

L'École des Petits*L'École de Battersea*

Policy in case of a flu pandemic - COVID 19

Introduction

Covid-19 (previously known as “2019 novel coronavirus”), is part of the influenza group of viruses which can cause respiratory illness. Symptoms include fever, cough and difficulty in breathing, which are similar to other diseases that are much more common, such as cold and flu.

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions.

We recognise that we have a duty of care towards our staff, pupils and families, to protect those most vulnerable and those who might be severely affected if infected with Covid-19, primarily because this is a new virus and we do not yet understand the full implications of a Covid-19 pandemic.

Purpose

The purpose of this document is to provide a protocol for staff, pupils and parents for when a pupil or member of staff shows symptoms of flu (specifically a temperature of 37.8 °C and above), and potentially might be a candidate for a Covid-19 infection, or a case of Covid-19 has been confirmed. Other symptoms that are linked to the virus are a new dry continuous cough, fever or loss of, or change in, sense of smell or taste (anosmia). [NHS Covid-19 symptoms](#)

Public Health England health protection team (HPT) will ultimately decide whether the school needs to close for a period.

Implementation

While the school remains open, the following measures will be put in place:

1. – If a pupil feels unwell, is having a temperature, or shows other symptoms of Covid-19:

1.1 – The pupil

- The teacher in immediate charge of the class will take the temperature of the pupil.
- If it is 37.8 °C or above the pupil will be requested to go to the office for the symptoms to be verified by a first aider.
- If the pupil is verified as having a temperature of 37.8 °C or above the pupil will be taken to the first aid room in order to prevent possible contagion to the rest of the setting

- The office will inform the Head of L’Ecole de Battersea or Deputy Head of L’Ecole des Petits if there is a suspected case, with ultimate referral to the DSL, the Principal
- The pupil should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. The room will need to be cleaned once they leave
- If they need to go to the bathroom, they should use a separate bathroom if available.
- The pupil will not be left alone at any time, but any staff member with the pupil will need to keep a distance of at least 2 metres and wear appropriate compulsory PPE (mask, gloves and visor)
- Self-Isolation - if the pupil presents symptoms of Covid-19 and is sent home we will follow the [stay at home: guidance for households with possible or confirmed coronavirus](#) (COVID-19) infection as per Public Health England:
- The pupil will be sent home to self-isolate for ten (10) days from when their symptoms started. The parents will be asked to arrange for the pupil to be tested for COVID-19. Parents can do this by visiting [NHS.UK](#) to arrange or contact NHS 119 via telephone if they do not have internet access.
- If they are not experiencing symptoms but have tested positive for COVID-19, they also must self-isolate for at least ten (10) days, starting from the day the test was taken. If they develop symptoms during this isolation period, they must restart their 10-day isolation from the day he or she develops symptoms.
- After ten (10) days, if they still have a temperature, he or she should continue to self-isolate and seek medical advice. They do not need to self-isolate after ten (10) days if they only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.
- The pupil’s fellow household members should self-isolate for fourteen (14) days. All pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to be tested in this scenario.
- Where the pupil or staff member tests negative during this time, they can return to school, and their fellow household members can end their self-isolation.
- If anyone in the household becomes unwell during the 14-day period, they should arrange to have a test to see if they have COVID-19 – go to [Testing](#) to arrange. If their test result is positive, they must follow the same advice for people with COVID-19 symptoms – that is, after ten (10) days of their symptoms starting, if they feel better and no longer have symptoms other than cough or loss of sense of smell or taste – they can also return to their normal routine. However, if their test result is negative, they must continue with isolation as part of the household for the full fourteen (14) days.
- If no test result is provided and no flu symptoms are present, then the pupil will be welcomed back after ten (10) days of self-isolation

1.2 – The rest of the class

- All the pupils in the rest of the group/bubble relating to this pupil will be tested for a temperature
- If any other pupils have a temperature of 37.8 °C or above, the same procedure needs to be followed as in 1.1 above.
- Staff will monitor pupils throughout to look out for any symptoms, and in conjunction with PHE (HPT) guidance and advice, the Principal will decide whether any other groups or bubbles need to be sent home.

