

Pupil shows symptoms or gets positive lateral flow test in school

Teacher or other member of staff to send the pupil to **Meeting Room 2nd Floor Main School** and to tell the pupil to wear their face mask and keep 2 metres away from anyone they pass and not to touch anything. Juniors' pupils to be accompanied if below Year 5

Teacher to inform **Office staff and Headmaster (Head of Juniors/Head of Seniors whenever possible at same time)** so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. 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

Staff member experiences symptoms at school

Staff member to inform **Headmaster (Bursar in HM absence)** before then immediately leaving the school premises. Ensure Line Manager aware

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

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

Pupil/staff member to stay at home and inform **Headmaster/Bursar by email immediately**

Copied to Line Manager

Headmaster or nominated member of SLT to tell the pupil/staff member:

- To start self-isolating for at least 5 days and household to follow the [latest government guidance](#)
- If symptomatic: take a confirmatory PCR (within 2 days of a positive LFD) and report the result to NHS Test and Trace who will assist with what to do next and manage close contacts.
- If LFD positive but without symptoms (asymptomatic): begin home LFD testing from Day 5, return to school when 2 negative results obtained (taken at least 24 hours apart minimum) or on Day 11 whichever is soonest, providing a fever does not persist.
- To note that members of their household and close contacts should take a lateral flow device (LFD) test every day for 7 days and continue to attend their setting, unless they test positive. **If they do NOT meet the criteria detailed in the red box below left, they should self-isolate.**

Once the individual has left the premises (or if they're at home, immediately): surfaces they have come into contact with will be cleaned and disinfected. Areas they have passed through (eg: corridors) will be cleaned thoroughly as normal. **Office staff / Headmaster / Bursar to inform Estates Bursar / Estates Supervisor.**

If the individual's PCR test is negative

- They must [report the result](#) to NHS Test and Trace
- They (and any members of their household and close contacts who are self-isolating) will be told that they can stop self-isolating if they have no symptoms
- They can return to school

If the individual's PCR test is positive

- They should [report the result](#) to NHS Test and Trace and follow its instructions
- They should continue self-isolating for a **5 or 10 day period (as applicable)**, counting from the day after their symptoms started or the positive test result.
- Members of their household and close contacts who are not exempt from self-isolating (see red box left) must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive.

SELF ISOLATION EXEMPTION CRITERIA

Close contacts or household members of a positive case are exempt from self-isolating and instead should take a daily LFD test for 7 days if any of the following applies:

- They're fully vaccinated (2 doses or more)
- They're between the ages of 5 years and 18 years and 6 months.
- They've taken part in or are currently part of an approved Covid-19 vaccine trial
- They're not able to be vaccinated for medical reasons

Note for primary schools: children under 5 years are exempt from self-isolating and do not need to take part in daily LFD testing of close contacts but should avoid contact with medically vulnerable people.

An individual who had COVID-19 symptoms should only return to school if the only symptoms they have after the isolation period are a 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, or if they are otherwise unwell.