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## Windrush Valley School

### Policy Documents Annual Review Record

<b>Citation</b>	<u>This document shall be cited as:</u>  Covid-19 Isolation Policy  <u>and incorporating the following policies:</u>  Covid 19 Return to School policy Covid 19 Absence and Self Isolation Policy
<b>Person responsible</b>	Headteacher
<b>Comments to</b>	Headteacher
<b>Last reviewed/updated</b>	June 2020
<b>To be reviewed/updated</b>	Live document
<b>Reason for review/update</b>	
<b>Person reviewing/updating</b>	Headteacher
<b>Source/author</b>	Amanda Douglas
<b>Implementation</b>	Immediate and on-going



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## Covid-19 Isolation Policy

The policy is to ensure the safety and well-being of all pupils, including those in the EYFS, and staff working onsite during the ongoing Covid-19 pandemic and lays out the procedures to follow if a pupil develops symptoms of Covid-19 during the school day.

The class teacher must remain alert and vigilant to pupils in their class who may develop symptoms and/or become unwell during the school day.

Current known symptoms of Covid-19 to be alert for are:

- A high temperature
- A new and persistent cough
- A loss of taste and/or smell

Any pupil showing all or just one of the above must be moved and isolated in the Music Room. The location of the Music Room allows for natural isolation of the pupil. There are, at most, 3 adults working in that building in individual offices / rooms.

The member of staff that is in school 'on duty' that day will move to the School Office to supervise that child. From 29<sup>th</sup> June, following the wider re-opening of the school, the Headteacher will supervise the child.

Monday	Amanda Douglas
Tuesday	Lucy Maudsley
Wednesday	Zenna Nowell
Thursday	Trudie Barber
Friday	Amanda Douglas

The parents must be called as soon as possible but no later than when the child is isolated in the Music Room and must be asked to collect their child immediately. If the isolated child has any siblings in the school they must be collected at the same time, whether they are exhibiting symptoms or not.

General first aid equipment and PPE supplies are stocked in the Music Room and the supervising adult should in the first instance decide if the child is old enough and well enough to be left alone.

### Pupils who are able to be left alone

The supervising adult leaves the Music Room door open and waits in the School Office until the child has been collected.

### Pupils who need close supervision

The supervising adult dons the appropriate PPE following the attached 'donning and doffing' guidance and waits in the Music Room until the child has been collected.

### On Collection

The parent is advised to contact the NHS to arrange for a test as soon as possible and no later than within 5 days of developing symptoms.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>

### Whilst waiting for collection

- Social distancing of keeping 2m from the child must be maintained, wherever possible.
- Open the windows in the Music Room.
- Keep the door to the Music Room open and if safe to do so, the front door of the building to allow fresh air to circulate.
- No other people are to enter the building until that pupil has been collected.
- If the pupil needs to use the toilet whilst waiting, the upstairs bathroom in the Admin block will be used. No one else may use that bathroom until it has been thoroughly sanitised following government guidance on cleaning in non-healthcare settings.

### After Collection

- Leave windows and doors open.
- PPE must be doffed and disposed of according the attached 'donning and doffing' guidance.
- The cleaners must be informed there was a suspected case of Covid-19 in school so they can increase their hygiene and cleaning measures accordingly, focusing on the areas the pupil, class teacher and Headteacher have been, in addition to the Isolation Room.
- Thoroughly wash hands on exit.

**Amanda Douglas**  
**Headteacher**  
**June 2020**