2. – If a member of staff feels unwell, is having a temperature, or shows other symptoms of Covid-19:

- Self-Isolation - if a member of staff presents symptoms of Covid-19 and is sent home we will follow the [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) as per Public Health England:
- The staff member will be sent home to self-isolate for ten (10) days from when their symptoms started. The staff member will be requested to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](#) to arrange or contact NHS 119 via telephone if they do not have internet access.
- If they are not experiencing symptoms but have tested positive for COVID-19, they also must self-isolate for at least ten (10) days, starting from the day the test was taken. If they develop symptoms during this isolation period, they must restart their 10-day isolation from the day they develop symptoms.
- After ten (10) days, if they still have a temperature, they should continue to self-isolate and seek medical advice. They do not need to self-isolate after ten (10) days if they only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.
- The staff member's fellow household members must self-isolate for fourteen (14) days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to be tested in this scenario.
- A temperature check will be done for all persons who have been in contact with the member of staff who is displaying symptoms. If any other person has a temperature of 37.8 °C or above, the person will be sent home to self-isolate for ten (10) days from when their symptoms started.
- Where the staff member tests negative, they can return to school, and their fellow household members can end their self-isolation.
- If anyone in the household becomes unwell during the 14-day period, they should arrange to have a test to see if they have COVID-19 – go to [Testing](#) to arrange. If their test result is positive, they must follow the same advice for people with COVID-19 symptoms – that is, after ten (10) days of their symptoms starting, if they feel better and no longer have symptoms other than cough or loss of sense of smell or taste – they can also return to their normal routine. However, if their test result is negative, they must continue with isolation as part of the household for the full 14 days.
- If no test is forthcoming, then the staff member can return after ten (10) days of self-isolation.

3. - If a case of COVID-19 (pupil or staff) is confirmed on the school premises:

In line with paragraph 8 of [DfE Guidance for full opening of schools](#) to Manage confirmed cases of coronavirus (COVID-19) amongst the school community:

- Where a pupil tests positive, the school will immediately contact the Public Health England local health protection team.

To minimise overall risk to the rest of the school community whilst awaiting definitive advice from the local health protection team, the rest of the class or group (bubble) and any

other adults who have been in direct close contact with the pupil may be sent home and advised to self-isolate for fourteen (14) days unless told otherwise by Public Health England's local health protection team.

- Where a staff member tests positive, the school will contact the local health protection team. All pupils and other staff members who have been in direct close contact with the said staff member will be sent home and advised to self-isolate for fourteen (14) days unless told otherwise by the Public Health England's local health protection team.
- The household members of the individual who tested positive must self-isolate for fourteen (14) days.
- The other household members of that class or group (bubble), or staff members do not need to self-isolate unless told otherwise by the Public Health England's local health protection team.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.
- In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

4. – **Distance learning in case of a full class / bubble in self-isolation**

In accordance with Dfe guidance and the schools' commitment to provide quality education to all pupils; the school will constantly revise a contingency plan that will and could include distance learning in various forms depending on the number of pupils at home and the particular circumstances that could account for pupil as well as staff absences due to Covid-related illness or imposed isolation periods, for example:

- Where a class, group or a small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, the school will consider, depending on the circumstances at the time and the period of self-isolation; the best way to provide education remotely to those pupils for the period that they need to self-isolate. This is at the full discretion of the Principal.
- It is important to stress that school is MANDATORY and that any contingency plan that includes distance learning refers only to COVID-19 related illness and that any absences and/or unauthorised absences for other reasons will not fall under this category

5. – **Pupils, parents or staff returning from travel anywhere else in the world**

COVID-19 Exceptional Travel Advisory Notice

As countries respond to the coronavirus (COVID-19) pandemic, including travel and border restrictions, the Foreign & Commonwealth Office advises British nationals against all but essential international travel. Any country or area may restrict travel without notice. Guidance for British people travelling overseas during the coronavirus (COVID-19) pandemic can be found here: [Travel guidance Covid-19](#)

6. - **School Procedures for external visitors and contractors:**

All visitors during the school day will from now on be requested to confirm that they do not have any symptoms relating to the Corona Virus and will also be asked whether they have travelled recently. A visitor declaration form will have to be signed in order to be allowed to enter the school premises. Visitors will not be allowed on-site, unless with prior appointment, and will be escorted to their designated area in the school to ensure that the risk of contaminating is kept to a minimum.

Deliveries will have to be left by the front reception, for sanitisation. Delivery drivers should not enter the school building, and the front gate exit button and door handles will have to be cleaned on a regular basis.

All visitors will be subject to a temperature check. They must wear a mask and sanitise their hands with alcohol-based hand-sanitiser (60%-70% alcohol) at reception, before entering the rest of the building.

7. - **Preventing the spread of any infection**

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus.

