

Appendix Six – Procedure for if pupil or member of staff has symptoms

Coronavirus Symptoms

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Symptoms start at home

If a pupil or member of staff displays symptoms at home they should inform the school and remain at home and told to get tested (see information below on getting tested). They should inform the school when they have a test result.

Symptoms start at school

If a pupil or member of staff has the following symptoms whilst at school the following should happen:

Staff member with symptoms

1. Member of staff should leave the site immediately. If they need to wait for a lift they must wait outside (preferably) or go to the isolation room and put on a mask and gloves
2. They must be told to get tested immediately and inform the school of the result
3. A member of the SLT must be told
4. If concerned about breathing call 999

Pupil with symptoms

1. Pupil should be taken to the isolation room with 1 member of staff to await the parent. The staff staying with the pupil should wear PPE - gloves, apron, mask and eye protection (only if likely to be within coughing/sneezing distance)
2. The window should be opened in the isolation room and the room where they had been
3. A member of the SLT must be told
4. Seek nurses advice if concerned about breathing or call 999
5. Office must be told to contact the parent to request that they collect the pupil immediately and told that the pupil must be tested immediately
6. Once the pupil is collected the member of staff should wipe down all surfaces and equipment in the isolation room, close the window, take off PPE and put all waste in the clinical waste bin
7. The member of staff can return to class

Pupil or staff

1. All remaining staff should stay very calm and continue with the day
2. One member of staff should don PPE (gloves and apron) and clean surfaces that the individual is likely to have had contact with and put all PPE and cleaning cloths in a yellow bag that is taken to the clinical waste bin. No cleaning products should be used near to pupils.

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Getting a test

All staff and pupils showing symptoms should be told to get a test as early as possible. They should ring 119 or visit the following website <https://www.nhs.uk/ask-for-a-coronavirus-test>

Record-keeping

The Office should record details on the test and trace spreadsheet for everyone who has symptoms, regardless of where/when they start.

Cleaning

Regular cleaning should resume as normal either later that day or the following morning.

Someone tests negative

The individual can return providing they have no symptoms.

Someone tests positive

A member of the SLT should contact the local Public Health Protection team for advice:

- EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@nhs.net
- Phone: 0300 303 8537

A decision will be made as to whether the rest of the bubble or anyone else should go home to self-isolate.

The school will engage with the Test and Trace process.

The affected individual should self-isolate for at least 10 days and not return to school until they have no symptoms (cough or high temperature).

If someone is told they have been in contact with a person who has coronavirus:

- They should stay at home (self-isolate) for 14 days from the day they were last in contact with the person – it can take up to 14 days for symptoms to appear
- They must not leave home for any reason – if they need food or medicine, order it online or by phone, or ask friends and family to drop it off at their home
- They must not have visitors in their home, including friends and family – except for essential care
- They should try to avoid contact with anyone they live with as much as possible
- people they live with do not need to self-isolate if they do not have symptoms
- If they develop symptoms they should inform the school and get tested. They must tell the school the result
- They can return to school after at least 14 days or after their symptoms have ended or 10 days after they tested positive

Social Distancing Policy and Procedures - September 2020

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Individual with symptoms doesn't get tested

If an individual has symptoms but doesn't get tested they must self-isolate and not return for at least 10 days and not until any symptoms have gone. If a member of their household tests positive they must isolate for 14+ days.

Failure to get tested puts the rest of the bubble and whole community at risk as the virus could continue to circulate.

Admin, finance, catering, site, PE, SLT, cleaners and any other non-class based staff

If the member of staff who tests positive is not class-based they should speak to a member of the SLT about whether anyone else needs to self-isolate for 14 days. Anyone who has been in close contact should self-isolate for 14 days. Close contact is considered to be:

- Direct close contacts – face to face contact (1m or less) with an infected individual for any length of time
- Proximity contacts – extended close contact 1-2 metres for more than 15 minutes with an infected individual
- Travelling in a vehicle with an infected individual (unless able to social distance)

School/Site Closure

Even if someone tests positive the school will remain open and will only need to close if advised to close by Local [Public Health Protection Team](#)