



The Queen Elizabeth
Academy



COVID 19 - Procedure for management of infectious disease

Managing the risk of COVID19 in our academies and preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). Detailed risk assessments and control measures have been implemented to achieve this.

However, it is imperative that we maintain the safety of all pupils and staff by minimising contact with individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the academy and risk the spread of infection. This achieved by raising awareness and maintaining contact with parents and stakeholders regarding the wellbeing of their child.

Where this is not possible, steps must be taken in the event of a pupil or staff member developing symptoms of COVID 19 while attending the academy. The following are the key indicators relating to the illness and should be treated seriously and acted upon immediately:

Main Symptoms

The main symptoms of coronavirus are:

- high temperature – this means you feel hot to touch on your chest or back
- 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)
- loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms.

Corona virus in Children

The following symptoms are key risk factors in children and emergency services must be contacted should they show any of the following:

- has a stiff neck
- has a rash that does not fade when you press a glass against it (use the "glass test" from Meningitis Now)
- is bothered by light
- has a seizure or fit for the first time (they cannot stop shaking)
- has unusually cold hands and feet
- has pale, blotchy, blue or grey skin
- has a weak, high-pitched cry that's not like their usual cry
- is drowsy and hard to wake
- is extremely agitated (does not stop crying) or is confused
- finds it hard to breathe and sucks their stomach in under their ribs
- has a soft spot on their head that curves outwards
- is not responding like they usually do, or not interested in feeding or usual activities



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Academy Transformation trust have completed detailed risk assessments for all of our sites to minimise the risk of pupils developing corona virus. The above are prevalent in extreme cases though staff should be mindful of any symptoms showing within a primary age pupil.

Steps to follow should a pupil or member of staff show symptoms

If a child shows any of the symptoms associated with COVID 19 the following steps must be followed:

- If a pupil/staff member shows any symptom of COVID 19, no matter how small, they must be isolated from the main group they are in.
- Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times.
- The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen.
- The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.
- Take the pupils temperature to check for fever if not prevalent.
- Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.
- The Staff member caring for the pupil must wear PPE as detailed in the ATT Supply and use of PPE procedure.
- While waiting to go home, unwell pupils or those showing symptoms of COVID19 must be isolated from the rest of the academy.
- If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the academy to minimise the spread of infection.
- Send pupil home and advise to self-isolate for 10 days, household members should self-isolate for 14 days, and advise that the pupil should be tested.
- Ensure that in the area they have occupied at the academy a deep clean and thorough disinfectant of all areas takes place.
- If the Pupil/staff member tests negative for COVID19 they can return to the academy
- Where space allows the room should be closed for 72 hours and the remaining pupil group occupy a different area of the academy.

Confirmed Cases/Extreme symptoms

The following steps should be taken if a staff member or pupil tests positive for COVID19 or if they a pupil shows child specific symptoms detailed within this document:

- If the pupil shows any of the child specific symptoms or their condition rapidly deteriorates call emergency services (999) to receive immediate medical care.
- If staff member or pupil is in extreme discomfort administer small dose of paracetamol provided consent and allergy information is in place.



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- If the pupil/staff members test positive for COVID19 all staff and pupils from their bubble group must be sent home to self-isolate for 14 days.
- Isolate the room the pupil has occupied for 72 hours and carry out deep clean to area using disinfectant after this time has passed.
- Prior to bring the space back into use undertake a specialist medical clean using fogging device.

If a parent or carer of pupil or member of staff's immediate family teste positive for COVID19 the above steps must be followed.

Please see detailed Risk Assessment for control measure in place to prevent spread of infection.