

# Protocol for responding to a **suspected** case of COVID-19

In the event of a **suspected** case you do not need to send other children/staff home at this point. Await testing results for the suspected case. If you are considering any other public health actions or have concerns about the risk assessment (e.g. high rate of absence suspected to be COVID-19 related), please call the DfE Helpline on 0800 046 8687 and choose the appropriate option. The [NHS website](#) provides advice on the main symptoms of COVID-19.

If anyone (staff or pupil) becomes unwell with any of the following: (i) a new continuous cough, (ii) a high temperature, or (iii) a loss or change in their sense of smell or taste (anosmia) at **Heathfield Community College** they will be sent home and advised to follow the [Government COVID-19 stay at home guidance](#)

This guidance sets out that they must self-isolate for at least 10 days and should [book a test](#). Other members of the household (including siblings) should self-isolate for 14 days.

Whilst waiting to be collected by their parent/carer a pupil showing COVID-19 symptoms will wait in the **Welfare Lobby Area**

NB: This should be 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.

If the pupil needs to go to the bathroom while waiting to be collected, they will use the **Sickbay or Adjacent Accessible Toilet**. This bathroom will be cleaned using standard cleaning products before being used by anyone else. Staff carrying out the cleaning should use PPE that is available from **Facilities Office**

If a pupil needs direct personal care until they can go home, PPE should be worn by the supervising adult if a distance of 2m cannot be maintained. If direct contact is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment identifies a risk of fluids entering the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

If a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs) then suitable PPE is available from **Welfare**.

**In an emergency, call 999 if the pupil is seriously ill or injured or their life is at risk.**

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Staff who have helped someone who was unwell with symptoms of Coronavirus do not need to go home themselves unless; (i) they develop symptoms (and in which case, they should [book a test](#)), or (ii) the child subsequently tests positive, or (iii) they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Staff carrying out the cleaning should use PPE that is available from **Facilities Office**

## Government guidance:

[DfE Guidance for full opening: schools](#) – See Section 1 ‘Public health advice to minimise coronavirus (COVID-19) risks’

[Coronavirus / Covid-19: Implementing protective measures in education](#) - See ‘Additional Questions’ section at the bottom of this guidance

[COVID-19: Cleaning in non-healthcare settings outside the home](#) – Guidance for cleaning, disinfection and PPE to be used during cleaning