



Protocol 9

If a child becomes ill at school	
Step 1	<p>The Teacher or TA brings the child to the school office. In the case of a symptomatic pupil a distance of 2m should be maintained and if this is not possible then a fluid resistant mask must be worn.</p> <p>If necessary a Teacher from the next class will stand at the door between groups until the Teacher returns.</p>
Step 2	<p>Office staff will contact parents and ask for child to be collected advising that use of public transport is to be avoided. If this is not possible, alternative arrangements will need to be organised by school. The LA may be able to source a vehicle and driver if necessary. Child will be isolated in the meeting room until they are collected.</p>
Step 3	<p>Child remains in the meeting room behind a closed door and can be observed from a 2m distance. If the meeting room is not available, the child should be placed in an area which is 2 meters away for other people with a window opened for fresh air ventilation if possible.</p> <p>If contact with 2 meters is necessary then PPE must be worn.</p> <p>If the child needs to use the toilet, they must be directed to the nearest staff toilet which should be sealed for cleaning and disinfecting after use.</p>
Step4	<p>Any staff member who is administering first aid or in close contact is required to wear PPE which will be kept outside the meeting room. A fluid resistant mask, disposable gloves and disposable apron should be worn along with eye protection if there is any risk of splashing to the eyes. All items to be disposed of properly by double bagging and arranging for this to be stored for 72 hours before disposal.</p> <p>In an emergency, call 999 if someone becomes seriously ill, injured or their life is at risk.</p> <p>Staff member caring for child to wash hands for at least 20 seconds with soap and running water or use hand sanitiser once the child has left.</p>
Step5	<p>Child to be taken to the school gate when the parent arrives and parent advised to access testing. Office records details of incident on LA proforma.</p>
Step 6	<p>Supervising staff to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after the pupil has been picked up.</p> <p>Meeting room and toilet if used will remain closed and Site Manager will arrange for the LA cleaning team to undertake the appropriate cleaning.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they were wearing PPE, does not need to self-isolate unless the child subsequently tests positive, they develop symptoms themselves, they are asked to do so by NHS Test and Trace or PHE, they test positive from an LFD test.</p>
Step 7	<p>The parent is requested to take their child to be tested if displaying COVID symptoms and inform the school of the outcome immediately.</p>
Step 7	<p>If a positive outcome is received school will follow the LA protocol using the COVID action card.</p>

If a staff member becomes ill at school

Step 1	Teacher informs adult in the next bubble that they feel unwell and asks that adult to stand between the classroom doors.
Step 2	Teacher removes themselves to the meeting room and the Headteacher is informed.
Step 3	Adult remains in the meeting room behind a closed door and can be observed from a 2m distance. If the meeting room is not available, the staff member should be placed in an area which is 2 meters away for other people with a window opened for fresh air ventilation if possible. If contact is necessary then PPE must be worn. If the adult needs to use the toilet, they must be directed to the nearest staff toilet which should be sealed for cleaning and disinfecting after use.
Step 4	Any staff member who is administering first aid or in close contact is required to wear PPE which will be kept outside the meeting room. A fluid resistant mask, disposable gloves and disposable apron should be worn along with eye protection if there is any risk of splashing to the eyes. All items to be disposed of properly by double bagging and arranging for this to be stored for 72 hours before disposal. In an emergency, call 999 if someone becomes seriously ill, injured or their life is at risk. Staff member caring for adult to wash hands for at least 20 seconds with soap and running water or use hand sanitiser once the adult has left.
Step 5	Headteacher replaces staff member in class and arranges for unwell member of staff to go home (avoiding public transport) and seek testing and inform school immediately of the test result. Office records details of incident on LA proforma.
Step 6	Supervising staff to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after the adult has left. Meeting room and toilet if used will remain closed and Site Manager will arrange for the LA cleaning team to undertake the appropriate cleaning. Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they were wearing PPE, does not need to self-isolate unless the child subsequently tests positive, they develop symptoms themselves, they are asked to do so by NHS Test and Trace or PHE, they test positive from an LFD test.
Step 7	If a positive test result is received then the Headteacher follows the LA protocols using the COVID action card