



# Wakefield Grammar School Foundation Including EYFS

## PROCEDURE FOR STAFF OR PUPIL(S) BECOMING UNWELL WITH COVID-19 SYMPTOMS

<b>Document Reference</b>	COVID-19 Staff or Pupils unwell Procedure
<b>Version Number</b>	V1.03
<b>Author/Lead Job Title</b>	John Garside Health, Safety and Compliance Manager
<b>Date created / last reviewed (this version)</b>	25 November 2020
<b>Date of Next Review</b>	Following any changes to relevant Government guidance
<b>Consultation</b>	Director of Finance and Operations Heads

**VALIDITY – Procedures should be accessed via the Foundation intranet to ensure the current version is used.**

### CHANGE RECORD

Version	Date	Change details
1.00	June 2020	New procedure (P Duggleby)
1.01	3 June 2020	Section 3.1.1 added (P Duggleby)
1.02	28 August 2020	Reviewed and updated following revised guidance
1.03	18 Sept 2020	Updated following revised guidance
1.03	25 Nov 2020	Review ( J Garside)

DOCUMENT PROCEDURE	ISSUE	ISSUE DATE	PAGE
STAFF / PUPILS BECOMING UNWELL ON SITE WITH COVID-19 SYMPTOMS	V-1.03	28/08/2020	1 of 7

## CONTENTS

1. Purpose.....	3
2. Scope.....	3
3. Procedure .....	3
4. Procedure Review.....	6
5. References.....	6

DOCUMENT PROCEDURE	ISSUE	ISSUE DATE	PAGE
STAFF / PUPILS BECOMING UNWELL ON SITE WITH COVID-19 SYMPTOMS	V-1.03	28/08/2020	2 of 7

## 1. PURPOSE

The purpose of this procedure is to set out the process to be followed in the event of a staff member or pupils develops COVID-19 symptoms whilst on-site.

## 2. SCOPE

The information, guidance and instruction within this procedure covers all Wakefield Schools.

## 3. PROCEDURE

### 3.1 Staff member or pupil becomes unwell – COVID-19 symptoms

If anyone in a school setting 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), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If the unwell staff member or pupil has travelled to school via public transport, in the case of a staff member, a family member must be contacted and requested to collect them. In the case of a pupil, their parent(s) must be contacted and ask to collect them.

If they are seriously ill or their life is felt to be at risk, call 999 and await an ambulance. Do not take them to a GP, pharmacy, urgent care centre or hospital.

Any pupil/staff member who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

<https://www.nhs.uk/ask-for-a-coronavirus-test>.

Parent(s) and staff must inform their school of the test result.

#### 3.1.1 If a pupil/staff member tests negative

If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

#### 3.1.2 If a pupil/staff member tests positive

If a pupil/staff member tests positive, they must follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then

DOCUMENT PROCEDURE	ISSUE	ISSUE DATE	PAGE
STAFF / PUPILS BECOMING UNWELL ON SITE WITH COVID-19 SYMPTOMS	V-1.03	28/08/2020	3 of 7

return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone.

The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

### **3.1.3 Unwell pupil awaiting collection to be taken home**

If a pupil is awaiting collection by a parent, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required or to an area/room, which is at least 2 metres away from other people. If a room is used ideally a window should be opened for ventilation.

Nominated locations:

#### **WGHS JS -**

St John's House – Medical room

Mulberry House – Medical room

#### **WGHS SS**

Judith Tingle (Deputy Head) Office

#### **QEGS JS -**

QEGS Junior School – Cloakroom opposite the downstairs Y4 classroom

Centenary House – Design Technology

#### **QEGS SS –**

Head's PA's Office (vacant)

The staff member directly supervising the pupil while they await collection is required to wear the following PPE:

Disposable gloves

Disposable apron

Face visor

Disposable face mask

The PPE will be located at the nominated isolation rooms. The worn PPE must be placed in the waste bag and tied and then this plastic bag should then be placed in a second plastic bag and tied and Estates informed. Once the pupil has left the room, access to the room must be prevented and the Cleaning Manager or her Deputy contacted to arrange for a clean to take place as soon as possible. The room must not be used again before a clean takes place.

