



The Manor  
Preparatory School

## COVID-19 Response Policy (Medical)

<b>Date Policy Reviewed:</b>	12 October 2021
<b>Review Frequency:</b>	Every four weeks or more regularly if necessary
<b>Date of Next Review:</b>	9 November 2021
<b>Person(s) Responsible for Review:</b>	SLT (Head)

### 1. If a child becomes ill with COVID-19 symptoms on site during the school day

If a child in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), the member of staff supervising them should arrange for them to be taken to the First Aid Room to see the School Nurse/First Aider.

The School Nurse/First Aider in question will dress immediately in full PPE, appropriate to the conditions (a mask, surgical gloves and a surgical apron as a minimum).

If the child is displaying COVID-19 symptoms, the School Nurse/First Aider will isolate the child and telephone the parents asking them to collect the child as soon as possible. **A COVID-19 PCR test should be arranged by the parent;** use of an LFD test is NOT recommended as these are designed for asymptomatic testing.

The School Nurse/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).

The child will then go home and be advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate and should [arrange to have a PCR test](#) to see if they have COVID-19.

#### **Actions following receipt of a PCR test result:**

- If the PCR 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.
- If the PCR test is returned **positive**, the person must remain at home and self-isolate for 10 days from the onset of symptoms.
- The school must be informed as soon as possible of a positive result.
- Self-isolation must continue beyond the required 10 days if further symptoms develop (eg. high temperature, runny nose, feeling sick or diarrhoea) and until the symptoms have gone.

Regular updates on the health of the child will be sought. Public health advice will be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1).

In the event of a positive PCR test result, close contacts will be identified by NHS Test and Trace and the school may be asked to help with this process. Whether or not a close contact will need to self-isolate depends on a number of factors detailed in **Point 4** below.

Please visit the following websites for further guidance on self-isolation:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

**2. If a child or an adult not on site (but attending school) reports COVID-19 symptoms (a high temperature, a new and persistent cough or loss, or change to, your normal sense of smell or taste)**

The School Nurse must be informed immediately (and the Cover Manager in the case of staff). Full details of the symptoms and history will be collected. The person concerned will be advised to self-isolate. Use of an LFD test is NOT recommended as these are designed for asymptomatic testing; **a COVID-19 PCR test should be arranged by the individual/parent as soon as possible.**

Following this, **Point 1.a-d** above applies.

Regular updates will be requested to understand any deterioration in the person's condition.

In the event of a positive PCR test result, close contacts will be identified by NHS Test and Trace and the school may be asked to help with this process. Whether or not a close contact will need to self-isolate depends on a number of factors detailed in **Point 4** below.

Please visit the following websites for further guidance on self-isolation:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Public health advice will be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1). Hospitalisation could indicate increased severity of illness or a new variant of concern. The school may be offered public health support in managing risk assessments and communicating with staff and parents.

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

The adult with symptoms should remain as far away as is safe from any pupils or other members of staff, but at the very least 2 metres. The Head of Section and the School Nurse should be informed and immediate cover will be put in place. As soon as cover arrives the member of staff with symptoms should go home. If they do not have a car, they should make their way to the Isolation Room and await transport.

If the adult is a visitor, they will be escorted off the school premises as soon as possible by the accompanying member of staff, who should keep a 2m distance from them at all times. The advice below should then be followed.

The person concerned will be advised to self-isolate. Use of an LFD test is NOT recommended as these are designed for asymptomatic testing; **a COVID-19 PCR test should be arranged by the individual as soon as possible.**

Following this, **Point 1.a-d** above applies.

Further advice is available here: [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Regular updates on the health of the adult with symptoms will be sought. Public health advice will be sought if a pupil, student, child or staff member is admitted to hospital with COVID-19 by phoning the DfE helpline (0800 046 8687, option 1).

### 4. Contact Tracing

According to the DfE '[Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection](#)':

*A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:*

- *anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19*
- *anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:*
  - *face-to-face contact including being coughed on or having a face-to-face conversation within one metre*
  - *been within one metre for one minute or longer without face-to-face contact*
  - *been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)*
  - *A person may also be a close contact if they have travelled in the same vehicle or plane as a case.*

Close contacts of any positive COVID-19 case will be identified via NHS Test and Trace

(from 19 July 2021 education settings are no longer expected to undertake contact tracing). As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from school will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The school may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test.

We strongly recommend that all individuals living in the same household as a positive case, those identified by NHS Track and Trace as a close contact or those who identify themselves as a close contact, take a PCR test. **As an additional safety measure, pupils and staff members who fulfil these criteria SHOULD NOT attend school until a negative PCR Test result has been received.**

In the event of a positive PCR test result, **Point 1.a-d** above applies.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

## **5. Outbreak Management**

Extra action will be considered if the number of positive cases substantially increases. The thresholds detailed below will be used as an indication for when to seek public health advice:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

If there is a substantial increase in the number of positive cases in school (as detailed above), in the case of a local outbreak or if central government offers the area an enhanced response package, a director of public health might advise the school to temporarily reintroduce some control measures.

Please also see the school's Outbreak Management Plan which is available on request.

The school will report any confirmed cases to Oxfordshire County Council:  
educationcovid19@oxfordshire.gov.uk.

All confirmed, positive COVID-19 cases are reported to the DfE using the online attendance form daily return. This return is completed every day at The Manor.

## **6. 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 School Nurse or First Aider on duty.

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

Hand hygiene - frequent and thorough 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.

Respiratory hygiene - the 'catch it, bin it, kill it' approach will be encouraged.

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

COVID-19 Symptoms to be aware of (from [www.nhs.uk](http://www.nhs.uk)):

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

## **7. Staff Self-testing for COVID-19 using Lateral Flow Devices (LFDs)**

The ultimate aim of testing is to break the chain of transmission of COVID-19. As many as 1 in 3 people with COVID-19 show no signs of having it, that is they are asymptomatic. All primary schools and EYFS are taking part in the NHS Test and Trace programme.

- Test kits are made available to all staff who are working on site when supplies allow
- Testing is not compulsory but is being encouraged to break the chain of transmission
- Testing will be done at home twice weekly, 3-4 days apart as advised by the School Nurse
- Test kits are for staff only and not to be used by any family members
- Insurers have been notified

- The school will follow the terms and conditions set out by The Department of Health and Social Care
- Staff will be asked to sign to confirm that they have read and understood the Privacy Notice supplied as part of the information from the NHS
- Staff will be issued with and will confirm receipt of the new testing kit instructions
- Staff will need to inform NHS Test and Trace of their result findings either online by visiting: [www.gov.uk/report-covid19-result](https://www.gov.uk/report-covid19-result) or by phoning 119
- The school will record the issuing of test kits and any positive results received

## **8. Lateral Flow Device (LFD) test results**

As a result of a **positive LFD test**, the staff member will self-isolate, inform their Line Manager and to book a PCR test to validate the result of the LFD test. Following this, **Point 1.a-d** above applies. The individual should stay at home until a negative PCR test result is received.

If a positive PCR is returned, close contacts will be identified via NHS Test and Trace; please see **Point 4** above.

The school does not need to be informed of negative LFD test results but ALL results, whether negative or positive, should be reported to: <https://www.gov.uk/report-covid19-result>