



Smith's Wood Primary Academy 2020

Processes for managing Covid-19 symptoms within school

Prevention:

- Ensure that pupils and staff do not come into school if they have Covid-19 symptoms – they must arrange a test (see separate information)
- Clean hands thoroughly more often than usual
- Ensure good respiratory hygiene, promote 'catch it, bin it, kill it' approach
- Enhanced cleaning schedules
- Maintain social distancing between bubbles and members of staff

HM Government | NHS

Icons: Thermometer, person coughing, person wearing glasses, person with a red X over their nose.

CORONAVIRUS STAY ALERT TO THE SYMPTOMS

**HIGH TEMPERATURE
OR NEW CONTINUOUS COUGH
OR LOSS OF TASTE OR SMELL?**

No one in your household should leave home if any one person has symptoms.

Find out how to get a test, and how long to isolate, at [nhs.uk/coronavirus](https://www.nhs.uk/coronavirus)

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES



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If a **child becomes unwell with symptoms of Covid-19...**

Step 1:

- Alert VH/DG and the office in order for a phone call to parents to be made as the child needs to be sent home.

Step 2:

- Whilst the child is awaiting collection, they should be moved to a place where they can be isolated behind a closed door, with appropriate adult supervision (a TA from their year group bubble).
- Locations are:
 - Nursery – music room
 - Reception and Y1 – before and after school club room
 - Year 2 – support room
 - Lower KS2 – isolation room
 - Upper KS2 – Cadbury room
- A window should be opened for ventilation.
- If they need to use the bathroom while waiting to be collected, they should use a separate bathroom where possible. The bathroom should be cleaned before being used by anyone else.
- 2m social distancing should be kept between the child and staff. If the 2m distancing cannot be adhered to, PPE should be worn by staff caring for the child. This is located in bags in the break out classrooms named above.
- The staff member that has helped someone with symptoms does not need to go home unless they develop symptoms themselves, the child subsequently tests positive or they are contacted by NHS Test and Trace.
- They should clean the infected area once the child has left, dispose of the PPE and wash their hands thoroughly.

Step 3:

- The parents will be asked to access a test. This could be via these options:
 - By the autumn term, schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms in school.
 - By calling 119
 - Using the test and trace website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
- The whole household, including siblings, must begin self isolation, 7 days for the child and 14 days for members of the household.
- Whilst awaiting the results, the bubble group continue to attend school.

If the test is negative...

- The child can return to school as soon as they feel better.
- Their fellow household members can end their self-isolation period.
- The bubble group and staff continue to attend school as normal.

If the test is positive...

The child should self isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. All members of their household need to self-isolate for 14 days.



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Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The rest of their household does not need to self isolate unless the child/staff member begins to display symptoms.

If other cases are detected within the cohort, Public Health England's local Health Protection Team will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number may be asked to self isolate as a precautionary measure.

If a staff member becomes unwell with symptoms of Covid-19...

Step 1:

- Alert DG/VH.
- Staff member to leave school as soon as possible.

Step 2:

- The infected area (desk, laptop etc) should be cleaned once the staff member has left.
- VH to arrange cover for the group.

Step 3:

- The staff member will be asked to access a test. This could be via these options:
 - By the autumn term, schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms in school.
 - By calling 119
 - Using the test and trace website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
- The staff member should begin a 7-day self-isolation and members of their household should self-isolate for 14 days.
- Whilst awaiting the results, the bubble group continue to attend school.

If the test is negative...

The process is the same as for a child (see flowchart above)

If the test is positive...

The process is the same as for a child (see flowchart above)