



# 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 unless their condition is acute.

## 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 the Covid Reporting leads, 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) and [juniorcovidtest@colfes.com](mailto:juniorcovidtest@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)

## Obtaining a Covid-19 Test

### Government Testing

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.

### Covid-19 Testing available through the School

*Please contact the Covid Reporting Leads (Sue and Kate) if you would like to discuss eligibility for a test kit.*

**DfE sourced Tests:** The School has a limited provision of home testing kits provided through the Department for Education. These will be used at the School's discretion as per DfE guidance: in "exceptional circumstances" that the school believes mean an individual may not be able to access a test elsewhere.

**Commercially sourced Covid-19 Tests:** The School has additionally sourced commercially available home testing Covid-19 tests.

These are available to Staff with COVID-19 symptoms at the School's discretion who are unable to source a NHS test within a reasonable timeframe and distance from where they live. They should not be regarded as a default testing option by Staff.

About the Home Testing kits.

- They are PCR Antigen tests; the procedure is a nasal and throat swap sample.
- Each test kit will comprise testing instructions, a swab and sample container, biohazard bag, record card and First-Class pre-paid return envelope.
- The School nurses can advise the procedure for testing but cannot administer the tests.
- The School will retain records and email addresses of those the kit has been distributed to.
- Test results are notified to the individual by email the day after the sample arrives at the laboratory.

These School cannot guarantee the availability of testing kits. Achieving the stated accuracy is not guaranteed and is highly dependent on following the test instructions carefully.

## On receipt of Test results

**Parents and staff are asked to inform the school immediately of the results of a test** (to the Covid Reporting leads, 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.

## Response to confirmed COVID-19 in the School

If someone who has attended school notifies the school that they have tested positive for COVID-19 the School will swiftly contact the DfE's Coronavirus Helpline for Schools.

The School may also be notified by NHS Test and Trace directly if they become aware that someone who has tested positive for COVID-19 attended the school

The School will follow its *COVID-19 Positive test protocol in staff or pupil*, and quickly identify Close Contacts to the infectious individual and take actions to mitigate the risk of wider contagion. The school will be ultimately be guided by advice from the DfE Helpline or Local Health Protection Team on the actions it must take.

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.



Extended Contacts (within bubbles who are deemed to be at higher risk of infection) may also be required to follow this procedure and self-isolate.

It is important to note that this situation is different to self-isolation because you or a member of your household has the *symptoms* of Covid-19. You may develop symptoms and become infectious at any point during the 14-day isolation period, therefore, **you cannot return to school within this period even if you receive a negative test result.**

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: MA/ DFG

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