



Aldenham
Foundation

**Procedure if a pupil or member of
staff becomes unwell with
compatible COVID-19 symptoms.
when at school**

**Reviewed and updated June 2021
by A Seddon RN (Paeds) Foundation Nurse**

The following procedure is written in line with information from DfE and PHE Guidance.

- Schools Coronavirus (COVID-19) Operational Guidance (May 2021)
- Guidance (COVID-19) Cleaning of non-healthcare settings outside the home. (updated Oct 2020)

If a pupil, member of staff or visitor becomes unwell whilst at school with either a:

- New continuous cough - this means coughing a lot for more than an hour or 3 or more coughing episodes in 24hrs. (If they usually have a cough, it may be worse than usual)
- High temperature
- Loss of, or change in their normal sense of taste or smell (anosmia)

They must be sent home and advised to follow <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

This sets out that they must:

- Arrange to have a test to see if they have coronavirus (COVID-19) <https://www.gov.uk/get-coronavirus-test>
- Other members of their household (including siblings) should self-isolate until the result of the test is known

If the pupil is over 5yrs old, the parents will be able to use the above online coronavirus service. If the pupil is under 5, they should call NHS 111 for advice.

On becoming unwell, the pupil should be moved to the designated medical room where, they can be isolated behind a closed door, depending on the age of the pupil with appropriate adult supervision if required. A window should be opened for ventilation. The room needs to contain minimal furniture and fittings which can be easily cleaned.

In an emergency, call 999 if they are seriously ill, become acutely short of breath or injured or their life is at risk.

Staff caring for a pupil whilst they are awaiting collection should maintain 2 metre distancing.

Suitable PPE (Protective Personal Equipment) should be worn by the supervising member of 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).

Situation	PPE
2m distance to be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g., from coughing, spitting, or vomiting)	Gloves, an apron, face mask and eye protection should also be worn.

If for any reason it is not possible to isolate the pupil, move them to an area which is at least 2 metres away from other people and ensure area is well ventilated.

If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. [COVID-19: cleaning of non-healthcare settings guidance](#)

If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.

They should wash their hands thoroughly with soap and water for 20 seconds after any contact with someone who is unwell.

After the pupil or member of staff member has left the School, any affected area is to be cleaned with normal household disinfectant. This will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

The following guidance must be followed by whoever is responsible for cleaning the affected area:

- Wear disposable gloves and aprons for cleaning. These along with any other PPE worn by the supervising adult should be double bagged, stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products normally used. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab rails in corridors, stairwells, and door handles.
- If an area has been heavily contaminated, such as with visible bodily fluids, from a person displaying compatible coronavirus symptoms (COVID-19), use protection for the eyes, a face mask, as well as wearing gloves and an apron.
- Wash hands with soap and water for 20 seconds, and after removing gloves, apron and other protection used while cleaning.
- Public areas where a symptomatic individual has passed through and spent minimal time such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
- Use either a combined detergent disinfectant solution or household detergent followed by a disinfectant, or an alternative disinfectant used in the foundation that is effective against enveloped viruses.
- When items cannot be cleaned using detergents or laundered e.g., upholstered furniture and mattresses, steam cleaning should be used.

To prevent any unnecessary concern, the parents of the remaining pupils within the 'bubble' will be advised that a member of staff or pupil has gone home unwell, including whether the symptoms appear to be COVID-19 related.

Staff member/parents of the pupil are to notify the school of the test results as soon as they are known.

Staff member to contact Human Resources hr@aldenham.com.

Parent to contact Emma Harvey, Pupil Registration and Bursary Administrator, on 01923 851641, or email bursarysecretary@aldenham.com.

If the test result is **negative** and *if* the pupil feels well and no longer has symptoms compatible with 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 remain off school and avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If the test result is **positive**, the staff member/pupil should continue to isolate and follow the following guidelines.<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If the result is positive the people who have been in close contact with the person who has tested positive must be sent home and advised to self-isolate immediately and for at least the next 10 full days counting from the day after contact with the individual who tested positive. It is a legal requirement for an individual to self-isolate if they have been told to do so by NHS Test and Trace.

A close contact can be anyone who:

- lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19)
- face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
- been within 1 metre for 1 minute or longer without face-to-face contact
- been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
- travelled in the same vehicle or a plane

School will contact the DfE dedicated advice helpline on 0800 046 8687 for advice on the action to take in response to a positive case.

If other cases are detected within the cohort or the wider setting PHE local protection team will be called and advise the school on the most appropriate action to take.

PHE East of England HPT

Public Health England, Second Floor

Goodman House

Station Approach

Harlow

Essex

Tel: 0300 303 8537

Email: EastofEnglandHPT@phe.gov.uk or phe.E.oEHPT@nhs.net

All confirmed, positive cases will be reported daily using the online educational settings status form. The local authority will also be informed of any confirmed coronavirus (COVID-19) cases.