

### Secondary aged Pupil shows symptoms or gets positive lateral flow test in school

Teacher to send the pupil to **Portakabin** and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

Teacher to inform **School Office** so they can arrange for the pupil to be picked up and for the supervision of the pupil until then. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection

### Pupil/staff member shows symptoms or gets positive lateral flow test result at home

Pupil/staff member to stay at home and inform **Headmaster's PA and/or School Bursar by email** [headspa@ditchampark.com](mailto:headspa@ditchampark.com) / [denise.allen@ditchampark.com](mailto:denise.allen@ditchampark.com) who will inform the **Headmaster/SLT**

### Staff member shows symptoms in school

Staff member to inform **School Office / Headmaster's PA / School Bursar** before leaving the school premises, avoiding contact with others

If teaching, staff member to wait until supervision has arrived for their class before leaving

**Headmaster / Bursar / SLT as available** to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating
- (If the pupil/staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace
- To take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and let you know the result (if a home testing kit is available in school, this can be given to them to take home if you think they may have barriers to accessing testing elsewhere) - see below for what to tell them to do, depending on their PCR test result

**Note** – if an individual has a positive lateral flow test, their close contacts in school will also need to start self-isolating. For a symptomatic individual, their close contacts in school will only need to self-isolate if the individual subsequently tests positive. See the 'Contact tracing' box below.

**Once the individual has left the premises (or if they're at home, immediately):** Areas they've come into contact with in school to be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of the group to be moved into an alternative location. All staff and pupils who've come into contact with the individual to be told to wash their hands thoroughly for 20 seconds

The pupil (via their parents or carer)/staff member to inform the school (via [headspa@ditchampark.com](mailto:headspa@ditchampark.com) and [denise.allen@ditchampark.com](mailto:denise.allen@ditchampark.com)) of the PCR test result as soon as possible

#### If the symptomatic individual's PCR test is **negative**

Pupil/staff member can stop self-isolating and return to school if they feel well and no longer have symptoms. Members of their household can stop self-isolating. Their close contacts can continue to stay in school, unless they display symptoms

#### If the asymptomatic individual's confirmatory PCR test is **negative**

Pupil/staff member can stop self-isolating and return to school. Members of their household can stop self-isolating. Their close contacts can return to school, unless they display symptoms

#### If the symptomatic or asymptomatic individual's PCR test is **positive**

Symptomatic individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started (members of their household must also continue to self-isolate for the duration of the 10 day period, and their close contacts in school must begin self-isolating – see 'Contact tracing' box below)
- Then only return to school if the only symptoms they still have after the isolation period are a residual cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household must do the same). Their close contacts in school must also complete their self-isolation – see the 'Contact tracing' box

## Contact tracing

As soon as the school becomes aware of a positive result (**whether lateral flow or PCR**), **Headmaster** to:

- Get advice (if needed) by ringing the DfE helpline on **0800 046 8687** and selecting option 1
- Work with the advice service (or local health protection team, if the call is escalated to them), to do a rapid risk assessment and identify next steps
- Based on their advice, ask pupils or staff who had close contact with the person when they were infectious to self-isolate for **10 days** (counting from the day after they were last in close contact) - they'll provide a template letter you can use
- Report the positive result using the government's educational settings status form

If close contacts who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **10 days**

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide next steps