

Responding to a Suspected COVID-19 Case

Pupil displays symptoms

Teacher to send the pupil to the meeting room, accompanied by an adult. (Send for an adult if necessary.) Tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

Teacher to inform office staff and Helen Graham so they can arrange for the pupil to be picked up and for the supervision of the pupil until an adult arrives for the child

Staff member displays symptoms

Staff member to inform the office team and Helen Graham before leaving the school premises, avoiding contact with others

If teaching, staff member to wait until supervision has arrived for their class before leaving

Symptomatic pupil/staff member will be told by Helen Graham or Louise Lynch:

- To self-isolate for **at least 10 days** from the day they become ill (note: if they go on to test positive, they should only return to school after this if they no longer have symptoms other than a cough or loss/change of smell/taste – they should keep self-isolating until their temperature returns to normal)
- To take a **coronavirus test** (If a home testing kit is available in school, this can be given to them to take home, if doing so would increase the likelihood of them getting tested)
- That members of their household should self-isolate for **14 days**

Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location. (e.g. hall, library or outside if weather allows)

Symptomatic pupil (via their parent/carer)/staff member to inform the school via the school office team or via Helen Graham of the coronavirus test result as soon as possible

If test is negative

The pupil/staff member can stop self-isolating and return to school if they feel well and no longer have symptoms, and members of their household can stop self-isolating. Other pupils/staff in their group can continue to stay in school, unless they display symptoms

If test is **positive**

The school will contact the local health protection team, who'll carry out a rapid risk assessment. Based on the team's advice, the school will ask pupils or staff who had close contact with the person when they were infectious to self-isolate for **14 days** from the day they were last in close contact

If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will contact the local health protection team again to decide next steps