



Colfe's School - Covid-19 Attendance and Medical Policy

Autumn 2020

The school has undertaken a detailed risk assessment which considers all Coronavirus (Covid-19) related risks and ensures these are effectively mitigated by applying the control measures in the Government's guidance for the full opening of schools, and other guidance relevant to an educational setting.

This has been reviewed by governors prior to school opening in September; this is available on the school website [here](#).

Key information and procedures for controlling Covid-19 are included in this document.

Prevention and control measures

Cleaning hands

The school will promote the regular and thorough cleaning of hands by washing with soap and water and/or use of hand sanitiser. Pupils will hand sanitise on arrival, departure, at lunchtime and in every lesson.

Respiratory hygiene

The school will promote the 'catch it, bin it, kill it' approach by placing posters in every toilet and in many other locations. Tissues and bins will be available in every classroom and office. All staff members will be given their own bottle of hand sanitiser. Hand sanitiser units are available in numerous locations throughout the School site.

Public Health England does not recommend the use of face coverings in schools is necessary (except in local lock-down) and has given schools discretion whether to require face coverings in communal areas and whilst moving around the school. Previously, they were not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. The School is monitoring the situation and its policy on face coverings is under review.

Face coverings are required at all times on public transport (except children under the age of 11) and will be enforced on dedicated school transport.

Social Distancing

The guidance on social distancing has been implemented in full. This is mainly the grouping of children into bubbles and adaptations to the school site, e.g. signage and one-way systems- to minimise interactions between bubbles.

Please follow the on-site signage and further guidance provided in school communications.



Dealing with a suspected case of Covid-19

Summary information on the procedures for Isolation and Testing is available on the school's website, refer *COVID Summary Medical Procedures* [here](#).

Symptoms & immediate response

The School will ensure that all members of the School community are aware that they must not attend school if they have [coronavirus \(COVID-19\) 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 and advised to follow isolation guidance (see next section).

Public Health England does not consider that taking the temperature of pupils is a reliable method for identifying coronavirus (COVID-19).

An isolation area will be available in both Junior and Senior Schools for the person to wait until they can go home. The area and any bathrooms used will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.

A member of the School staff will call 999 if an emergency situation develops. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Isolation procedures

Anyone who is unwell or displays the symptoms of Covid-19 must follow isolation guidance, '[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).

Anyone testing positive for COVID-19 (even if asymptomatic) must self-isolate for at least 10 days, 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.

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

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test), or if the symptomatic person subsequently tests positive (See: *Engagement with local Health Protection* section), or they have been requested to do so by NHS Test and Trace.

Engagement with the NHS Test and Trace process

The School will ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [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)

Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The School is expecting a limited number of home testing kits to be provided for use 'in the exceptional circumstance that someone may have barriers to accessing a test elsewhere, and providing a home test kit directly may significantly increase the likelihood of them getting tested'.

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
- **Senior School pupils and staff, support staff – Kate Bateson – School Nurse.**
020 8463 8122 / using dedicated email CovidTest@colfes.com

Reporting 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)

Where someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

Where someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and 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. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.



Managing confirmed cases of Covid-19 amongst the school community

Engagement with local Health Protection

The School will identify a nominated individual responsible for engagement with the local Health Protection team. This is Donna Graham, Deputy Head.

The School will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team.

PHE South London Health Protection Team,
Floor 3C Skipton House, 80 London Road,
London,
SE1 6LH
phe.slhpt@nhs.net; slhpt.oncall@phe.gov.uk
Phone: [0344 326 2052](tel:03443262052)
Fax: [0344 326 7255](tel:03443267255)

This team will also contact the School 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.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, 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 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- 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

The health protection team will provide definitive advice on who must be sent home.

Contact recording

The school will identify nominated individuals responsible for record keeping in support of Track & Trace and oversight of suspected and confirmed cases of Covid-19. These are Sue Gurr in the Junior School and Kate Bateson in the Senior school.

The School will keep robust records of levels of contact by:

- Registering pupil attendance
- Recording staff attendance
- Registering all instances where pupils are in contact with other year groups



A template letter will be provided, on the advice of the health protection team, to send to parents and staff if needed. The School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

The School 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.

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

Implementation of control measures to manage an outbreak of Covid-19

The School's response to a confirmed or suspected outbreak of Covid-19 will ultimately be guided by public health protection teams and consultation with the local Director of Public Health.

If the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will work closely with the health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and will not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

This document will be updated as advice changes

Authors: DFG / MA

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