

Pupil shows symptoms in school

Teacher to arrange for the pupil to be escorted to the **Welfare Officer's room**. Pupil and escort to keep 2 metres away from anyone they pass and not to touch anything where possible

Welfare Officer to inform the School Office so they can arrange for the pupil to be picked up. Pupil should be supervised 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 shows symptoms in school

Staff member to inform the **Deputy Headteacher (Cover) / School Business Manager** before leaving the school premises, avoiding contact with others

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 the **School Office by telephone as soon as possible**

Tel: 020 8527 2464 (BHC)
Tel: 020 8503 2225 (WMC)

Headteacher / Deputy Headteacher / School Business Manager to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial
- (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 report the test result to NHS Test and Trace. 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: close contacts or members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years' old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household

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 cleaned and disinfected. 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

If the symptomatic individual's PCR test is negative

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

If the asymptomatic individual's PCR test is negative

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

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 and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still 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, if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

Close contacts or household members of a positive case are exempt from self-isolating if any of the following applies:

- They're fully vaccinated
- They're below the age of 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 get vaccinated for medical reasons