

6. Roles of school/centre staff and related support

6.1 Responsibility of persons-in-charge/ the designated staff of schools/centres

Persons-in-charge of schools/centres and/or the designated staff should take up the responsibility of coordinating and monitoring the implementation of preventive and control measures for communicable diseases (Please refer to [Appendix 14](#)).

They should also pay attention to the following points:

- Report suspected/confirmed cases or outbreaks of communicable diseases among children/staff to the CHP and the respective offices for SWD or EDB. (Appendices 2, 3 and 4)
- Keep personal health record for every child properly. Check and record their body temperature regularly. This helps early detection of possible infections and reduces the risk of the spread of communicable diseases.
- Keep sick leave records of staff properly.
- Support staff to familiarise themselves and comply with the guidelines on prevention of communicable diseases.
- Ensure adequate hand washing facilities and personal protective gear in the schools/centres.
- Communicate closely with the parents/guardians to get their support to implement infection control measures.

6.2 Supporting telephone lines and websites

Telephone lines

Department of Health		
24-Hour Health Education Hotline		2833 0111
Food and Environmental Hygiene Department Hotline		
		2868 0000
Social Welfare Department		
Child Care Centres Advisory Inspectorate		2835 2016
Education Bureau		
School Development Sections	Hong Kong	2863 4646
	Kowloon	2782 8383
	New Territories East	2639 4876
	New Territories West	2437 7272
Joint Office for Pre-primary Services		3107 2197
Hospital Authority Hotline		2300 6555

Websites

Department of Health	http://www.dh.gov.hk
Centre for Health Protection	http://www.chp.gov.hk
Central Health Education Unit	http://www.chcu.gov.hk
Social Welfare Department	http://www.swd.gov.hk
Education Bureau	http://www.edb.gov.hk
Food and Environmental Hygiene Department	http://www.fehd.gov.hk
Hospital Authority	http://www.ha.org.hk
Centers for Disease Control and Prevention (English version)	http://www.cdc.gov
World Health Organization (English version)	http://www.who.int

6.3 Notification of outbreaks of communicable diseases in schools/centres

(Appendix 2)

Central Notification Office (CENO)
Centre for Health Protection
Department of Health

Tel: 2477 2772
Fax: 2477 2770