

Responding to pupil or staff ill health, including showing symptoms of Covid-19

INTRODUCTION

The school will expand opening in a limited capacity following the closure to most pupils, due to the Covid-19 pandemic. This plan outlines the actions to be taken in the instances of children or adults developing the signs and symptoms of Covid-19 while in school.

Pupils will be working in an isolated group and any signs and symptoms will be detected by the teacher, teaching assistant or lunchtime supervisor allocated to their group. Adults will need to take responsibility for their own welfare and take the appropriate action as outlined below.

If any adult suspects that any child or adult in the school is showing signs and symptoms of Covid-19, they should inform the Head of School or other DDSL as soon as possible.

DDSL members of staff will act as 'first contact' with responsibility for the removal, supervision and support of the person showing symptoms.

IN THE INSTANCE OF A CHILD SHOWING SIGNS AND SYMPTOMS:

- Initially, the child should remain where they are.
- All other children and adults must be removed to a distance of at least 2m, while themselves maintaining social distancing.

An adult should inform the Head of School or DDSL immediately, or-in the instance of all being unavailable, the school office, immediately.

The following information should be given:

- The child's name
- Their location in school
- The name of the member of staff remaining with the child
- The nature of the signs and symptoms the child is showing

Upon receiving this information, first contact staff will wash their hands and don the following PPE:

- Apron
- Gloves
- Face Mask

The first contact staff will remove the child to the allocated medical room immediately avoiding any contact with the child. Medical rooms will be clearly signposted.

Allocated medical rooms:

SEND room

The door to the medical room should remain closed and the window opened.

Parents will be contacted and asked to collect the child immediately from school.

Following the incident:

- The first contact staff will doff the PPE and dispose of in accordance with DfE guidelines.
- The first contact staff will be given the opportunity to go home, shower and change clothes.
- The Medical room will be intensively cleaned
- The appropriate classroom will be intensively cleaned – pupils will be relocated, either to a spare classroom, an outside task or into the hall.
- The parent of the child concerned will be asked to arrange a test for Covid-19 for the child and should follow the isolation guidance for families provided by the NHS.
- The Head Teacher will contact the parent/guardian concerned to support their wellbeing and discuss the next steps in testing and isolation.

The CEO of the Trust will be informed

IN THE INSTANCE OF AN ADULT SHOWING SIGNS & SYMPTOMS

If the adult is too unwell to follow the guidance below, medical attention should be sought immediately.

The adult should remove themselves from the classroom to the medical room, explaining they are feeling unwell and the signs and symptoms they are experiencing to a colleague.

The colleague should inform a DDSL.

The DDSL and colleague should liaise to ensure cover is in place for any pupils left unattended at this point.

The first contact staff will wash their hands and don the following PPE:

- Apron
- Gloves
- Face Mask
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The first contact staff will ascertain from the adult:

- If a First Aider is also required
- What signs and symptoms are being experienced
- What areas of school that member of staff has visited during the day
- If they have had any contact with other members of staff
- The location of their personal belongings

The first contact staff will organise collection of personal belongings (bag, car keys etc.) then the member of staff experiencing signs and symptoms of Covid-19 will leave the site

The member of staff experiencing signs and symptoms of Covid-19 will arrange for a test as soon as possible and follow the isolation guidance provided by the NHS.

Following the incident:

- The first contact staff will doff the PPE and dispose of in accordance with DfE guidelines
- The first contact staff will be given the opportunity to go home, shower and change clothes
- The Medical room will be intensively cleaned
- The appropriate classroom will be intensively cleaned –pupils will be relocated, either to a spare room, an outside task or into the hall.
- The Head Teacher will contact the member of staff concerned to support their wellbeing and discuss the next steps in testing and isolation.
- The CEO will be informed.