



## **WALHAMPTON SCHOOL**

### **MEDICAL PROTOCOL FOR COVID-19**

This protocol is written using advice from the Department of Education August 2020. It is a working document and it may change in line with Public Health England, WHO and government advice.

#### **Access to the Medical Centre during the COVID-19 pandemic:**

To minimise the spread of COVID-19 infection in school access to the Medical Centre will be restricted to pupils who have become unwell during the day.

Pastoral care of pupils should be delivered by form teachers and tutors.

During the school day nurses will be available to provide first aid. As back-up, first aid bags are available from the school office and the Pre-Prep office so that treatment can be provided to pupils and staff from qualified first aiders.

The medical provision for boarding will contain a first aid kit and regular scheduled medicines will be dispensed from the boarding medical facility by members of the boarding team.

#### **Care of clinically vulnerable pupils:**

As part of Walhampton's care of clinically vulnerable pupils the school nurses will identify pupils clinically vulnerable to COVID-19 and will be responsible for writing individual care plans for the identified pupils.

Care plans will outline the measures the school is taking to prevent infection and parents will be asked to sign the care plan.

#### **Care of clinically vulnerable staff:**

On current evidence, Public Health England and the Department of Health and Social Care advise that schools are not currently considered high risk settings when compared to other workplace environments.

Rates of community transmission of COVID-19 are now reduced to levels below those seen when shielding was introduced, and shielding measures have been paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for teachers and other school staff to return to their workplace setting. Accordingly, we expect that staff will attend school.

All staff should follow the measures set out in the system of controls set out by Walhampton's risk assessment to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene and maintaining social distancing wherever possible.

If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from COVID-19, we encourage staff to discuss these with their line manager, and if need be with the Bursar or the Headmaster, to discuss any concerns individuals may have around their particular circumstances.

The school will conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work Regulations 1999 (MHSW).

The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.

The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.

### **What to do when a staff member feels unwell with COVID-19 symptoms:**

The main symptoms of COVID-19 include:

- A high temperature
- A new continuous cough
- A loss of, or change in, your normal sense of taste or smell (anosmia)

If a staff member becomes unwell at home with any one of the above COVID-19 symptoms they should not come into school.

The member of staff should inform their line manager who will inform the school nursing team.

If a staff member becomes unwell at school, they should not attend the Medical Centre, they should inform their line manager and go home immediately.

When a member of staff becomes unwell with symptoms of COVID-19, they should follow the guidance below:

The member of staff should self-isolate for 10 days and the rest of their household should self-isolate for 14 days as per the stay at home: guidance for households with possible or confirmed COVID-19 infection.

The member of staff should arrange for a COVID-19 test via NHS 119 or [www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test) **It is important that this is arranged as quickly as possible.**

The member of staff should inform the school as soon as possible of the result of the test.

If the test is positive the member of staff will be contacted by NHS test and trace.

The school will work with Public Health England, via the local health protection team, and follow their advice to ensure the safety of the community at Walhampton School.

### **What to do when a child becomes unwell at school:**

If a pupil feels unwell during the school day, they should be escorted to the medical room as soon as possible by a teacher / TA. If this is not possible the teacher should contact the school office or Pre Prep office as appropriate and another member of staff will be despatched to act as an escort.

The teacher or member of staff should reassure the pupil. Social distancing of 1-2 metres should be adhered to whenever possible and they should not touch the pupil.

For younger children closer contact may be necessary.

Please wash your hands for at least 20 seconds with soap and water after escorting a pupil who is feeling unwell.

On arrival at the Medical Centre the teacher can return to class and any other member of staff can return to their duties.

The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

### **How will the child be assessed?**

An assessment of the child will be made by one of the school nurses wearing appropriate PPE equipment for a non-confirmed case of COVID-19. This will include gloves, apron, fluid resistant mask and eye protection.

On examination if the child is not displaying any COVID-19 symptoms and is assessed as being well enough to be in school the child can return to class.

If the child is found to have one of the following symptoms associated with COVID-19:

- A high temperature
- A new continuous cough
- A loss of, or change in, your normal sense of taste or smell (anosmia).

