

MANAGEMENT OF KNOWN OR SUSPECTED CASES

Pupil displays symptoms:

Main symptoms

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your 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
- has diarrhoea and/or vomiting

Most people with coronavirus have at least 1 of these symptoms.

- Teacher to send the pupil to the disabled toilet, nominated as the isolation room, teacher to advise the pupil to keep 2 metres away from anyone as they pass and not to touch anything.
- Teacher to inform Team Leader, Head Teacher and office staff so they can arrange for the pupil to be supervised whilst a parent is contacted and student's collection organised.

In the interim:

- Contact parents/carers of the children affected to arrange for them to be collected. If the child has a sibling at the school they will need to be located and brought to the isolation room
- Whilst the child is awaiting collection, they should remain in the isolation room behind a closed door with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area that is at least 2 metres away from other people.
- The supervising adult should wear a surgical facemask and a face visor if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult.
- If they need to go to the bathroom while waiting to be collected, the supervising adult should leave the area – waiting directly outside of the room – whilst the bathroom facilities are used. The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not encourage them to visit the GP, pharmacy, urgent care centre or a hospital.

Symptomatic pupils will be told by either the class teacher or office staff member to:

- **To self-isolate for at least 14 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 and contact the school telephone numbers 01522 801355 and/or 01522 305369 immediately on receiving the results**
- **That member of their household should self-isolate for 14 days.**

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- The Head Teacher will inform Health Protection, Public Health Lincolnshire if there is a possible or confirmed case. For information on the current case definition, please see [here](#). If there are two or more possible or confirmed cases, this needs to be reported as an outbreak.

Key Contacts for Early Advice and Support include:

- ☐ Public Health Lincolnshire – Email: HealthProtectionTeam@Lincolnshire.gov.uk
[In Hours 08:00 – 17:00]
- ☐ Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours]
- ☐ 111 online Coronavirus available [here](#) or via calling 111 service if they are unable to access the online platform.

Cleaning

Once vacated the room must not be accessed by anyone until a full cleaning process has taken place. Tape should be placed over the door until this has been carried to prevent entry.

(Male staff members should be directed to the gender neutral staff toilets in KS1 whilst the isolation room is in use or is awaiting cleaning)

All surfaces that the symptomatic person (child or staff) has come into contact with must be cleaned and disinfected, including:

- ☐ objects which are visibly contaminated with body fluids
- ☐ all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells
- ☐ If the individual is part of a class group, the rest of their group will be moved into an alternative location.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- ☐ use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
or
- ☐ a household detergent followed by disinfection (1000 parts per million av.cl.).

Note: Only the cleaning material provided should be used.

Waste

Any waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- ☐ Will be put in a plastic rubbish bag and tied when full.
- ☐ The plastic bag will then be placed in a second bin bag and tied.
- ☐ **It will be placed in the external caretakers building (kiln room) and marked for storage until the individual's test results are known.**

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

Staff with symptoms should be excluded from work, should self-isolate for at least 7 days from the onset of symptoms following the current advice in the [staying at home guidance](#). If someone has serious symptoms they cannot manage at home they should use NHS 111 online

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Children with symptoms should be excluded from the setting, should self-isolate for at least 7 days from the onset of symptoms following the [current advice](#). Other members of the family (parents/guardians) will also need to self-isolate for 14 days. If someone has serious symptoms they cannot manage at home they should use NHS 111 online.

If test is negative

If the test is negative the pupil (and any siblings) staff member must remain absent from school for a period of 48 hours.. **The 48 hour period starts on the day the test was taken.** After this 48 hour period, and when they no longer present symptoms they can return to school. Other pupils/staff in their group can continue to stay in school – unless they display symptoms. Therefore, if a pupil/staff member has a test taken on a Monday and it is a negative result they can return to school on the Wednesday.

If the test is positive

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

Further actions – case by case :

Name of Pupil _____

Class _____

Attending staff member _____

Time and Date _____

PPE wear double bagged, labelled and taken to the external storage area by caretaker until test has been carried out _____

THIS COMPLETED FORM SHOULD BE STORED IN RECEPTION AREA – COVID 19 FILE

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GUIDANCE FOR PARENTS ON COLLECTION

Your child has displayed one of the main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your 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
- has diarrhoea and/or vomiting

If your child has siblings in school they will also be required to leave the premises immediately.

To support us in our Covid-19 measures please carefully follow the instructions below.

- **To self-isolate for at least 14 days from the day they become ill**

(NOTE: If they go on to test positive they should only return to school when 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 and contact the school telephone numbers 01522 801355 and/or 01522 305369 immediately on receiving the results**
- **That member of their household should self-isolate for 14 days.**
- **If the test results are negative pupils can only return to school 24 hours after the test date and when they no longer demonstrate symptoms.**

If you require any further information or advice, please see below

- ☐ Public Health Lincolnshire – Email:
HealthProtectionTeam@Lincolnshire.gov.uk
[In Hours 08:00 – 17:00]
- ☐ Public Health England – Tel: 0344 225 4524 (option 1) [Out of Hours]
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Record sheet of suspected cases whereby child was off site when the school was first informed

Date	Time informed	Child's name	Presenting symptoms	Date test accessed	Result of test – Date	Date child can return to school