



Guidance and COVID19 Procedure - Management of COVID 19 Symptoms and Confirmed cases

Managing the risk of COVID19 in our academies and preventing the spread of coronavirus from September 2020 will be achieved through implementing a system of controls. based on the latest PHE/Govt Advice Prevention and Response to Infection. Our updated Risk Assessment outline the controls in place to do this.

Ensuring that pupils, staff and other adults do not come into the academy if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

Main Symptoms

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back
- 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)
- loss or change to your sense of smell or taste (anosmia), – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms and if any are prevalent should be isolated away be tested as soon as possible

Corona virus in Children

The following symptoms are key risk factors in children and emergency services must be contacted should they show any of the following in addition to COVID19 symptoms:

- has a stiff neck
- has a rash that does not fade when you press a glass against it (use the "glass test" from Meningitis Now)
- is bothered by light
- has a seizure or fit for the first time (they cannot stop shaking)
- has unusually cold hands and feet
- has pale, blotchy, blue or grey skin
- has a weak, high-pitched cry that's not like their usual cry
- is drowsy and hard to wake
- is extremely agitated (does not stop crying) or is confused
- finds it hard to breathe and sucks their stomach in under their ribs
- has a soft spot on their head that curves outwards
- is not responding like they usually do, or not interested in feeding or usual activities

Academy Transformation trust have completed detailed risk assessments for all of our sites to minimise the risk of pupils developing corona virus. The above are prevalent in extreme cases though staff should be mindful of any symptoms showing within a primary age pupil.

Manging Symptomatic pupils/Staff

As part of the NHS Test and Trace process the Academy must outline to all parents carers and staff that they must be willing to:



- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through <https://www.gov.uk/get-coronavirus-test> or by calling NHS 119. The parents must inform the academy of the result as soon as they receive it.

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 and advised to follow 'stay at home: 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).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved to the designated medical room with separate WC where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they should use a separate medical room WC if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). 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.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

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 (in which case, they should arrange a test) 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 using soap or use hand sanitiser provided throughout the academy after any contact with someone who is unwell. The area around the person with symptoms must be cleaned by onsite Cleaning Staff after they have left to reduce the risk of passing the infection on to other people.



COVID19 Procedure – Symptomatic Pupils and Staff

A Pupil or staff member is showing symptoms of COVID19



Symptomatic Pupil must be immediately separated from their bubble group and taken to the medical room with separate WC



Staff advised to self isolate at home for 10 days and book a test via NHS119 or online. Staff reminded to inform the academy immediately on receipt of the results



Parents advised on collection that pupil should self isolate for 10 days, to book a test via NHS 119 or online and inform academy immediately on receipt of the result.



Once cleared, medical room is to be thoroughly cleaned by onsite cleaning staff, no one else needs to be sent home unless displaying COVID19 symptoms



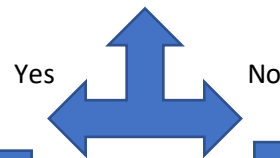
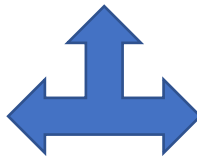
Did the pupil or staff member test positive?

Yes

No

Please refer to ATT Procedure - Managing confirmed cases of COVID19

IS the Pupil or staff member still displaying COVID19 symptoms?



Pupil/Staff member to complete full 10 day self isolation period and only return to the academy once symptoms have gone

Pupil/Staff member can return to the academy

All Areas the symptomatic pupil accessed will be wiped down after they are separated from the bubble and cleaned thoroughly at the end of the current day

Whilst waiting to be collected by parents/carers, staff must wear PPE at all times while providing care for symptomatic Person and ensure they remain in the designated room until collected

Those families unable to obtain a test can be provided a home testing kit (limited numbers available). Please see Test and Trace procedure for more information



COVID19 Procedure – Symptomatic Pupils and Staff

If a child or member of staff shows any of the symptoms associated with COVID 19 the following steps must be followed:

- If a pupil/staff member shows any symptom of COVID 19, no matter how small, they must be isolated from the main group they are in using the designated medical room at the academy.
- The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.
- The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.
- Take the pupils temperature to check for fever if not prevalent.
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.
- The Staff member caring for the pupil must wear PPE as detailed in the ATT Supply and use of PPE procedure.
- While waiting to go home, unwell pupils or those showing symptoms of COVID19 must be isolated from the rest of the academy and kept within the designated medical area and use only the designated toilet facility.
- Send pupil home and advise to self-isolate for 10 days, household members should self-isolate for 14 days, and advise that the pupil should be tested by booking online <https://www.gov.uk/get-coronavirus-test> or by calling NHS 119. The parents must inform the academy of the result as soon as they receive it.
- In certain situations where families cannot access a test the academy will have a limited number of home testing kits available
- Ensure that the area they have occupied at the academy is cleaned by onsite cleaning staff and thorough disinfectant of all areas takes place.
- If the Pupil/staff member tests negative for COVID19 and is no longer showing COVID19 symptoms they can return to the academy
- If the Pupil/staff member tests negative for COVID19 and is still showing COVID19 symptoms they should complete the self-isolation period of 10 days prior to returning.