The child will be immediately placed, and made comfortable, in the medical isolation room within the Medical Centre.

As is usual practice, in an emergency, staff would call 999 if someone is seriously ill or injured or their life is at risk.

The nursing team will contact the parents/ guardians and explain that their child is suspected of having COVID-19. Parents/guardians will be asked to arrange to immediately collect their child. The pick-up-point is likely to be at the gazebo by the entrance to the back courtyard. The nursing team will liaise directly with the parents about the pick-up arrangements.

Parents will be asked to arrange for a COVID-19 test via contacting 111 or [www.gov.uk/get-coronavirus-test](https://www.gov.uk/get-coronavirus-test) and asked to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) **It is important that this is arranged as quickly as possible.**

Parents should inform the school nursing team of the outcome of the COVID-19 test as soon as possible.

All COVID-19 tests, and their results should be recorded in the Medical Centre for accurate records and available to public health teams upon request.

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, or they have been requested to do so by NHS Test and Trace.

### **How will a child suspected of COVID-19 be cared for in school?**

The child should be put in the medical isolation room and cared for by the school nursing team.

On identification of a possible case of COVID-19 all non-essential staff should be removed from the Medical Centre and the Medical Centre should display clear signs explaining this is an infection control area.

Reassurance should be given to the child.

For non-confirmed COVID-19 cases the following PPE equipment should be worn by the nurse: gloves, apron, fluid resistant surgical mask and protective eye wear.

The nurse should maintain minimal contact with the child and maintain social distancing of 1-2 metres as much as possible.

Where possible a window should be opened for ventilation.

After assessment and administration of medicine, if necessary, the nurse should leave the room if safe to do so.

The pupil will have exclusive use of the Medical Centre bathroom.

Advice from Public Health England is not to enter the isolation room unless it is necessary to do so.

### **How long should a child/staff member isolate at home before returning to school if they receive a negative COVID-19 test?**

If the outcome of a COVID-19 test is negative and the individual feels well and no longer has symptoms of 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.

The pupil/staff member may return to school provided they have no symptoms and are well but only after discussion with a member of Walhampton nursing team. It is important that we are safe but is equally important that pupils and staff return to school as soon as they are able. If pupils quickly recover they should be back in school to avoid the need for remote learning.

Walhampton's medical policy states that no pupil or staff member should return to school if they have had a fever or vomiting in the last 48 hours.

### **How long should a child/staff member isolate at home before returning to school if they receive a positive COVID-19 test?**

If the outcome of the COVID-19 test is positive, follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) The child/staff member 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.

If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

If the person continues to be clinically unwell after 10 days they should contact NHS 119 for medical advice.

If a person becomes acutely unwell and are unable to manage their symptoms at home, they should contact 999 immediately.

Following a positive test result, you will receive a request by text, email or phone to log into the NHS Test and Trace service website and provide information about recent close contacts.”

### **Managing confirmed cases of COVID-19 amongst the school community:**

Walhampton will take appropriate action when it becomes aware that someone who has attended school has tested positive for COVID-19. The school will contact Public Health England via our local health protection team. Equally this team will also contact Walhampton directly if they become aware that someone who has tested positive for COVID-19 has been at the school.

This contact will be made by a member of the Senior Leadership Team or one of the school nurses.

The contact details for the school's local health protection team are:

### **Hampshire and Isle of Wight HPT (South East)**

Email [HIOW@phe.gov.uk](mailto:HIOW@phe.gov.uk); [phe.hiow@nhs.net](mailto:phe.hiow@nhs.net)

**Telephone 0344 225 3861 (option 1 to 4 depending on area)**

**Out of hours advice 0844 967 0082**

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 Walhampton to guide them through the actions they need to take. Based on the advice from the health protection team, the school 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, within one metre, with an infected individual for any length of time including being coughed on, being in 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. To support the health protection agency Walhampton will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different group.

A template letter will be provided to Walhampton, on the advice of the health protection team, to send to parents and staff if needed.

**Schools must not share the names or details of people with COVID-19 unless essential to protect others.**

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms.

