

Part 8 – Westbourne Academy Risk Assessment COVID-19 – June 2021

Guidance and COVID-19 Procedure - Management of COVID-19 Symptoms and Confirmed cases

Managing the risk of COVID-19 in our academies and preventing the spread of coronavirus from September 2020 will be achieved through implementing a system of controls, based on the latest PHE/Government Advice Prevention and Response to Infection. Our updated Risk Assessment outlines the controls in place to do this.

Ensuring that students, staff and other adults do not come into the academy if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days, and ensuring anyone developing those symptoms during the academy day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

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 (anosmia) – 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 and if any are prevalent, they should be isolated away from others and be tested as soon as possible.

Coronavirus in children

The following symptoms are key risk factors in children and emergency services must be contacted should they show any of the following in addition to COVID-19 symptoms:

- 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 eating or usual activities

Academy Transformation Trust have completed detailed risk assessments for all our sites to minimise the risk of students developing coronavirus. The above are prevalent in extreme cases, though staff should be mindful of any symptoms showing within a primary age student.

Managing symptomatic students/staff

As part of the NHS Test and Trace process, the Academy must outline to all parents, carers and staff that they must be willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and students must not come into school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if requested by NHS Test and Trace.
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test. PCR tests can be booked online through <https://www.gov.uk/get-coronavirus-test> or by calling NHS 119. The parents must inform the academy of the result as soon as they receive it.

If anyone in the academy becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'Stay at home: Guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a PCR test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the isolation period from the day they develop symptoms and the next full 10 days. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved to the designated medical area, with access to separate WC, where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision, if required. Ideally, a window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they should use a separate medical room WC if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

As is usual practice in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any students 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 the academy or NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds using soap or use hand sanitiser provided throughout the academy after any contact with someone who is unwell. The area around

the person with symptoms must be cleaned by onsite cleaning staff after they have left, to reduce the risk of passing the infection on to other people. This includes the classroom if the student was removed from class and medical waiting area if appropriate

COVID-19 Procedure – Symptomatic Students and Staff



COVID-19 Procedure – Symptomatic Students and Staff

If a student or member of staff shows any of the symptoms associated with COVID-19 the following steps must be followed:

- If a student/staff member shows any symptom of COVID-19, no matter how small, they must be isolated from the main group they are in using the designated medical room at the academy.
- The relevant member of staff calls for emergency assistance immediately if students' symptoms worsen.
- The parents of unwell students are informed as soon as possible of the situation by a relevant member of staff.
- Take the student's temperature to check for fever if not prevalent.
- Where contact with a student's parents cannot be made, appropriate procedures are followed, in accordance with those outlined in governmental guidance.
- The staff member caring for the student must wear PPE as detailed in the ATT Supply and use of PPE procedure.
- While waiting to go home, unwell students or those showing symptoms of COVID-19, must be isolated from the rest of the academy and kept within the designated medical area and use only the designated toilet facility.
- Send student home and advise to self-isolate for the next full 10 days, household members should self-isolate for 10 days, and advise that the student should be tested by booking online <https://www.gov.uk/get-coronavirus-test> or by calling NHS 119. The parents must inform the academy of the result as soon as they receive it.
- In certain situations, where families cannot access a test, the academy will have a limited number of home testing kits available.
- Ensure that the area they have occupied at the academy is cleaned by on-site cleaning staff and thorough disinfectant of all areas takes place.
- If the student/staff member tests negative for COVID-19 and is no longer showing COVID-19 symptoms they can return to the academy
- If the student/staff member tests negative for COVID-19 and is still showing COVID-19 symptoms, they should complete the self-isolation period of 10 days prior to returning.

Managing confirmed cases of COVID-19

In the event of a student or staff member testing positive for COVID-19 the academy must take swift action.

Once confirmed that a positive test has been received the academy must contact: Suffolk County Council (SCC) in accordance with their flowchart who will liaise with track and trace and local schools together with Public Health England and the Local Health Protection team for advice. The HPT teams contact details are:

PHE East of England Health Protection Team,

Council Offices, College Heath Road,

Mildenhall,

IP28 7EY

Phone: 0300 303 8537 option 1

Email: EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net

The Academy must also inform the ATT central team and Regional Estates Manager so they can advise and plan accordingly whilst liaising with relevant agencies/authorities.

The Health Protection Team will conduct a rapid risk assessment to identify anyone who has come into direct contact with a person during the period they were infectious and advise them to self-isolate.

The academy must review records and make a log of anyone who has come into close contact with the infected person at the academy.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person.

Anyone who has come into close contact in these circumstances must be sent home to self-isolate for 10 days and arrange to have a COVID-19 test. Their family members do not have to self-isolate, unless the person develops symptoms.

If someone who has been sent home to self-isolate develops symptoms while isolating, they must get a test and:

- If the test is negative, they must remain in isolation for the full 10 day period
- If the test is positive, they must inform the academy immediately and should self-isolate for 10 full days from the onset of their symptoms (this may end before or after the original 10 day isolation period). Their family members should self-isolate for 10 days from the onset of their symptoms.

If there are two confirmed cases in a 14-day period, or an overall rise in sickness absence where COVID-19 is suspected, the academy may be experiencing an outbreak. In some cases, the Health Protection Team may recommend that a larger number of other students self-isolate at home as a precautionary measure.

Due to the bubble group system being implemented at Westbourne Academy, this would be limited to one class or year group. In the event of an outbreak, the affected area will be left for 72 hours from the point the group began isolation and then undergo a deep clean or medical fogging, dependent on the circumstances. A full academy closure based on cases within the setting will not generally be necessary and should not be considered except on the advice of the Health Protection Team.

The local HPT, ATT central team and the academy staff will work together to ensure we share information to enable the correct measures to be implemented at the right time. The local HPT will provide advice and guidance in the event of a confirmed case, once contacted.

In consultation with the local Director of Public Health, where an outbreak at the academy is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

If the academy must close on advice from the Health Protection Team, or due to a local lockdown, the ATT central team will implement business continuity measures to ensure education can be provided. The academy's Business Continuity Plan has been updated to reflect arrangements in place to mitigate COVID-19. In the event of a local lock down, it is likely the academy would revert to previous arrangements for partial opening.

COVID-19 Procedure - Management of Confirmed Cases of COVID-19