DOCUMENT PROCEDURE	ISSUE	ISSUE DATE	PAGE
STAFF / PUPILS BECOMING UNWELL ON SITE WITH COVID-19 SYMPTOMS	V-1.03	28/08/2020	4 of 7

If the pupil needs to go to a toilet while waiting to be collected, they should use a separate toilet if possible. Once the pupil has left the toilet, access to the toilet must be prevented and the Cleaning Supervisor or her Deputy contacted to arrange for a clean to take place as soon as possible. The toilet must not be used again before a clean takes place.

If a staff member has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves, in which case a test is available, or the pupil subsequently tests positive. The staff member must wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

### **3.1.4 Pupil informing staff that a member of their family is ill with COVID-19 symptoms**

The following procedure is followed:

1. The parent will be contacted and asked to confirm if any household family member is suffering with COVID-19 like symptoms. If they indicate no, the pupil can remain attending school.
2. If the parent confirms a household family member is suffering with COVID-19 like symptoms, the parent will be requested to collect the pupil and will be asked not to send the pupil back to school for 14 days. The 14-day period starts from the day when the first person in the household became ill. They will be required to follow the Government guidance document 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'
3. At the end of the 14-day period the parent will be contacted to ascertain the health of the pupil. If the pupil has not become unwell the pupil can return to school. If the pupil has developed COVID-19 symptoms late in the 14-day household isolation period, for example, on day 10 or later, the pupil will have to stay at home for at least a further 10 days, and have a COVID-19 test before returning to school.

### **3.2 What happens if there is a confirmed case of coronavirus in a school setting?**

On being informed that a pupil/staff member who has attended school has tested positive for coronavirus (COVID-19), the school must contact the DfE Helpline who will then direct the school onto the dedicated NHS advice team for nurseries, schools and colleges. The DfE Helpline number is:

Tel: 0800 046 8687 and select the option for reporting a positive case.

The school will be put through to a team of advisors who will what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school as identified by NHS Test and Trace.

DOCUMENT PROCEDURE	ISSUE	ISSUE DATE	PAGE
STAFF / PUPILS BECOMING UNWELL ON SITE WITH COVID-19 SYMPTOMS	V-1.03	28/08/2020	5 of 7

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with the school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- 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

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, each school must keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. The school must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

### **3.3 Pupils eligible for testing**

All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

## **4. PROCEDURE REVIEW**

The content of this procedure will be reviewed as and when Department of Education or Public Health England guidance changes.

## **5. REFERENCES**

### **5.1 Legislation/Guidance**

The Health and Safety at Work Act etc Act 1974

DOCUMENT PROCEDURE	ISSUE	ISSUE DATE	PAGE
STAFF / PUPILS BECOMING UNWELL ON SITE WITH COVID-19 SYMPTOMS	V-1.03	28/08/2020	6 of 7

The Control of Substances Hazardous to Health Regulations 2002

The Management of Health and Safety at Work Regulations 1999

GOV.UK – Guidance for full opening: Schools – Updated 28 August 2020

GOV.UK - Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection – Updated 13 August 2020

GOV.UK – Coronavirus (COVID-19): implementing protective measures in education and childcare settings (Updated 1 June 2020)

COVID-19: cleaning in non-healthcare settings ([updated 15 May 2020](#), [updated 15th July 2020](#))

Face coverings in education ([published 26th August 2020](#)) [updated 16th October 2020](#))

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 ([published 4th November 2020](#))

DOCUMENT PROCEDURE	ISSUE	ISSUE DATE	PAGE
STAFF / PUPILS BECOMING UNWELL ON SITE WITH COVID-19 SYMPTOMS	V-1.03	28/08/2020	7 of 7