

DEALING WITH A SUSPECTED CASE OF COVID-19 (updated 11.12.2020)

Pupil displays symptoms

Teacher to send the pupil to the **Isolation Room (near school office)** - staff member keeping 2m distance (if 2m not possible, they must be in suitable PPE – apron & gloves. (A mask and visor is optional.)). Tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

This staff member will inform office staff and HT/HOS/DHT so they can arrange for the pupil to be picked up & continue supervision of pupil until then.

Staff member displays symptoms

Staff member to inform HT/HOS/DHT or member of SLT before leaving the school premises, avoiding contact with others

If teaching, staff member to remain as far away from others as possible and wait until supervision has arrived for their class before leaving

Symptomatic pupil / staff member will be told by Headteacher/HOS/DHT]:

- To self-isolate for **10 days**
- To take a **coronavirus test** (if a home testing kit is available in school, this can be given to them to take home, if doing so would increase the likelihood of them getting tested).
- That members of their household should self-isolate for **14 days**

Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned – including bathrooms. Signs will be put up by office staff, closing the area.

If the individual is part of a class group, the rest of their group will be moved into an alternative location e.g. Round Hall

Symptomatic pupil (via their parents or carer)/staff member to inform the school office of the coronavirus test result as soon as possible. Office staff to chase this up.

If test is **negative**

The pupil / staff member can return to school if they feel well (**even if they still have a cough etc**) and members of their household can stop self-isolating.

Other pupils / staff in their class group can continue to stay in school, unless they display symptoms.

If test is **positive**

The DfE Helpline or Local health protection team will be contacted to carry out a rapid risk assessment.

DfE Helpline: 0800 046 8687 (select option for reporting a positive case)

Local Health Protection Team: Tel: 0300 303 8596

They will ensure that any pupils or staff who had close contact with the person when they were infectious are asked to self-isolate for **14 days** since they were last in close contact.

Also contact Local Authority on 01642 729699

foodteam@redcar-cleveland.gov.uk or
publichealthschools@middlesbrough.gov.uk

Local Governing Body
Steel River Academy Trust

AFTER DEALING WITH A SUSPECTED CASE:

1. All staff and pupils involved to wash hands for 20 seconds.
2. Office staff to organise for someone, in full PPE, to clean and disinfect all surfaces and contact points immediately.

If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps