

Valid from 04/09/2020
Date last updated 04/09/2020

Standard Operating Procedure for the Management of COVID-19 Symptoms - Schools

This Standard Operating Procedure (SOP) has been prepared by Dudley Council's Test, Trace and Isolate sub-group for Educational Settings.

It outlines the procedures to be followed:

1. If a child^{1,2} or staff member displays symptoms of coronavirus, either at home or at school
2. When a test result is received

¹Only applies to children currently eligible to attend school; ²Children who are in early years settings, including nurseries on school premises, are covered by the SOP for early years childcare providers.

This SOP should be read in conjunction with your setting's risk assessment and plans to welcome all children back from September.

This SOP will be kept under review, in line with national guidance from PHE on Test and Trace and changes in the capacity across the local system.

Please regularly refer to the following guidance to stay up to date with any changes:

- **National guidance:** <https://www.gov.uk/coronavirus/education-and-childcare>
- **Local guidance:** Log onto www.revolutionforschools.dudley.gov.uk, click on the resources, scroll down and click on the COVID-19 Information page

It is advisable that each school has a designated staff member or small team who has oversight of this procedure, monitors any Covid-19-related absences and is the link for Public Health England (PHE) for Test and Trace.

Key contact details

Team	Contact Details	When to contact
Education Team, Dudley Council	Janice.High@dudley.gov.uk	Report all symptomatic cases, and Report all positive test results and any action(s) taken to send home pupil / staff bubbles or year groups
Public Health England (PHE)	https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2l# 0344 225 3560 (opt 0 opt 2)	Report all positive test results
Children and Young People's Public Health Team, Dudley Council	cypteam@dudley.gov.uk	Public Health questions, questions about this SOP and/or any concerns about high reported absence which is suspected to be COVID-19 related
School Nurse Service	01384 408990	For advice and support if family struggling to, or reluctant to, access a test

Valid from 04/09/2020
Date last updated 04/09/2020

Symptoms of COVID-19

The main symptoms of COVID-19 are:

- **a new, continuous cough** - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a high temperature** - feel hot to touch on your chest or back (temperature of 37.8°C or higher if able to measure this)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

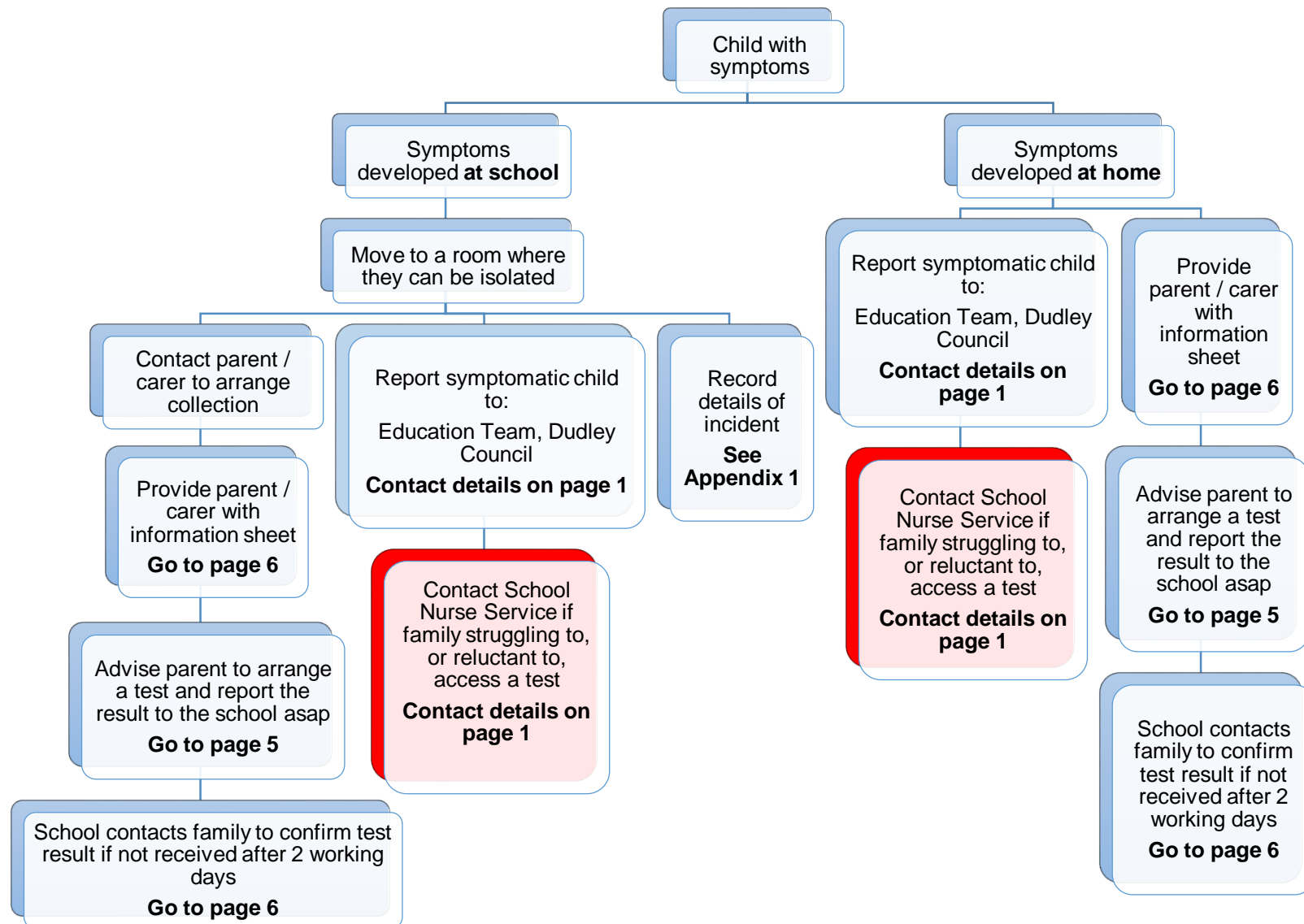
If a child or staff member develop any of these symptoms, no matter how mild, please follow the procedures below.

Other illnesses

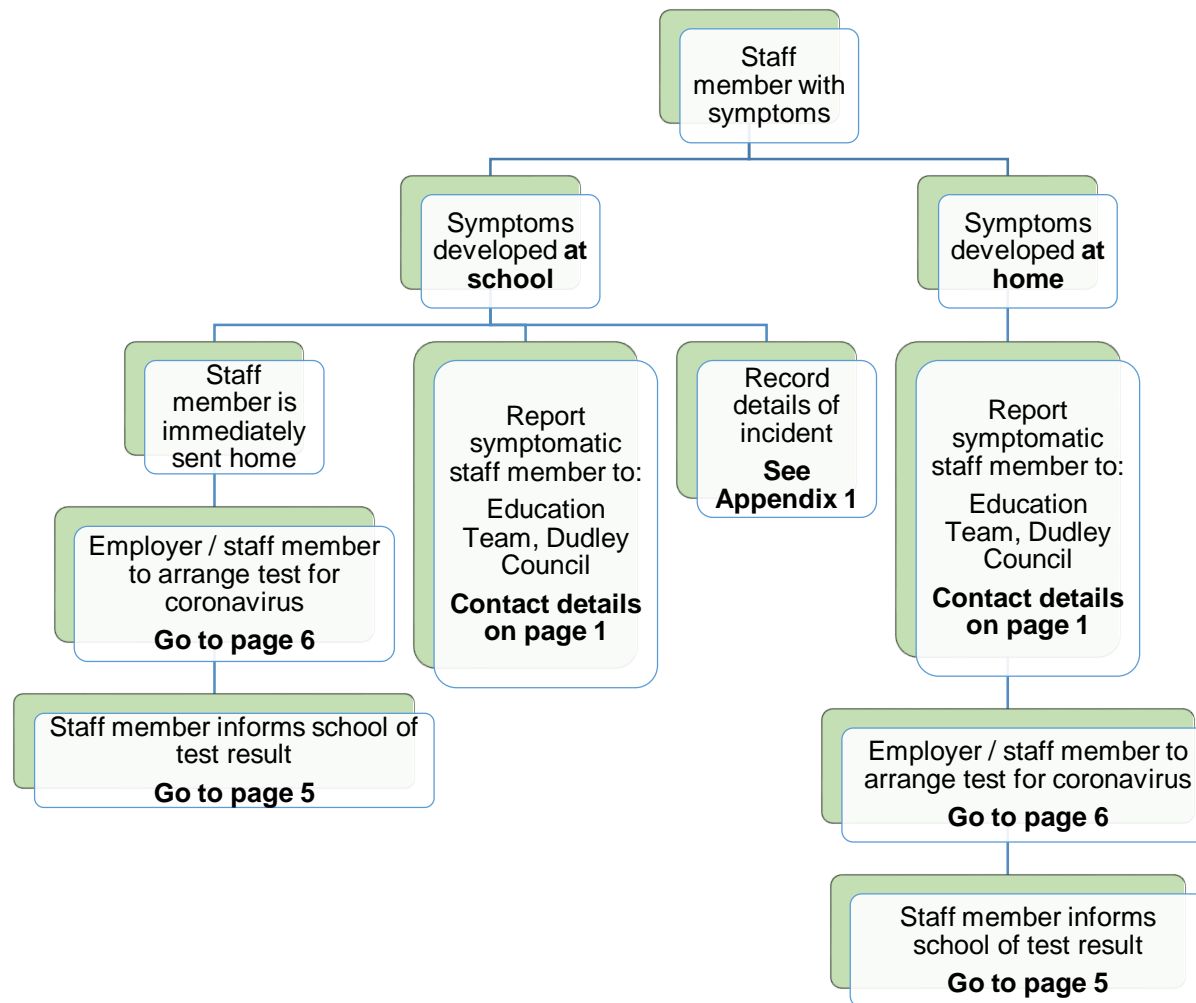
There is likely to be an increase in other illnesses during autumn and winter, including colds, flu and winter vomiting bugs. For symptoms other than those listed above please follow your usual procedures to determine whether children and staff are well enough to attend school.

Children with asthma should be attending school and further guidance on asthma is included in the guidance on Revolution.

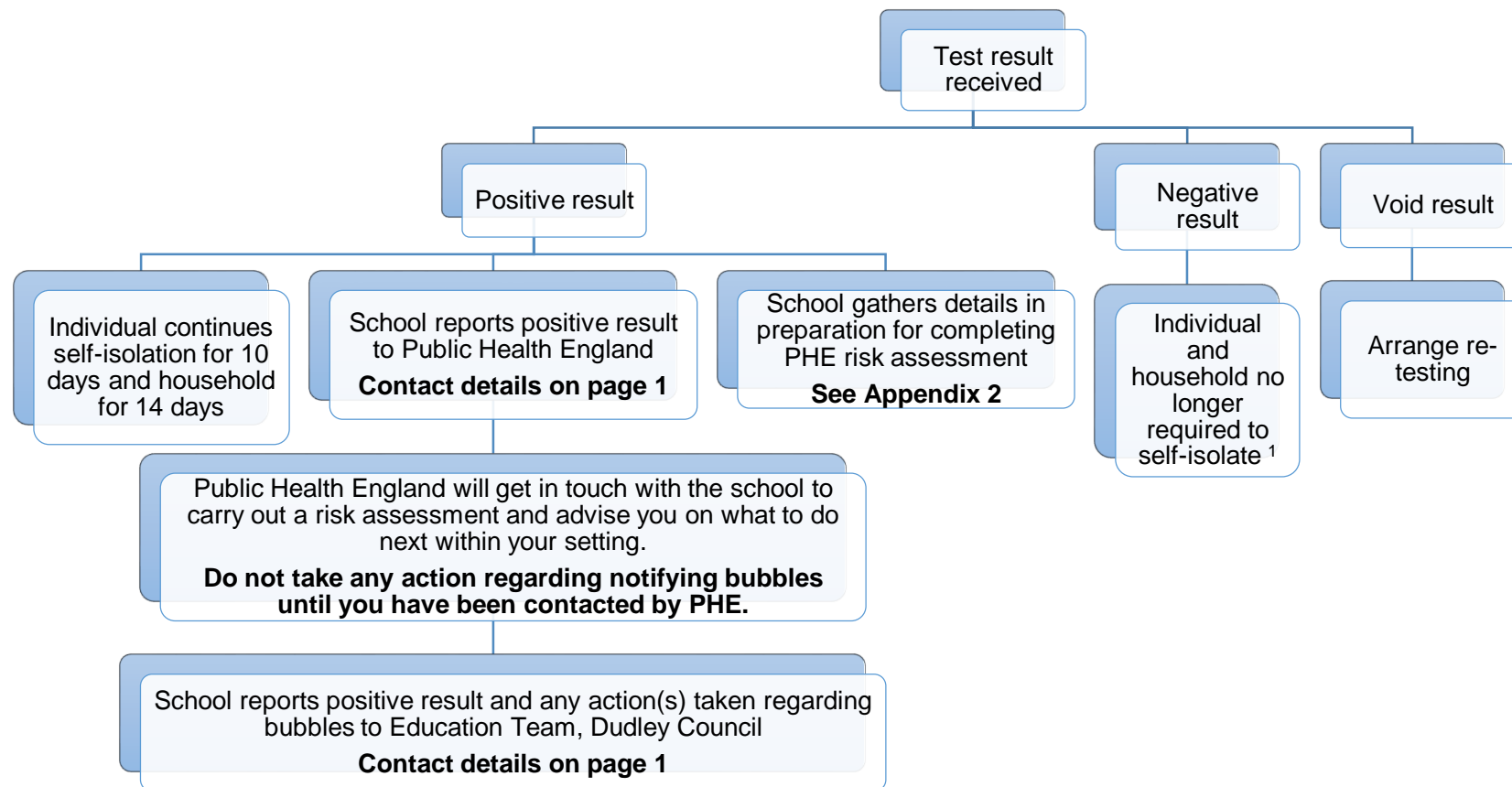
Child displays symptoms of COVID-19



Staff member displays symptoms of COVID-19



Test result received



¹ Individual and household do not need to self-isolate if test is negative, as long as:

- everyone they live with who has symptoms tests negative
- everyone in their support bubble who has symptoms tests negative
- they were not told to self-isolate for 14 days by NHS Test and Trace
- they feel well – if they feel unwell they should stay at home until they are feeling better

Information sheet for parents / carers



SCHOOL Parent
Info Sheet for Symp

Home test kits for schools

From 26th August schools will receive an initial supply of 10 home test kits, which should only be offered to individuals in the **exceptional circumstance** that you believe an individual may have barriers to accessing testing elsewhere. Guidance is available at <https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers>

School protocol for contacting families to follow up test result

1. Contact family to confirm if test result has been received:
 - a. If test result has been received follow the procedure on page 5.
 - b. If no test result has been received:
 - i. encourage the parent / carer to arrange testing for their child as soon as possible – share options for testing (**see information sheet**)
 - ii. if you are concerned that the family is struggling to, or reluctant to, access a test, please contact the School Nurse Service (**contact details on page 1**)
 - iii. ask parent / carer to report the result to the school asap
 - iv. if no response from parent / carer after another 2 working days please contact the School Nurse Service (**contact details on page 1**)

Staff testing options:

1. Manager completes referral template (with staff consent) and sends to covid19NTP@dudley.gov.uk by 4pm for a next day priority drive through site test
2. Staff member self-referral for a site test - www.gov.uk/apply-coronavirus-test-essential-workers
