

## COVID-19 – Summary Medical Procedures

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### Procedures for anyone displaying the symptoms of coronavirus (COVID-19)

- Members of the School community must not attend school if they have COVID-19 symptoms.
- If anyone 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), they must be sent home as soon as possible. While waiting to go home they will be kept away from other pupils and staff.
- In both cases they must arrange to have a test as soon as possible to see if they have COVID-19. While waiting for the test results they must self-isolate. Siblings should also self-isolate.
- Anyone with COVID-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Tests can be booked online through the NHS testing and tracing for coronavirus website (details below), or ordered by telephone via NHS 119 for those without access to the internet.

### Reporting illness to the school

Report sickness absence on MyColfes (pupils) or following usual procedures (Staff). This is required information; schools are expected to keep attendance registers and have a picture of overall sickness absence.

**If Covid-19 is suspected**, please notify these nominated individuals, who are responsible for record keeping in Support of NHS Track and Trace.

- **Junior School pupils and staff – Sue Gurr – Deputy Head.**  
020 8463 8259 / [SGurr@colfes.com](mailto:SGurr@colfes.com)
- **Senior School pupils and staff, support staff – Kate Bateson – School Nurse.**  
020 8463 8122 / using dedicated email [CovidTest@colfes.com](mailto:CovidTest@colfes.com)

### On receipt of Test results

**Parents and staff are asked to inform the school immediately of the results of a test** (via nominated contacts Sue and Kate)

#### **If the test is negative:**

If they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. Other members of their household can also stop self-isolating. If they continue to feel unwell they should stay at home.

#### **If the test is positive:**

Anyone testing positive for COVID-19 should inform the school immediately and must self-isolate for at least 10 days, (even if asymptomatic) starting from the day the test was taken.

If they then develop symptoms during the isolation period they must restart the 10-day isolation from the day they first had symptoms.

- If still unwell after 10 days the isolation period must continue until all symptoms are gone.
- They may then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the



infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

## **NHS Test and Trace and Local Health Protection**

If someone who has attended school notifies the school that they have tested positive for COVID-19 the School will swiftly contact the South London Health Protection Team.

This team will contact the School directly if they become aware that someone who has tested positive for COVID-19 attended the school as identified by NHS Test and Trace.

NHS Test and Trace will request details of anyone with whom they or their child have been in close contact. The school will provide this information for contacts during the school day.

In both scenarios the South London Health Protection Team will provide definitive advice on who must be sent home and will guide the school through the actions they need to take. The School will follow that advice.

Based on this advice the School will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

### **Close contact**

Close contact is defined in Government guidance for schools as:

- 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

### **Further information:**

[Coronavirus \(COVID-19\) symptoms](#)

[Coronavirus \(COVID-19\): getting tested](#)

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\)](#)

[Test and Trace: how it works](#)

DfE coronavirus helpline (for parents, pupils, and staff)

Telephone: 0800 046 8687

Monday to Friday, 8am to 6pm

Further details information can be found in the *COVID Risk Assessment* and the *COVID Attendance and Medical policy* [here](#)

Author: DFG August 2020