

Dealing with symptoms in school

Student develops symptoms in school

Student put outside room and Jackie called

Jackie sits student outside overhang in full PPE, 2m distance. No other staff present.

Student asked who been in close contact* with that day outside of classroom including on transport to school (Jackie) – inform DPC/EJW

SWW/DPC/SUW/EJW/Attendance informed

HOY informed. HOY contacts home to get student sent home. Advised to get a test. (Please log if test refused)

Student to self-isolate for 10 days (or until negative test received). Household to isolate for 10 days.

Amey contacted to clean areas of school student been in

Attendance update X spreadsheet and send out

Reception email teachers to ensure work set

Nothing more happens until test result - school must be informed before any action

Positive Result

Negative Result

SWW/DPC/SUW/EJW/Attendance/HOY informed

SWW/DPC/SUW/EJW/Attendance/HOY informed

Student and close contacts to isolate for 10 days

Student back in school

DPC/EJW/JLR run case

All close contacts spoken to

Comms sent out

* Close contact is defined as

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Dealing with symptoms in school

Parent/carer calls in and reports symptoms

SWW/DPC/SUW/EJW/Attendance informed

Attendance inform student and close contacts to self-isolate for 10 days or until negative test received and get a test. (Please log if test refused)

Attendance update X spreadsheet and send out
Reception email teachers to ensure work set

Nothing more happens until test result - school must be informed before any action

Positive Result

Negative Result

SWW/DPC/SUW/EJW/Attendance/HOY informed

SWW/DPC/SUW/EJW/Attendance/HOY informed

Student and close contacts to isolate for 10 days
Asked for close contacts* at this point including
travel to and from school

Student back in school

DPC/EJW/JLR run case

All close contacts spoken to

Comms sent out

* Close contact is defined as

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Dealing with symptoms in school

Parent/carer calls in and reports someone in household has symptoms (or contact with someone who has had a positive test)

SWW/DPC/SUW/EJW/Attendance informed

Attendance inform student and close contacts to self-isolate for 10 days or until negative test received and get a test. (Please log if test refused)

Attendance update X spreadsheet and send out
Reception email teachers to ensure work set

Nothing more happens until test result - school must be informed before any action

Positive Result

Negative Result

SWW/DPC/SUW/EJW/Attendance/HOY informed

SWW/DPC/SUW/EJW/Attendance/HOY informed

Student to isolate for 10 days
Asked for close contacts* at this point

Student back in school

If student starts showing symptoms follow relevant flowchart

* Close contact is defined as

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Staff member in third party* contact with someone who has tested positive

Staff member does not need to do anything unless the person they have close contact with develops symptoms.

If the person they have close contact with develops symptoms, staff member must self-isolate for 14 days and get a test if they develop symptoms.

* Third party contact can be defined as another member of the household/bubble has had close contact with someone who has tested positive

Student tests at home	
Students to self-test twice weekly and log results via the NHS website and our own website	
Positive results	Negative Result
Log results via the NHS website and our own website Book confirmatory PCR test	Log results via the NHS website and our own website
Headteacher informed	
School will contact to identify close contacts and agree self-isolation dates	
Student and household/ bubble told to isolate for 10 days.	
All close contacts identified and spoken to and informed to isolate for 10 days	
Clean areas of school student had contact with	
Communications sent out	
Update school of confirmatory PCR test	
After 10 full days isolation, provided the student has no high temperature for 48 hours before returning, then they can return to school and continue with twice weekly testing and log results.	

* Close contact is defined as

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Staff member tests at home

Positive Result	Negative Result
Log results via the NHS website and our own website Book confirmatory PCR test	Log results via the NHS website and our own website
SWW/DPC/EJW informed	Staff member continues with normal activities
DPC to talk to staff	
All close contacts identified and spoken to and informed to isolate for 10 days	
Cover arranged / HR informed	
Clean areas of school staff member had contact with	
Communications sent out	
Update DPC of confirmatory PCR test	
After 10 full days isolation, provided the staff member has no high temperature for 48 hours before returning, then they can return to school and continue with twice weekly testing and log results.	

* Close contact is defined as

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

Student tests positive in school (test 2 and 3)	
Designated administrators register tests and student takes test – 3 tests in 2 weeks	
Positive Result	Negative Result
Headteacher informed.	Student continues with normal activities.
Student collected by School Nurse in full PPE, 2m distance.	
<p>School Nurse sits student outside overhang in full PPE, 2m distance.</p> <p>No other staff present.</p> <p>School Nurse to ask the student who they have been in close contact* with that day (and previous 48 hours) outside of classroom within the school community including on transport to school.</p>	
School contacts home to inform of positive test and get student sent home to isolate for 10 days as well as all household/ bubble members.	
All close contacts spoken to and informed to isolate for 10 days.	
Clean areas of school students have had contact with.	
Communications sent out.	
After 10 full days isolation, provided the student has no high temperature for 48 hours before returning, then they can return to school and continue with twice weekly testing and log results.	

* Close contact is defined as

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person