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test and follow advice below:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the COVID-19 within the remaining days.

- if the test result is positive, they should inform school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

### **How to contain any outbreak by following local health protection team advice**

If the school has two or more confirmed cases within 14 days or an overall rise in sickness absence where COVID-19 is suspected, they may have an outbreak. The school will then continue to work with their local health protection team who will be able to advise if additional action is required.

### **What to do is a child becomes unwell in the Boarding House?**

If a child develops a temperature symptoms of corona virus:

- Raised temperature above 37.8c
- Persistent cough
- Altered sense of taste or smell

The child should be isolated in the Boarding Medical Centre facility and provided with an identified bathroom for their use only.

Only essential boarding staff should be in contact with the child and infection control signs will be displayed.

Pupils should be cared for using the Children in residential schools and care homes who develop symptoms should be cared for in line with the [guidance on isolation for residential educational settings](#).

Where possible a window should be opened for ventilation.

Reassurance should be given to the child.

For non-confirmed cases of COVID-19 the following PPE equipment should be worn by the boarding team when caring for a pupil suspected of displaying COVID-19 symptoms: gloves, apron, fluid resistant surgical mask and protective eye wear.

The staff member should maintain minimal contact with the child and maintain social distancing of 1-2 metres as much as possible.

Once assessment and administration of medicine given boarding staff should leave the room if safe to do so.

Advice from Public Health is not to enter the isolation room unless it is absolutely necessary.

**Parents should be informed immediately their child requires a COVID-19 test.**

**The child should be tested for COVID-19 as soon as possible and kept in isolation until the test result is established.**

Parents should be asked to collect their child as soon as possible. In the case of overseas boarders, the pupil should be sent to the UK guardian while awaiting results of the test. If this proves impossible other arrangements will be made within the boarding facility.

If the child has to stay in school, they will need to isolate for 10 days or until they have a negative COVID-19 test result and show no other symptoms.

If the child is still displaying symptoms after 10 days or worsening symptoms, NHS 111 should be called for advice.

If a child becomes acutely unwell 999 should be called.

On a positive COVID-19 test result advice should be sought from contact and trace and public health teams as to isolation status for the rest of boarding children.

Parents will be asked to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' The boarding pupil will be able to return to the boarding house after 10 days of isolation providing, they no longer have a high temperature and are feeling well.

### **How will confirmed cases of COVID-19 be cared for in the boarding house?**

This will not generally be the case for pupils will be required to go home to parents / guardians. In a case where this is not possible, and care has to be provided for a confirmed case of COVID-19, boarding staff (and other staff supplemented to the boarding will need to wear the following PPE equipment:

gloves, plastic apron, long sleeved disposable gown, FFP3 mask, eye protection goggles.

Information on how to wear and dispose of PPE can be found on the link below.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/870028/COVID-19\\_PPE\\_Donning\\_poster.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/870028/COVID-19_PPE_Donning_poster.pdf)

### **Cleaning of medical facilities once the patient has left the isolation room:**

Ideally the cleaning of isolation rooms in the medical and boarding departments should be conducted by professional cleaners.

Once the child has left the room the Nurse or Boarding Staff should open windows in the room and then leave the room for one hour before entering with protective equipment in place to clean the room.

All surfaces will need to be cleaned with chlorine or alcohol wipes, of at least 60%, and any material equipment used such as a blood pressure cuff should be thrown away.

Thermometers and otoscope and medical equipment should be cleaned with chlorine or alcohol wipes.

All contaminated waste should be labelled with the date and time and double bagged in yellow clinical waste bags and placed in the "donkey house" for collection by PHS.

The nurse/ boarding team staff should take off protective clothing and dispose of in yellow bags. Put on a clean pair of gloves and apron and take contaminated linen in red alginate bag to laundry.

All linen should be placed in alginate red bags and washed immediately on a chemical wash.

The Nurse/ boarding team member should take off gloves and wash hands for at least 20 seconds after disposing of rubbish or washing linen.

Please be aware this protocol could change with emerging government guidance and is based on current information from Public Health England and Gov.uk/corona

**Jemma Rea    Senior Nurse    Sep 2020**

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