



## Procedures for managing Covid-19 symptoms in NCEAT Schools from 6<sup>th</sup> September 2021

### If a pupil or a member of staff develops Covid-19 symptoms.

(Symptoms are new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia).

#### If on school site

1. If pupil, isolate in designated Covid-19 isolation room. Contact parent/carer and arrange collection as soon as possible.
2. Advise parent / carer to have their child take a PCR test and report the result back to school as soon as possible.
3. Symptomatic members of staff should go home immediately, take a PCR test and report the result back to school as soon as possible.
4. Clean potentially affected areas with disinfectant after someone with symptoms has left to reduce the risk of passing the infection on to other people. Cleaning staff will use recommended PPE and follow Covid-19 waste disposal guidelines.

#### If off school site

1. Parent / carer to have their child take a PCR test and report the result back to school as soon as possible.
2. Symptomatic members of staff should arrange a PCR test and report the result back to school as soon as possible.

### PCR test results

#### Child or staff member tests positive

##### Public Health Team Notification

Headteacher / Principal submits positive case webform to Public Health Team  
[https://form.northumberland.gov.uk/form/auto/covid19\\_schools](https://form.northumberland.gov.uk/form/auto/covid19_schools)

##### Communication

Where appropriate, Headteacher / Principal may consider sending inform and advise letter / text message to parents/carers. CEO to be informed.

##### Isolation

Child/Staff member should continue with self-isolation, as advised by Test and Trace.

##### Outbreaks

Northumberland County Council's Public Health Team will contact schools to provide further guidance if the school triggers the criteria for an outbreak. If the Headteacher / Principal suspects their has a COVID-19 outbreak contact Northumberland's Public Health Team using the webform

#### Child or staff member tests negative

The child or member of staff can return to school when feeling better.

##### Close Contacts

Close contacts of positive cases do not need to isolate unless contacted directly by NHS Test and Trace. Close contacts may be advised to take a PCR test by NHS Test and Trace.

Public Health Team support for general Covid-19: [https://form.northumberland.gov.uk/form/auto/covid19\\_schools](https://form.northumberland.gov.uk/form/auto/covid19_schools)