

COVID 19 Process Flow Chart for Schools / Settings

Children / young people or teachers / staff member showing possible symptoms of CoVID 19
Such as- new persistent cough, temperature and/or loss or change in ability to taste or smell.
DO NOT attend education settings and seek a test via the government portal <https://www.gov.uk/get-coronavirus-test>

If symptoms manifest while in education environment send child / young person / member of staff home and instruct them to seek a Covid test. This can be done via the government portal. <https://www.gov.uk/get-coronavirus-test> There is no need to notify emergency planning unless the test result is positive, or a test is refused.
It is imperative that the result of the test is communicated to the school as soon as its known either by the young person / parent or the member of staff who was tested.

Test is **NEGATIVE**

Staff member or Family of child/ young person refuse to allow a test to be carried

Test is **POSITIVE**

If well and **symptom free for 48 hours** child/ young person / member of staff can return to School / Setting
Process ends.

As a matter of urgency - Head teacher / Manager or other designated teacher/ staff **MUST CONTACT EMERGENCY PLANNING** by phone - Don't phone anyone else Emergency planning will do that.
Office hours 08:00 – 16:00 Tel 01835 825056
Out with office hours Call 01896 752111 and ask for urgent contact with an emergency planning officer.

Where a test is refused, this is treated as a suspected case. Each incident will be dealt with on its individual circumstances.
Emergency planning or if agreed through planning meeting, a designated Education representative will liaise with NHS to seek advice re each case in these circumstances .

For positive result test trace isolate process will be instigated by Emergency planning and Public Health. Schools/ Settings will be contacted by Test Trace Isolate team and guided through the process . NB Schools/ Settings will be required to provide information re children/ young people who were in class/ playroom at particular times. Children/ young people and teachers/ staff will be contacted by the test trace isolate team and relevant health and isolation advice provided.