

Action Plan for anyone showing signs and symptoms of Covid-19

The school will reopen fully following the partial closure 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 set bubbles 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 Teacher or School Administrators as soon as possible. The following members of staff will act as 'first contact' with responsibility for the removal, supervision and support of the person showing symptoms.

Sarah Walker
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IN THE INSTANCE OF A CHILD SHOWING SIGNS AND SYMPTOMS

1. The child should remain where they are.
2. All other children and adults must be removed to a distance of at least 2m, while themselves maintaining social distancing.
3. An adult should inform the Head Teacher or school administrators 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
4. Upon receiving this information, first contact staff will wash their hands and don the following PPE
 - Apron
 - Gloves
 - Face Mask
5. The first contact staff will remove the child to the London Room immediately, avoiding any contact with the child. The doors to the London Room should remain closed and the window opened.
6. Parents will be contacted and asked to collect the child immediately from school.

Following the incident:

1. The first contact staff will doff the PPE and dispose of in accordance with DfE guidelines.
2. The first contact staff will be given the opportunity to go home, shower and change clothes.
3. The London Room will be intensively cleaned.
4. The appropriate classroom will be intensively cleaned – pupils will be relocated, either to an outside task or into the hall.
5. 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.
6. The Head Teacher will contact the parent/guardian concerned to support their wellbeing and discuss the next steps in testing and isolation.

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.

1. The adult should remove themselves from the classroom to the London Room, waiting at the door and explaining they are feeling unwell and the signs and symptoms they are experiencing.

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

- Apron
- Gloves
- Face Mask

3. The first contact staff will ascertain from the adult:

- 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

4. 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.

5. 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:

1. The first contact staff will doff the PPE and dispose of in accordance with DfE guidelines.

2. The first contact staff will be given the opportunity to go home, shower and change clothes.

3. The head teacher's office will be intensively cleaned

4. The appropriate classroom will be intensively cleaned – pupils will be relocated, either to an outside task or into the hall.

5. The Head Teacher will contact the member of staff concerned to support their wellbeing and discuss the next steps in testing and isolation.



Confederation of School Trusts

This diagram shows how to advise individuals (children and adults) and their households if they become unwell OR if they are sent home because they have been in contact with someone who is ill. It is based on the [guidance](#) for the full opening of schools set out in section one, Public Health advice to minimise risks. This is not a substitute for reading the full guidance and CST does not accept responsibility if you use this solely or instead of the planning guidance.

A person with symptoms

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **then** they must be sent home, arrange a test and self-isolate for at least 7 days

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **then other members of their household** should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a person with symptoms **tests negative** and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), **then they** can stop self-isolating. **Other members of their household** can stop self-isolating.

If a person with symptoms **tests positive**, **then other members of their household** should self-isolate for 14 days from when the symptomatic person first had symptoms.

A person who is sent home because they have been in contact with someone with who has tested positive

The health protection team will provide definitive advice on who must be sent home. A person who has been in contact with someone who has tested positive will be sent home and asked to self-isolate for 14 days.

If a person has been in contact with who has tested positive and is sent home to self-isolate for 14 days, **then** *their household* does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.

If a person who has been in contact with someone who has tested positive subsequently *develops symptoms themselves* within their 14-day isolation period, **then** they should stay at home and get a test.

If the test delivers a *negative result*, **then** they must remain in isolation for the remainder of the 14-day isolation period as they could still get symptoms after being tested

If the test delivers a *positive result*, **then** they should inform their school immediately, and must isolate for at least 7 days from the onset of their symptoms.

If the test delivers a *negative result*, **then** *their household* can stop self-isolating if they do not have symptoms

If the test delivers a *positive result*, **then** *their household* should self-isolate for at least 14 days from when the symptomatic person first had symptoms.

[Home](#) > [Health A to Z](#) > [Coronavirus \(COVID-19\)](#)

Check if you or your child has coronavirus symptoms

If you have any of the main symptoms of coronavirus (COVID-19), you must stay at home (self-isolate) and get a test.

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

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