

Management of a suspected case

What to do if a child or staff member is unable to attend school because they have COVID-19 symptoms

Anyone who develops symptoms of COVID-19, or whose household member develops symptoms, should immediately self-isolate. They should not attend school and should follow the steps below.

1. Parent/Carer or staff member should notify the school of their absence by phone
2. School should record name of staff or pupil, contact details, reason for absence, date of onset of symptoms, date last in school, class group.
3. Direct them to [Stay at home](#) guidance for isolation advice for child/staff member and their households. **The person with symptoms should isolate for 10 days starting from the first day of their symptoms** and the rest of their household for 14 days.
4. Advise that the child/staff member should get tested via NHS UK or by contacting NHS 119 via telephone if they do not have internet access This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.
5. **There is no further action required by the school at this time, and no need to notify the Local Authority or Health Protection Team.**

Management of a suspected case

What to do if someone falls ill while at school

If anyone becomes unwell with a new continuous cough, a high temperature or a loss of or change in their normal sense of taste or smell they must be sent home as soon as possible

1. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
2. If they need 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.
3. PPE should be worn by staff caring for the child while they await collection **ONLY** if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).
4. If a 2-metre distance cannot be maintained, then the following PPE should be worn by the supervising staff member:
 - a. Fluid-resistant surgical face mask
5. If direct contact with the child is necessary, and there is significant risk of contact with bodily fluids, then the following PPE should be worn by the supervising staff member
 - a. Disposable gloves
 - b. Disposable plastic apron
 - c. Fluid-resistant surgical face mask
 - d. Eye protection (goggles, visor) should be worn **ONLY** if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting
6. Repeat steps 2-4 from ***“What to do if a child or staff member is unable to attend school because they have COVID-19 symptoms”*** on previous page.

7. There is no need to notify the Local Authority or the Health Protection Team of the incident

Management of a confirmed case

If a child who attends or staff member who works at an educational setting tests positive for COVID-19 then the school will be contacted by a contact tracer. This contact tracer may be based either in the Local Authority or the local Health Protection Team.

If a headteacher is informed by a parent or staff member that a child or staff member has tested positive and has not already been contacted by a contact tracer then they should inform **BOTH** of the following as soon as possible:

- PHE North West Health Protection team on **0344 225 0562**(9am-5pm) or if out of hours on 0151 434 4819 (ask for dedicated on-call for COVID-19)
- Alison Simpson (Head of Service, School Effectiveness) on **07917 628352** (or if Alison is unavailable, Sue Talbot (Assistant Director of Education on 07962 172823)

The headteacher or appropriate member of the leadership team at the educational setting will be asked to work with the contact tracer to identify direct and close contacts of the case during the 48 hours prior to the child or staff member falling ill. This is likely to be the classmates and teacher of that class. The social distancing measures put in place by educational settings outside the classroom should reduce the number of other direct/close contacts.

- **Close/direct contact is considered to be:**
 - being coughed on, or
 - having a face-to-face conversation within 1 metre, or
 - having unprotected skin-to-skin physical contact, or
 - travel in a small vehicle with the case, or
 - any contact within 1 metre for 1 minute or longer without face-to-face contact
 - extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

All direct and close contacts will be excluded from school and advised to self-isolate for 14 days starting from the day they were last in contact with the case. For example, if the case tests positive on Thursday and was last in school on the previous Monday the first day of the 14-day period is on the Monday. Household members of contacts do not need to self-isolate unless the contact develops symptoms.

The contact tracer will provide a standard letter to the school containing the advice for contacts and their families; the school will be asked to send the letter to the identified contacts.

Contacts will not be tested unless they develop symptoms (contract tracer may provide advice on this). If a contact should develop symptoms, then the parent/carer should arrange for the child to be tested via [NHS UK](#) or by contacting NHS 119 via telephone if they do not have internet access. This would also apply to any parent or household member who develops symptoms. If any staff contact develops symptoms then they can apply for a test via <https://www.gov.uk/apply-coronavirus-test-essential-workers>.