3. Staff member requests a home postal self-swabbing kit if unable to get to any of the test sites - www.gov.uk/apply-coronavirus-test-essential-workers



Copy of Referral
Template - DO NOT

APPENDIX 1 – Template to record illness at school

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Date/Time of onset of symptoms	Symptoms*	Time between detection of symptoms and isolation at school	Did staff member wear PPE?** Y/N

Symptoms * T = Temp (≥ 37.8 C), C = Cough, LST = Loss of smell/taste

**** Only required if social distancing could not be observed**

Appendix 2: Example risk assessment to support information gathering in preparation for Public Health England Risk Assessment (adapted from PHE outbreak risk assessment)

COVID-19 Outbreak School/Nursery settings	
Callers Name/ advice to:	
HPZ Ref:	
Date:	
Setting: Nursery/ School - Primary/ Secondary/ SEN or FE College	
Local Authority/Private/Academy	
If special school, nature of special needs	
Name, Address and Postcode	
Layout of school/nursery/ areas in use	
Number of cohort or bubble groups/ how many pupils in each group?	
Pupils confirmed or suspected out of total attending setting	
Staff confirmed or suspected out of total employed	
Number of pupils/ staff in the case(s) cohort or bubble group. (include year group)	
Details of suspected/confirmed case(s)- Name, date of birth, address; onset date of symptoms and date of test if tested.	
Symptoms: Fever, Cough, loss of taste/smell, other	
Was the case on the premises when symptoms started/were they isolated?	
Last day case attended the setting	
If case is a staff member: their role and groups they interact with; do they move between sites if multiple sites.	
Any vulnerable or extremely vulnerable pupils or staff attending school (including pregnant staff)? Would they have had contact with the case?	
Means of transport to and from setting, who does the case travel with?	
Any siblings of the case attending the school?	
Any cases hospitalised or died? record details	
Communication with parents/staff: ask about advice given and what information has been sent out to date	
Any media interest or concerns from pupils, parents or staff	