COVID-19 Management Flowchart
Possible / Confirmed COVID-19 Case in School

TO BE READ IN CONJUNCTION WITH NEW SCHOOL DAY GUIDANCE – SECTION 2 AND SECTION 8

1. STAFF MEMBER OR PUPIL BECOMES SYMPTOMATIC IN SCHOOL ENVIRONMENT

Symptoms

Any one of the following symptoms:

- A new, continuous cough; **or**
- A high temperature/fever; **or**
- Anosmia (a loss or change in your normal sense of smell, which can also affect your sense of taste.

If the individual is seriously ill or injured or their life is at risk, call 999. Do not visit the GP, pharmacy, urgent care centre or a hospital.

PUPIL

Move to identified isolation room (First Aid Room) with appropriate adult supervision.

If it is not possible to fully isolate the child, they should be moved to an area which is at least 2m away from other people.

Ideally, a window should be opened for ventilation.

If direct personal care is needed and a distance of 2m cannot be maintained (such as for a very young child or a child with complex needs) PPE should be worn by staff caring for the child while they await collection.

Contact parent / guardian to arrange collection of individual and any siblings / household members (highlighting potential COVID-19 symptoms)

Advise parent / carer / guardian to follow PHA guidance for households with possible coronavirus infection.

Advise of need to arrange COVID-19 test, self isolate and minimise contact with others where possible.

If parent / guardian is unable to arrange test at a PHA testing centre, the school may provide a COVID-19 home test kit.

If a member of staff (who was wearing the appropriate PPE and adhering to the social distancing guidelines) has helped someone with Covid-19 symptoms, **they do not need to go home unless they develop symptoms themselves.**

MEMBER OF STAFF

Send home immediately and advise to follow PHA guidance for households with possible coronavirus infection.

Advise of need to arrange COVID-19 test, self isolate and minimise contact with others where possible.

School Management Team Actions (where an individual becomes symptomatic on site)

- Identify all areas that the individual may have been in contact with and arrange appropriate cleaning.
- Consider internal communications however, there is no need to advise pupils and parents where an individual has had symptoms of COVID-19.
- Keep a full record of actions and request a parent / carer / guardian record of their acknowledgement of this action.
- Await test result.

TEST RESULT

NEGATIVE

Where an individual has had a **negative result** and **everyone with symptoms who was tested in their household receive a negative result**, the pupil or member of staff **can return to school providing they are well enough and have not had a fever for 48 hours. Normal absence policies apply.** This position is relevant for those who have not been contacted by PHA Contact Tracing Service.

POSITIVE

2. STAFF OR PUPIL TESTS POSITIVE

Individual self isolates for at least 10 days in line with PHA advice.See: www.publichealth.hscni.net

Individual informs school of positive test.

Individual co-operates with Test, Trace, Protect / PHA Contact Tracing Service.

3. STAFF OR PUPIL IDENTIFIED AS A CONTACT VIA TEST, TRACE, PROTECT / PHA CONTACT TRACING SERVICE

Test, Trace, Protect (PHA Contact Tracing Service) advise contacts to self isolate as required.

School Management Team Actions (Positive Case)

- School management team to draw up list of potentially exposed contacts.
- School management team to proactively contact parents to advise potentially exposed individuals to remain at home.
- PHA Contact Tracing Service / Health Protection will work with school management to clarify 'close contacts' using an agreed pro-forma and provide advice on self-isolation/ next steps.
- Contact C-19 Link Officer / Education Authority (028 90 418056) / Public Health Agency Duty Room (0300 555 0119) as required.
- Complete the 'Confirmed Covid-19 Case Pro-forma' (available through C2k and the EA website) and email it to EA at confirmed.covid19@eani.org.uk.
- Consider implications for staff / pupils at risk and seek further advice if required.
- Should a COVID-19 confirmed case occur in a statutory setting, the EA Cleaning Service (028 90 418057) should be notified.
- Communicate with the school community as soon as is practicable, to reassure them that safety measures are being taken and that the environment is safe. EA Communications Team can provide support with media queries upon request.
- Make alternative arrangements depending on PHA advice. Consider staffing implications and implications for after school activities.
- Exceptional Closures should only be applied for when PHA advise a school closure is necessary and after engagement with relevant Managing Authority.
- Review internal procedures and risk assessments, and consider any learning that could be applied for future cases.

School Management Team Actions
(Potential Outbreak – Two or more cases within 14 days)

An outbreak should be SUSPECTED if there are:

- two or more confirmed cases of COVID-19 in the setting within 14 days or

- increase in background rate of absence due to suspected or confirmed COVID-19.

A suspected outbreak should be reported to the Public Health Agency Duty Room on 0300 555 0119. PHA will undertake a public health risk assessment to determine whether there is an outbreak.

Continue to follow School Management Team Actions (Positive Case).

Co-operate with EA and PHA who will advise of the appropriate actions.