

Protocols



Keeping our school COVID secure

September 2021

Please read and follow carefully

The safety of our school community at Patcham High is paramount. We have put in place a clear set of protocols for staff, students and parents to ensure we are safe. These protocols follow DfE guidance and are framed around proportionate protective measures for children and staff. It is essential that we all adhere to these protocols.

A. Control measures

Preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces).

This means:

1. Ensuring good hygiene for everyone.
2. Maintaining appropriate cleaning regimes.
3. Keeping occupied spaces well ventilated.
4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

1. Ensuring good hygiene for everyone.

Hand hygiene: Frequent and thorough hand cleaning should be practiced. Staff will continue to ensure that pupils clean their hands regularly. This can be done with either soap and water or hand sanitiser.

Respiratory hygiene: Staff and students will follow the 'catch it, bin it, kill it' approach.



Coronavirus

Wash your hands with soap and water more often for 20 seconds



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

Use a tissue to turn off the tap.
Dry hands thoroughly.



CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as possible.



2. Maintaining appropriate cleaning regimes.

We follow a rigorous and appropriate cleaning schedule, using standard products such as detergents. This includes regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.



3. Keeping occupied spaces well ventilated

Staff will ensure that all spaces, particularly classrooms, are well ventilated throughout the school day. This means:

Mechanical ventilation (any system that uses a fan to draw fresh air or extract air from a room) is adjusted to increase ventilation rates wherever possible. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Natural ventilation is maintained by opening external windows and internal doors. This must be balanced with maintaining a comfortable temperature.

4. Following public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

When an individual develops COVID-19 symptoms or has a positive test

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).

If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and they should follow public health advice. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they will be left in a room on their own if safe to do so. A window will be opened for fresh air ventilation if possible. Appropriate PPE will be used if close contact is necessary.

Asymptomatic testing

Staff and pupils should test twice weekly (using a lateral flow test kit) at home.

The school retains a small asymptomatic testing site (ATS) on-site until further notice so we can offer testing to pupils who are unable to test themselves at home.

Confirmatory PCR tests

Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, they should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil or member of staff can return to school, as long as they don't have COVID-19 symptoms.

B. Close contacts

Unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, are no longer required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19.

Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. We strongly encourage all individuals to take a PCR test if advised to do so.

There is no requirement to self-isolate while awaiting PCR test results so staff and students can attend school as usual. Pupils and staff who have been identified as a close contact should continue to attend school unless their PCR test comes back as positive.

C. Protocols for a suspected Case of Covid-19 on school site

1. If a member of staff recognises that a student (or colleague) is displaying symptoms they should inform a member of SLT immediately.
2. That member of SLT will escort the student (or colleague) to **The Conference Room** and assess using these questions:
 - a. Does the student (or colleague) have a continuous cough?
 - b. Does the student (or colleague) have a high temperature? (For this use the digital thermometer in first aid kit in **The Conference Room**). A temperature of more than 38C is considered high.
 - c. Has the student (or colleague) developed a recent loss of change in their normal sense of smell?
3. If any of the answers is **yes** the SLT member should ask the student (or colleague) to wait in the room.
4. The SLT member should ask Main Reception to call parent/carer (or spouse/partner) and ask for the student (or colleague) to be collected immediately.
5. The SLT member must immediately put on PPE.
6. The SLT member should open windows in **The Conference Room** and sit at least 2m away from the student (or colleague) whilst they await collection. They should try to re-assure the student (or colleague) that although these measures seem extreme they are precautions that have to be taken by the school.
7. If the student (or colleague) needs to go to the toilet whilst waiting to be collected, they should use the toilet opposite **The Conference Room**. (The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else.)
8. If, whilst waiting to be collected, the student (or colleague) starts to deteriorate and become seriously ill, the SLT member will ask Main Reception to call 999.
9. When a parent/carer (or spouse /partner/emergency contact) arrives at school the student (or colleague) will be escorted to reception.
10. The SLT member will inform the parent/carer (or spouse /partner/emergency contact) of the symptoms and ask the parent /carer (or spouse/partner) to arrange for a PCR test to be taken and advise them to follow Government Guidance.
11. The SLT member will go back to **The Conference Room** and dispose of the PPE they were wearing (double bagged black sack).
12. The SLT member will wash their hands thoroughly and can stay in school.
13. The SLT member will alert Di Bonner so that The Conference Room can be thoroughly cleaned
14. The SLT member to inform John McKee of the suspected case.



Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

1

Put on your plastic apron, making sure it is tied securely at the back.



2

Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.



3

Put on your eye protection if there is a risk of splashing.



4

Put on non-sterile nitrile gloves.



5

You are now ready to enter the patient area.



Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

1

Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.



2

Perform hand hygiene using alcohol hand gel or rub, or soap and water.



3

Snap or unfasten apron ties the neck and allow to fall forward.



Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.

4

Once outside the patient room. Remove eye protection.



5

Perform hand hygiene using alcohol hand gel or rub, or soap and water.



6

Remove surgical mask.



7

Now wash your hands with soap and water.