There are general principles anyone can follow to help prevent the spread of respiratory viruses, including:

- washing your hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport
- covering your cough or sneeze with a tissue, then throw the tissue in a bin.
- people who feel unwell should stay at home and should not attend work or any education or childcare setting
- pupils, students, staff and visitors should wash their hands:
 - before leaving home
 - on arrival at school
 - after using the toilet
 - after breaks and sporting activities
 - before food preparation
 - before eating any food, including snacks
 - before leaving school
- use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available
- avoid touching your eyes, nose, and mouth with unwashed hands
- avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- if you are worried about your symptoms or those of a child or colleague, please call NHS 111. Do not go directly to your GP or other healthcare environments
- see further information on the [Public Health England Blog](#) (link) and the [NHS UK website](#). (link).

8. - How to clean educational establishments where there were children, students or staff with suspected cases of COVID-19

Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.

These include:

- all surfaces and objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as toilets, door handles, telephones

Public areas where an asymptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

9. - What to do with rubbish in the educational establishment, including tissues, if children, students or staff become unwell with suspected COVID-19

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

10. – Public Health England local health protection teams

Key contacts (PLEASE SEE DEPARTMENT OF EDUCATION BELOW FOR POSITIVE CASES IN AN EDUCATIONAL SETTING)

NHS 111

NHS 111 can help if you have an urgent medical problem and you are not sure what to do.

To get help from NHS 111, you can:

- Go to [nhs.uk](https://www.nhs.uk) (for people aged 5 and over only)

- Call 111

NHS 111 is available 24 hours a day, 7 days a week.

If you have difficulties communicating or hearing, you can:

- Call 18001 111 on a textphone
- Use the [NHS 111 British Sign Language \(BSL\) interpreter service](#) if you're deaf and want to use the phone service

Public Health England – Health Protection Team

Get support from your local health protection team (HPT) to prevent and reduce the effect of diseases and chemical and radiation hazards.

HPTs provide support to health professionals, including:

- Local disease surveillance
- Alert systems
- Investigating and managing health protection incidents
- National and local action plans for infectious diseases

Please note: If you need to send information that might reveal someone's identity, put it in an encrypted email. Do not put personal information in the subject line.

WANDSWORTH:

PHE South London Health Protection Team,
Floor 3C Skipton House, 80 London Road,
London,
SE1 6LH

Email: phe.slhpt@nhs.net or slhpt.oncall@phe.gov.uk

Phone: [0344 326 2052](tel:03443262052)

Fax: [0344 326 7255](tel:03443267255)

Out of hours for health professionals only: please phone [0344 326 2052](tel:03443262052)

FULHAM & HAMMERSMITH

North West London HPT
Public Health England
61 Colindale Avenue
London NW9 5EQ

Email: phe.nwl@nhs.net

Telephone [020 3326 1658](tel:02033261658)

Fax [020 3326 1654](tel:02033261654)

Out of hours advice [01895 238 282](tel:01895238282)

11. -Department for Education coronavirus (COVID-19) helpline opening hours

The Department for Education coronavirus (COVID-19) helpline remains available to answer questions about coronavirus (COVID-19) relating to education and children's social care. Please listen carefully to the available options and select the most appropriate to your nursery, school, or college's current situation.

Staff, parents and young people can contact this helpline by calling:

Phone: 0800 046 8687

Opening hours: Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 4pm

Information education settings should have to hand when they call for advice on a positive case

Public Health England's (PHE) dedicated advice service, delivered by NHS Business Services Authority, is available to early years settings, schools, colleges and out of school settings. The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).

It can be reached by calling the Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1 to report a positive test within your setting. This option will take you through to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts, and will inform you what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of your circumstances during the call.

Phone: 0800 046 8687 – option 1 to report a positive test within your setting

Opening hours: Monday to Friday from 8am to 6pm

Saturday and Sunday from 10am to 4pm

When you call for advice, please have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:

- the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known)
- the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site
- for key stage 2, 3, 4 and 5, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person
- for key stage 2, 3, 4 and 5, if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students
- if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting

You should continue to inform your local authority of a positive case in your setting.

Should a positive COVID-19 case occur or be suspected within the school environment, or in any associated activity occurring outside the school premises, in spite of our best efforts, we cannot be held responsible in any way for any medical consequences and any change to educational routine that may result from this.

This document, although correct at the time of publication, does not form a contract between the recipient and school. The school reserves the right to make changes at any time which it considers necessary for legal, administrative or educational reasons.

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