



The Manor
Preparatory School

COVID-19 Response Policy (Medical and Social Distancing)

Date Policy Reviewed: 17 November 2020

Review Frequency: Monthly

Date of Next Review: 14 December 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 (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. Full details of the symptoms and history will be collected and recorded. The person concerned will be advised to remain at home, along with all members of the same household. A COVID-19 test should be requested. Regular updates will be requested to understand any deterioration in the person's condition.

- a) All staff of the "bubble" will be informed of the situation as soon as possible, by email or telephone.
- b) 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.
- c) If the test is returned positive, the person must remain at home and self-isolate for 10 days from the onset of symptoms but household members must self-isolate for 14 days.
- d) Self-isolation must continue if further symptoms develop (high temperature, runny nose, feeling sick or diarrhoea). Self-isolation can cease when symptoms have gone
- e) If symptoms appear while self-isolating, self-isolation should continue for 10 days from when symptoms started, even if it means self-isolating for longer than 14 days.

Further action as a result of one positive test:

The DfE guidance 'Action list : dealing with symptomatic children' was updated on 22nd October.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928841/Symptomatic_children_action_list_SCHOOLS_FINAL_22-10.pdf

It now states:

'You **can** contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority, for advice. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a single positive case.'

The action list also states '**You should report all confirmed, positive cases using the online attendance form daily return.**' This is the way that the DfE captures the numbers of cases in schools. This return is completed every day at The Manor.

The DfE helpline was initially introduced to relieve the strain on the local HPTs however **the case is now that the education school / setting is responsible for reporting their confirmed cases to their Local Authority.**

For clarity if an education setting is comfortable managing a single case and feels that they do not need to call the DfE helpline then it is not mandatory to do so but they must confirm the case to the Local Authority.

The details of cases should be emailed to Educationcovid19@Oxfordshire.gov.uk. In order to speak to a member of the Team, we will provide a direct phone number. They will phone us back as soon as they are able to do so. The team contains both School Improvement and Public Health colleagues.

Further action as a result of 2 or more positive tests:

If there are 2 or more confirmed cases or we require advice about a potential outbreak situation, The Manor will contact Thames Valley Health Protection Team (HPT) on 03442253861 (08449670083 out of hours).

If the matter is not urgent, The Manor will email the HPT on TVPHE@phe.gov.uk

The advice service (or HPT if escalated) will work with us to carry out a rapid risk assessment and identify appropriate next steps. With support from the advice service (or HPT), The Manor should identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self isolate for 14 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. For pupils who are isolating, we will ensure access to remote provision so that they can continue to learn remotely. 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 Manor will contact parents and staff on the advice of the health protection team.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test (see below), and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform The Manor immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

The Manor will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

If The Manor has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will continue to work with the local health protection team who will be able to advise if additional action is required.

2. If a child becomes ill with COVID-19 symptoms during the 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 telephone the School Nurse or First Aider on duty on 473 (internal) or 01235 858473 (external). There will be a Paediatric First aider on site at all times.

The School Nurse/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 (the First Aid Room in The Manor house).

Parents will be telephoned and asked to collect the child as soon as possible. All other members of the same family should also return home.

The Head must be informed immediately.

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).

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 for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Parents will be asked to let the school know the results as soon as they become available.

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

Then please see points a-e above.

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

The adult with symptoms should remain as far away as is safe from any other members of the bubble, but at the very least 2 metres, the Deputy Head Academic should be called to put immediate cover in place and as soon as cover arrives the member of staff with symptoms should go home immediately and all members of the same household should also return home. If there are two members of staff available in the bubble at the time of the onset of symptoms, the member of staff with symptoms should leave and return home immediately. If they do not have a car, they should make their way to the First Aid 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 below advice should then be followed.

The adult will 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 for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). They should let the school know the results as soon as they become available. The Head must be informed immediately.

Regular updates on the health of the adult with symptoms should be sought.

Then please see points a-e above.

4. First Aid During the COVID-19 Pandemic

To avoid unnecessary cross-contamination of bubbles, the staff in charge of each class 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 provided that they are a member of the Year Group bubble. However, if there is any doubt whatsoever, the School Nurse or 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 School Nurse or First Aider should be called to deliver a thermometer to the bubble which can be collected at a safe distance. The member of staff in the bubble 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 First Aid Room.

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

The School Nurse or First Aider should not enter any bubbles unless it is absolutely necessary.

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

5. 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.

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.

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

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

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

6. 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 forward facing, spaced as far apart as possible
- Year Group bubbles
- Marked areas for circulation of pupils around the site where necessary
- Daily reminders to staff about the need to SD
- Daily reminders to children about the need to SD
- Separate play areas for each bubble
- Parents not allowed on site without prior appointment
- No non-essential visitors allowed on site
- Separate points of entry/exit for different groups of children
- 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)
- Children reminded to use the toilets and sinks one at a time