points for schools' reference and necessary action:

- If an influenza outbreak occurs in school, schools should report the case to the Central Notification Office of Department of Health (Fax: 2477-2770; Tel: 2477-2772) by completing the "Suspected Infectious Disease Outbreak in School / Kindergarten Notification Form" for epidemiological investigation and outbreak control, and forward a copy of the Notification Form to their respective Regional Education Offices / Pre-Primary Services Office. Besides, schools should keep in close contact with CHP for their keeping track of the latest influenza outbreak situation of the schools.
- If schools consider that an increasing trend of influenza infected cases may warrant class suspension, they have to consult the responsible officer of CHP and confirm the situation with the respective School Development Section (SDS) before arriving at any decision. Schools should maintain close contact with CHP and this Bureau for securing relevant advice and supports of the issue.

For enquiries, please contact the relevant medical officers of CHP and your respective Senior School Development Officer/Pre-primary Services Officer.

Yours sincerely,

(CSDO/CPSO(JOPS))
for Secretary for Education