



The Manor
Preparatory School

COVID-19 Response Policy (Medical and Social Distancing)

Date Policy Reviewed:	22 June 2021
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Date of Next Review:	22 July 2021
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/support or childcare bubble. A COVID-19 test should be requested by the individual. 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 and household/support or childcare bubble members must also self-isolate for 10 days.
- d) The school must be informed as soon as possible of a positive result so that advice can be sought from the DfE/PHE and appropriate actions taken.
- e) Self-isolation must continue if further symptoms develop (high temperature, runny nose, feeling sick or diarrhoea). Self-isolation can cease when symptoms have gone
- f) 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 10 days.

1.1 Further action as a result of one or more positive test:

The school will seek advice from the DfE helpline: 0800 046 8687

The DfE advice service (or Health Protection Team, HPT, if escalated) will work with the school 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 individual that has tested positive. Contacts will be informed that they need to self isolate for 10 days and seek a PCR test as soon as possible after self-isolating (this is an additional precaution recommended by Public Health England for educational settings).

For pupils who are isolating, we will ensure access to remote education provision so that they can continue to learn remotely.

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.*

The Manor will contact parents and staff regarding the advice of the health protection team.

Household/support or childcare bubble 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 10-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 10-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 10-day isolation period). Their household/support or childcare bubble should self-isolate for at least 10 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.

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.

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.

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.

Following this, points a-f above apply. In the case of a positive test, see section 1.1.

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

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, Neil Jackson 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/support or childcare bubble 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.

Following this, points a-f above apply. In the case of a positive test, see section 1.1.

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

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 where guidance dictates, spaced as far apart as the room allows
- Year Group bubbles
- Marked areas for circulation of pupils around the site where necessary
- Regular reminders to staff about the need to SD
- Regular 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
- Children reminded to use the toilets and sinks one at a time
- All staff (except for those who are exempt) need to wear masks when entering a building. This may be removed once in the classroom or an individual's workspace. However, if it isn't possible to maintain a 2m distance from other adults then a mask should be worn at all times.
- Staff supporting with drop-off and pick-up times (except for those who are exempt) should wear masks whilst handing over or receiving children at the gate where social distancing is not possible.
- Parents should wear masks at both drop off and pick up times (except for those who are exempt).

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 or by phoning 119
- Staff will need to inform the School Nurse of their result findings by either emailing schoolnurse@manorprep.org , or by phone ext. 473 or by completing a test results form which will be issued by the School Nurse
- The school will record both the issuing of the test kits and the results and any action taken

8. If a member of staff obtains a positive result from the Lateral Flow Device (LFD) test

The member of staff will be required to self-isolate, inform their Line Manager and to book a PCR test to validate the result of the LFD test.

As a result of a **positive LFD test**, The Manor will seek advice from DfE/PHE and will contact parents and staff of any affected Bubble, which will be closed with immediate effect. If the staff member is not directly linked to a Bubble, contact-tracing will take place and contacts asked to self-isolate immediately.

- If the affected member of staff receives a **positive PCR test** result then further advice from DfE/PHE will be sought and the Bubble and/or contacts will be asked to continue with self-isolation for the full 10 days and seek a PCR test as soon as possible after self-isolating (this is an additional precaution recommended by Public Health England for educational settings). If a member of the Bubble or a contact should start to display symptoms within the 10 day self-isolation period, they would then begin a further 10 days self-isolation from the date of the onset of symptoms.
- If the affected member of staff receives a **negative PCR test** and is not displaying any COVID-19 symptoms, then the staff member and contacts can return to school and any affected Bubbles will be reopened.