Managing confirmed cases of COVID19

In the event of a Pupil or staff member testing positive for COVID19 the academy must take swift action.

Once confirmed that a positive test has been received the academy must contact the Local Health Protection team for advice. The HPT teams contact details are:

PHE East of England Health Protection Team,

Council Offices, College Heath Road,

Mildenhall,

IP28 7EY

Phone: 0300 303 8537 option 1

Email: EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net

The Academy must also inform the ATT central team and Regional Estates Manager so they can advise and plan accordingly whilst liaising with relevant agencies/authorities.

The health protection team will conduct a rapid risk assessment to identify anyone who has come into direct contact with person during the period they were infectious and advise them to self-isolate.

The Academy must review records and make a log of anyone who has come into close contact with the infected person at the academy.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Anyone who has come into close contact in these circumstances must be sent home to self-isolate for 14 days and arrange to have a COVID19 test. Their family members do not have to self-isolate unless the person develops symptoms.

If someone who has been sent home to self-isolate develops symptoms while isolating, they must get a test and:

- If the test is negative, they must remain in isolation for the full 14-day period
- If the test is positive, they must inform the academy immediately and should self-isolate for 10 days from the onset of their symptoms, (this may end before or after the original 14-day isolation period). Their family member should self-isolate for 14 days from the onset of their symptoms.

If there are two confirmed cases in a 14-day period, or an overall rise in sickness absence where COVID-19 is suspected, the academy may be experiencing an outbreak. In some cases, health



protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure.

Due to the Bubble Group system being implemented at Ravens Academy this would be limited to one class or year group. In the event of an outbreak the affected area will be left for 72 hours from the point the group began isolation and then undergo a deep clean or medical fogging dependant on the circumstances. A full academy closure based on cases within the setting will not generally be necessary and should not be considered except on the advice of health protection teams.

The local HPT, ATT central team and the academy staff will work together to ensure we share information to enable the correct measures to be implemented at the right time. The local HPT will provide advice and guidance in the event of a confirmed case once contacted. If someone tests positive

In consultation with the local Director of Public Health, where an outbreak at the academy is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

If the academy must close on advice from the health protection team or due to a local lockdown ATT central team will implement business continuity measures to ensure education can be provided. The academy's Business Continuity plan has been updated to reflect arrangements in place to mitigate COVID19. In the event of a local lock down it is likely the academy would revert to previous arrangements for partial opening.



COVID 19 Procedure - Management of Confirmed Cases of COVID19

A Pupil or staff member has tested for COVID19



Academy must inform Local Health Protection Team:
PHE East Midlands Health Protection Team,
Public Health England, Seaton House City Link,
Nottingham,
NG2 4LA
Telephone: 0344 2254 524

Whilst monitoring close contact with the infected person ensure any shared equipment they used while infectious is taken out of use and thoroughly cleaned



Academy to contact ATT Estates Team or Regional Estates Manager



Academy must identify anyone who has come into close contact with infected individual and send them home

Those sent home must self isolate for 14 days. If they develop symptoms during this period they must get a

Whilst monitoring close contact with the infected person ensure any shared equipment they used while infectious is taken out of use for 72 hours and thoroughly cleaned



Is there more than one confirmed case?



If the test is positive the person must inform the academy and self-isolate for 10 days from that point and family for 14

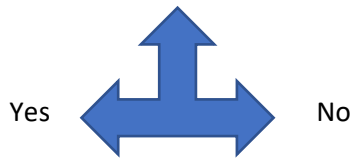
If the test is negative the person can return to the after completing self isolation



Academy to complete Covid 19 form



If the Academy experience 2 confirmed cases in a 14 day period the class or bubble will need to self isolate dependant on HPT guidance



Monitor situation and stay in contact with those self isolating in case they develop symptoms or test positive for COVID19



IF class or bubble self isolate, their area of the academy will be closed for 72 hours and undergo deep clean/Fogging



COVID19 Procedure - Management of Confirmed Cases of COVID19

If a Pupil staff member test positive for COVID19 the following steps must be taken:

- Contact Local Health Protection team to inform them of the positive test
- Inform central team and/or Regional Estates Manager
- Local HPT will undertake Rapid Risk Assessment to identify next steps
- Identify any other pupils or staff who have come into contact with the infected person and send them home immediately to self-isolate for 14 days
- Identify any shared resources used by the infected person and remove from circulation for 72 hours and clean thoroughly
- If a single case of infection, continue to monitor situation and stay in contact with those self-isolating in case they develop symptoms or test positive for COVID19.
- In the event there is more than one confirmed case, the academy may have an outbreak and must work with their Local HPT and central ATT team to determine further measures to implement.
- This may result in a class or year bubble being advised to self-isolate for 14 days and undertake a test if they develop symptoms
- The Local HPT health Director may send on site testing unit to the academy if multiple cases are reported and situation considered an outbreak.
- In such cases the rooms used by the isolating bubble will be closed for 72 hours followed by a deep clean.
- In certain circumstances a medical fog process will be completed prior to the affected being used again.
- In the event a year bubble or whole academy are forced to close the academy leadership will implement business continuity measures and remote learning.

Please see detailed Risk Assessment for control measure in place to prevent spread of infection.