

COVID-19 symptoms in pupils or staff – what to do

1. Immediately isolate the symptomatic pupil/member of staff. See prevention, Section 1 of [guidance on the full opening of schools](#) (link)
2. Arrange for the pupil to be collected from school. If a member of staff, send them home.
3. Use PPE whilst the child / young person is awaiting collection if 2m distance cannot be maintained: gloves, apron, fluid-repellent Type IIR surgical mask, and eye protection if there is a risk of splashing to the eyes (e.g. if the pupil is vomiting).
4. Tell parents / member of staff to book a test and follow [isolation guidance](#) (link) until the result is received (and thereafter, if the test result is positive or still symptomatic). Tests are available via the [online coronavirus test booking service](#) (link) or by calling 119 if unable to access the online service.
5. Tell parents/member of staff to notify the school immediately of the result of the test.
 - Those who receive a negative test result may return to school if they feel well and no longer have coronavirus (COVID-19) symptoms.
 - Those who receive a positive test result should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' (link): continue to self-isolate for 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. They must continue to stay at home if they still have a high temperature.
6. Clean areas which may have been contaminated: all surfaces which the symptomatic person may have come into contact with. Refer to [Guidance on cleaning non-health settings](#) (link)
7. Dispose of potentially contaminated waste (used PPE, cleaning waste) in line with the instructions within the [Guidance on cleaning non-health settings](#) (link)

Positive COVID-19 test results

If parents/staff members notify the school of a positive test result, contact East Midlands PHE Health Protection Team (HPT) to inform them that there is a confirmed case in the school and receive advice on next steps – Tel: 0344 225 4524 (24-hours)

Confirmed COVID-19: next steps

PHE will conduct a rapid risk assessment and provide advice on controls. This could be, for example, deep cleaning, isolation of some pupils or staff members, or close monitoring.

Follow the advice given by PHE for any further actions.

If PHE advice is to exclude a whole bubble (or larger cohort), the school should immediately inform the Local Authority at school.questions@nottscc.gov.uk.

School should also notify Department for Education of full or partial closures via the [Education Setting Status Form](#) (link)

Other parents should only be notified in the event of a positive test result, not for every suspected case. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. A template letter will be provided by PHE HPT to send to parents and staff if needed.