

CORONAVIRUS (COVID-19) POLICY

This policy applies to Alleyn's Senior School and will be updated in accordance with guidelines.

During the COVID-19 pandemic the wellbeing of staff, children and their extended families will depend upon all of us doing our part. We will be adhering strictly to the Government guidelines regarding COVID-19 in schools to maximise everyone's safety.

If any pupil/student or member of staff, or any member of their household, exhibits COVID-19 symptoms, that pupil/student or member of staff and their household must NOT ATTEND SCHOOL and must self-isolate in accordance with Government guidance.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

1. Purpose of this Policy

The purpose of this policy is to raise awareness of COVID-19 in the school setting, clarify practice and provide reassurance. For the School to function it is necessary to adhere strictly to Government issued guidance for the management of COVID-19 in school settings.

2. Aims

The aims of this policy are to direct staff, parents and carers to the appropriate Government guidance for the implementation of protective measures against COVID-19 in the educational setting.

3. Management and Actions

Identifying Symptoms

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

For the vast majority of children and young people, coronavirus (COVID-19) is a mild illness.

If anyone has any of the symptoms above they should not come to school and should follow guidance to [self-isolate at home](#). They should organise a test by phoning **119** or clicking on the link: <https://www.gov.uk/get-coronavirus-test>

Additionally, the World Health Organisation have listed the following as less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- a rash on skin or discolouration of fingers or toes.

Contact your GP or 119 for further advice.

https://www.who.int/health-topics/coronavirus#tab=tab_3

Specific Preventative Actions

- Regularly touched objects and surfaces will be cleaned and disinfected more often than usual using standard cleaning products.
- Pupils/students will be reminded to wash their hands thoroughly, using soap and running water, with careful hand drying more often than usual. Hand sanitiser will also be available in all classrooms and throughout the school.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Minimising contact and mixing between year-group bubbles as much as possible by introducing practical measures such as the use of several different arrival and departure points, and lunch/break locations and times, and in altering the classroom layouts.
- **Staff, pupils or students must stay at home if they develop coronavirus (COVID-19) symptoms to avoid spreading infection to others.**
- **If staff, pupils or students develop coronavirus (COVID-19) symptoms while at school they will be sent home.**

Specific Actions if COVID-19 Symptoms Develop at School

- If anyone develops coronavirus (COVID-19) symptoms while at school they will be sent home and advised to follow the [staying at home guidance](#). They must also undertake a COVID-19 test as above.
- While a pupil/student is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, with appropriate adult supervision. The room will then be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will then be cleaned and disinfected using standard cleaning products before being used by anyone else.
- Any significant spillages of bodily fluids will be cleaned following the current First aid policy and government guidance on [cleaning in non-healthcare settings](#)
- Appropriate PPE will be worn by staff caring for the pupil/student while they await collection if a distance of 2 metres cannot be maintained.
- If a positive test, pupils must follow the most recent Government Test and Trace guidance regarding isolation and return to school.

Refer to Appendix 1: Guidance for first Aiders if any pupil exhibiting symptoms of COVID-19 requires First Aid.

Engaging with the NHS Test and Trace Process

Limiting the spread of COVID-19 infection will depend on staff, pupils, parents and carers engaging fully with the NHS Test and Trace Process. This is how isolated infections can be prevented from escalating to larger outbreaks.

If a child has become symptomatic with suspected coronavirus infection the parents should [book a test](#) by going to NHS 119 online.

If the COVID-19 test is positive then you should:

1. Contact the school to inform them of the result of the test immediately via the usual absence reporting method.
2. Be prepared to provide details of anyone the child or their family have been in close contact with to the NHS Test and Trace system. The school will work with the local [Public Health England health protection team](#) to help guide you through this process.
3. [Self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Schools should contact the Department of Education (DofE) designated coronavirus helpline on 0800 046 8687. A local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

These external advisors will work with schools to guide them through the actions they need to take. Based on the advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.

Close contact means:

1. 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)
2. Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
3. Travelling in a small vehicle, like a car, with an infected person

The external advisors will provide definitive advice on who must be sent home.

The schools will not share the names or details of individuals with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts, without symptoms, who are sent home do not need to self-isolate themselves unless the child 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, 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 school immediately, and should isolate for at least 10 days from the onset of their symptoms .
- Their household should self-isolate for 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](#)'

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

4. Further Guidance and Information

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.

Appendix 1

Guidance for first aiders if any pupil is exhibiting symptoms of COVID-19 (The following advice is taken from the Health and Safety Executive (HSE))

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern.

Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms;
- Ask for help;
- If a portable defibrillator is available, ask for it;
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation;
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering

Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths

(for CPR in paediatric settings see specific guidance from the Resuscitation Council UK)

Prevent worsening, promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms;
- If giving first aid to someone, you should use the recommended equipment listed above if it is available;
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible;
- After delivering any first aid ensure you safely discard disposable items and clean reusable ones thoroughly;
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible