



The Manor
Preparatory School

COVID-19 Response Policy (Medical and Social Distancing)

Date Policy Reviewed:	21 May 2020
Review Frequency:	Monthly
Date of Next Review:	20 June 2020
Person(s) Responsible for Review:	SLT (Head)

1. If a child or an adult not on site (but attending school) reports COVID-19 symptoms

Full details of the symptoms and history will be collected and recorded. The person concerned will be advised to remain at home and a COVID-19 test requested. Daily updates will be requested to understand any deterioration in the person's condition

All parents and staff of the "pod" will be informed of the situation as soon as possible, by email or telephone.

- a) If the test is returned negative, the person may return to school when they are well enough to do so, or a GP gives a non-infectious diagnosis.
- b) If the test is returned positive, the person must remain at home and self-isolate for 7 days from the onset of symptoms but household members must self-isolate for 14 days.
- c) Self-isolation must continue if further symptoms develop (high temperature, runny nose, feeling sick or diarrhoea). Self-isolation can cease when symptoms have gone
- d) If symptoms appear while self-isolating, self-isolation should continue for 7 days from when symptoms started, even if it means self-isolating for longer than 14 days.

Further action as a result of a Positive test:

All members of the pod, staff, pupils and their siblings, will be asked to go home and remain at home for 14 days of self-isolation.

The room/s where the pod in question has been taught will be closed until deep cleaning can take place.

2. If a child becomes ill with COVID-19 symptoms during the school day

The member of staff should telephone the School First Aider on duty (there will be a 3 day First aider on site at all times).

The First Aider in question will dress immediately in full PPE, appropriate to the conditions (a perspex mask, surgical gloves and a surgical apron as a minimum but if available scrubs also).

The First Aider will go to collect the child from outside the classroom..

The sick child will be escorted to the isolation unit (downstairs in the cottage, furthest from the back door).

Parents will be telephoned to collect the child as soon as possible.

The First Aider will remain with the sick child, at a social distance wherever possible (this may not be possible with a very young child who becomes distressed).

Parents will be asked to obtain a COVID-19 test and let the school know the results as soon as they become available.

Daily updates on the health of the child should be sought.

Then please see points a), b), c) and d) above.

3. If an adult becomes ill with COVID-19 symptoms during the school day

The sick member of staff should remain as far away as is safe from any other members of the pod, but at the very least 2 metres, the Deputy Head should be called to put immediate cover in place and as soon as cover arrives the sick member of staff should leave immediately. If there are two members of staff available in the pod at the time of the onset of symptoms, the sick member of staff should leave and return home immediately. If they do not have a car, they should make their way to the isolation unit and await transport.

Daily updates on the health of the member of staff should be sought.

Then please see points a), b), c) and d) above.

4. First Aid During the COVID-19 Pandemic

To avoid unnecessary cross-contamination of pods, the staff in charge of pods will be asked to take responsibility for their own First Aid where this involves such incidents as washing a small cut or graze, applying a plaster or other very minor procedures. However, if there is any doubt whatsoever, the First Aider on duty should be called.

If a member of staff would like to query the temperature of a child that they are concerned about, the First Aider should be called to deliver a thermometer to the pod which can be collected at a safe distance. The member of staff in the pod should take the temperature, using surgical, disposable gloves. Temperatures will be recorded. If the temperature is raised, this will be treated as suspected COVID-19 and point 2. above will be followed.

If the temperature of a member of staff is found to be raised, this will be treated as suspected COVID-19 and point 3. above will be followed.

Children should not be sent to the Medical Room.

The First Aider should be called and meet the child outside the classroom where possible.

The First Aider should not enter any pods unless it is absolutely necessary.

The First Aider will wear disposable, surgical gloves for all call-outs.

4. General Medical Matters

If a child arrives at school on any given day and the school has cause to be concerned about their health, they should not be permitted entry to the site without a second opinion from the First Aider on duty.

If a child needs to be given medicine during the day, this should be administered by the pod teacher.

The school will adhere to its strict policy on a 48 hour exclusion in the event of vomiting and diarrhoea.

Handwashing will be regularly enforced.

Hand-sanitising gel will be available in all areas.

Normal PPE for personal hygiene amongst the Early Years Children will be provided and used.

Communications to parents will be regular to keep them updated on medical matters.

Posters will be placed around the school, reinforcing good practice.

COVID-19 Symptoms to be Aware of (from www.nhs.uk):

- High temperature
- New, continuous cough
- Loss or change to your sense of smell or taste

5. Social Distancing

It is recognised in Government guidance that social distancing is not always possible with younger children, these are the measures that the school has put in place:

- Desks 2 metres apart
- No more than 15 pupils in a pod
- 2 members of staff per pod, not interchangeable with other staff unless in the case of staff absence
- Marked areas for circulation of pupils around the site where necessary
- Separate toilet and handwashing facilities per pod
- Daily reminders to staff about the need to SD
- Daily reminders to children about the need to SD
- Separate playtimes or playgrounds for each pod
- Parents not allowed on site
- No non-essential visitors allowed on site
- Staggered pick up times
- Separate points of entry/exit for different groups of children
- Alternate parking spaces coned off
- Communication to parents to remind them of school rules on SD
- No unnecessary movement around the site for children (eg no visits to the library, use of the dining room etc)
- Children reminded to use the toilets and sinks one at a time