

Guidance for Staff in the Management of a suspected COVID-19 case at Bettridge School

Guidance has been drawn from the official government publication for school and will be updated as new announcements are made. More information can be found here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

What happens if someone is off school with COVID symptoms

- If you get a message via telephone that a child or staff member is off with COVID-19 symptoms or someone in their household is displaying them then they must not come into school and the person with symptoms should book a test.
- If a pupil comes in to school and someone in their household has COVID symptoms and is waiting for a test or results from a test, parents/carers will be contacted to come and pick their son/daughter up and to self-isolate. Learners will be supported to wait in the Dark room whilst waiting to be picked up.
- Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- Parents and staff should inform the school office immediately of the results of a test and follow this guidance, though we should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation:
 - If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating
 - If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 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 10-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. Other members of their household should continue self-isolating for the full 14 days.
 - Where the child, young person or staff member tests positive, the rest of their class should be sent home and advised to self-isolate and book a test if they start to develop symptoms.

What happens if someone becomes unwell whilst at school?

- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home. A telephone discussion should be had with parents/carers about this. Parents may want to monitor their child's symptoms that evening and seek further advice from **NHS 119** before booking a test. Parents should be reminded that their child should not come to school the next day if they are still displaying symptoms and they should be advised to follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19) as soon as possible.
- If a pupil is awaiting collection, they should be supported, if possible, to the Dark room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.
- If it is not possible to support certain pupils to the Dark room, move them to an area in the classroom which is at least 2 metres away from other people, again if possible.
- If they need to go to the bathroom while waiting to be collected, they should use the visitor toilet in the atrium if possible. The bathroom must be cleaned and disinfected using standard cleaning products by staff before being used by anyone else. The member of staff supporting the pupil can let reception staff know this needs to be done.
- PPE must be worn by staff caring for the child while they await collection, which includes an apron, gloves and a mask. More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left by staff to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#). The dark room will be cleaned thoroughly by the cleaners that evening.

Guidance in the Management of COVID-19 cases

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Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces. This will help prevent COVID-19 spreading in schools, as well as other infectious diseases.

GUIDANCE: Visit [gov.uk/coronavirus](https://www.gov.uk/coronavirus) for detailed schools' guidance and for guidance on

TESTING: Visit [nhs.uk/ask-for-a-coronavirus-test](https://www.nhs.uk/ask-for-a-coronavirus-test)

COVID-19 Case Definition:

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

