



## **DETAILS OF OUR SPECIFIC PROCESS FOR DEALING WITH STUDENTS**

### **WHO BECOME UNWELL WHILST AT SCHOOL**

The health, safety and welfare of our staff and students is paramount. Staff will be advised that they should only come into school if they are fit and well and parents are requested not to send their child into school should they display any of the symptoms of COVID-19 which may include a fever, a dry cough or tiredness.

If a member of staff becomes unwell while they are in school, the procedure guide for staff will be followed. In addition, parents of students in that class will be notified by email/letter that they have been in contact with a potential COVID-19 case and their child needs to isolate for 14 days, but that household members of that child do not need to self-isolate unless the child shows symptoms. Once the test results of the staff member are known, if they are positive, the staff member and students should continue to self-isolate; if negative, students and staff can arrange to return to school.

### **ACTIONS TO BE TAKEN**

Where a teacher becomes aware of student coughing regularly or a student notifies them they do not feel well they should arrange to remove the student from the classroom.

- The student should stand outside the classroom where the teacher can see them but away from the rest of the class.
- Staff member to use mobile phone to contact the dedicated admin phone line to alert the member of SLT on duty and the designated First Aider.
- The SLT member/First Aider will come to the classroom.
- First Aider to establish if symptoms fall within those of Covid-19.
- If Yes:  
Student to await collection in Isolation Room (Reflection Room on A floor)  
If no: establish if they can continue with the rest of the session or if they need to await collection.
- If Covid-19 symptoms are suspected, student to self-isolate for 7 days and be advised to apply for testing. Mr Chesters, Assistant Head, should be advised of any test results.
- Other students in the class should be sent home with a standard letter to parents advising them that their child has been in contact with someone with suspected COVID and that they should isolate for 14 days or until they test negative.

The attached flowchart gives further advice on what to do if your child display symptoms, how to apply for testing, useful telephone numbers/website addresses and the contact tracing system.