

# Beis Yaakov Primary School



## Procedure for dealing with suspected and confirmed cases of COVID-19

## Introduction

The purpose of this procedure is to support the minimisation of the spread of COVID-19 infection within the school environment and surrounding communities.

The procedure has been developed using available government guidance and will be updated as new guidance is published to ensure practices are up to date in an evolving environment for managing the COVID-19 infection.

[COVID-19: guidance for households with possible coronavirus infection](#)

[COVID-19: cleaning of non-healthcare settings guidance](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

## Aims

This procedure aims to:

- Provide a management framework to support the school in managing suspected and confirmed cases of COVID-19 within its school and community.
- Provide assurance to pupils and staff, as well as their families and the wider community; that the school will manage suspected and confirmed cases of COVID-19 in a responsible and effective manner.
- Minimise the spread of infection to protect pupils and staff, as well as their families and the wider community.

## Dealing with staff and pupils who display COVID-19 symptoms within school



Pupil or staff member displays COVID-19 symptoms.



Send home and advise to self-isolate for 7 days.  
Household members should self-isolate for 14 days.  
Encourage to get tested.



If test is negative, return to school and household ends self-isolation.  
If test is positive, move to 'confirmed case' scenario.

## Managing a suspected case of COVID-19 on site

If anyone within school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia),

they should be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection](#).

Members of staff displaying COVID-19 symptoms should be advised to make arrangements to go home immediately. If they are too unwell to travel alone, they should make arrangements to be collected from school.

In the case of a pupil displaying COVID-19 symptoms, contact should be made with the pupil's parents/carers and arrangements for travel/collection agreed.

If a pupil or member of staff is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (depending on the age of a child and with appropriate staff supervision if required). Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they should be moved to an area which is at least 2 metres away from other people.

If the pupil or member of staff needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be taken out of use until it has been thoroughly cleaned.

PPE should be worn by staff caring for a pupil or member of staff while they await collection if a distance of 2 metres cannot be maintained (such as caring for a very young pupil or a pupil with complex needs).

In an emergency, the school should call 999 if a pupil or member of staff is seriously ill or injured or their life is at risk. Schools should not visit the GP, pharmacy, urgent care centre or a hospital.

If any member of staff has helped someone with symptoms, they should not need to go home unless they develop symptoms themselves or the ill pupil/member of staff subsequently tests positive for COVID-19 (see [Dealing with confirmed COVID-19 cases](#) below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

School cleaning staff should clean all affected areas after someone with symptoms has left the school estate, including bathrooms if used, to reduce the risk of passing the infection on to other people. The areas should be cleaned in line with the [COVID-19: cleaning of non-healthcare settings guidance](#).

## Testing

All pupils and staff displaying suspected COVID-19 symptoms should be encouraged to access testing via the [online coronavirus service](#), note this is for those aged 5 or over. Parents will be able to call 111 if their child is aged under 5.

Access to testing is available to all essential workers and includes all education staff. Staff may book tests directly through the online service.

If a pupil or member of staff tests positive for COVID-19, the guidance '[Dealing with confirmed COVID-19 cases](#)' should be followed.

## Dealing with confirmed COVID-19 cases



Pupil or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.  
Class or group sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.

Where a pupil or staff member tests negative for COVID-19, they can return to school and fellow household members can end their self-isolation.

Where a pupil or staff member tests positive, they should self-isolate at home and follow the [COVID-19: guidance for households with possible coronavirus infection](#).

The rest of their class, group and others (also called the 'school social bubble') with whom they have had meaningful contact within their school setting should be sent home and advised to self-isolate for 14 days.

The other household members of that wider school social bubble do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.

Note:

- The 'school social bubble' within a primary school setting will be the class teacher and the group of 15 pupils they are teaching plus any other individual with whom they have had meaningful contact.
- Self-contained 'social bubbles' comprising a maximum of 15 pupils will also be established within secondary school settings. In the event that staff or pupils move between bubbles (in unavoidable situations) and a case of COVID-19 is confirmed, staff and pupils who have been part of any of the bubbles affected will have to self-isolate.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.

In some cases, a larger number of other pupils may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary.