



What to do if an individual becomes unwell with COVID-19 symptoms

Prevention Measure 1 - Minimise contact with individuals who are unwell.

Updated – 3rd Jan 2021 using Government Guidance 30th Dec 2020 and Staffs H and S Guidance

Staff or Pupil becomes unwell at school with:

- A new and continuous/persistent cough (coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours)
- A high temperature (Hot to the touch on chest or back)
- Loss or change to taste or smell is noticed

➔ Seriously ill – Call 999!

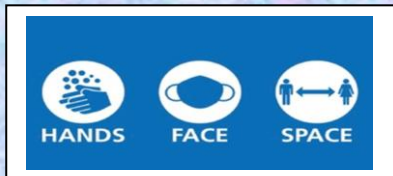
Staff member on daily cleaning rota

Clean and disinfect classroom area

Everyone in that class/ bubble to wash their hands thoroughly for 20 seconds with soap and running water.

Office Manager / Headteacher

Call parent to collect child



Supervising member of staff

Disposable mask to be placed onto child.

Member of staff to put on PPE and move the child to the staffroom, open the windows and close the door placing a 'no entry' sign on it

Child to use disabled toilet bathroom if needed. No entry sign to be placed on the door.

When the child is collected by their parent.

Parent to be given a home test kit by the school or pointed to the link by which to book one.

Child should isolate for at least 10 days.

Supervising member of staff to stay in school unless COVID symptoms develop.

Staffroom and Disabled toilet to be cleaned and disinfected.

PPE used during this event to be double bagged and stored in outdoor shed for 72 hours and destroyed with a positive result

Report the case to Public Health Protection Team: 0344 255 3560 (option 0 option 2) or use the online reporting system <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l>
AND Report to Local Authority Council's Covid-19 Local Outbreak Co-ordinating Team using the Online reporting system <https://www.staffordshire.gov.uk/Coronavirus/Professional-Referral/Professional-referral-form.aspx> or Email - C19LocalOutbreakControl@staffordshire.gov.uk

When the COVID Test result is received

POSITIVE TEST result (with symptoms) – continue to self-isolate for 10 days)

Household members self-isolate for 10 days

POSITIVE TEST result (with no symptoms but then symptoms develop) – re-start the 10 day isolation period from the onset of symptoms.

Household members self-isolate for 10 days from first day of individuals symptoms.

NEGATIVE TEST result (The school will expect evidence of the negative result at the start but not at the end of an isolation period as determined by our Risk Assessment).

Please contact the school for advice. The action in this situation is determined by locality information from the Local Health Protection Team.

Individual should remain in isolation for the full 10 day period if they still have symptoms. Household members without symptoms can and should attend school (as confirmed by the Education Welfare Officer.)