Actions to take if staff member or pupil informs you that they are self-isolating due to Covid-19 symptoms

1. **Record the following details: name, staff or pupil, symptoms present, date of onset, date last in school, class group, check contact details are up to date**

2. **Tell them to go to nhs.uk/coronavirus or to ring 119 to book a test. It is crucial that they access a test within the first 3 days (5 at the most) of their first symptom.**

3. **Advise them to inform designated school contact of the result of their test.**

4. **Remind them to access nhs.uk/coronavirus or ring NHS 111 for advice on managing symptoms**

5. **Remind them that they must stay away from school for 7 days from symptom onset.** After that (providing they are well), they can return to school Note: If they are categorised as clinically vulnerable, refer to https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19

What to do if a member of staff or pupil informs you that they have tested positive (or the test is inconclusive).

1. **Confirm that the individual must isolate for 7 days from symptom onset. After that, they can return to school if they feel better and as long as they have not had a fever without medication for 48 hours.**

2. **If the individual (pupil or teacher) has been in attendance at the school in the period of 48 hours prior to symptom onset, the rest of their class ONLY should be sent home and advised to self-isolate for 14 days (and to book a test immediately if they develop symptoms).** **Household members of the wider class do not need to self-isolate unless the pupil/staff member they live with develops symptoms.**

3. **Individuals testing positive will be contacted by the NHS Test and Trace team who will identify and communicate with any other contacts who need to take action.**

4. **After confirmation of a positive test, the school should arrange for cleaning of the setting as per [guidance for cleaning non-healthcare settings](#)**

If more than ONE person tests positive, Public Health England's health protection team will work with the council's Public Health team to advise you on the most appropriate action to take. This will very rarely involve closure of an entire school.

What happens if someone becomes unwell at an educational or childcare setting?

- If anyone becomes unwell with COVID-19 symptoms while they are in school they must be sent home and advised to follow the COVID-19: [COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance](#).
- If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE should 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).
- If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

The school can remain open if this advice is followed.

If you need advice or support on any of the above, you can contact:

- **PHE North West health protection team on** 0344 225 0562 (9am-5pm) or if out of hours on 0151 434 4819 (ask for dedicated on-call for COVID-19)

- **Wirral Community Infection Prevention and Control Service on** 0151 604 7750 (9am-5pm) or email ipc.wirralct@nhs.net (for non-urgent advice)