



Aldenham
Foundation

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

**Reviewed and updated FEB 2021
by Jayne Carr RGN Foundation Nurse**

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

- Schools Coronavirus (COVID-19) Operational Guidance (Feb 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 cannot 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 members or parents are to notify the school of the test results as soon as they are known. If negative, the member of staff or pupil can return to school and the fellow members of the household can end their self-isolation.

If the member of staff or pupil tests positive, the rest of the 'bubble' or group within their setting should be sent home and advised to self-isolate for 10 days. The other household members of the wider class do not need to self-isolate unless the pupil or staff member they live with subsequently develops symptoms.

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.