

## ACTIONS IF PUPILS/STAFF MEMBER SHOWS COVID-19 SYMPTOMS AT SCHOOL

### Pupil displays symptoms

Teacher to send the pupil to **Isolation Room (DHT Office)** and to tell the pupil to keep 2-metres away from anyone they pass and not to touch anything



Teacher to inform **office staff and headteacher** so they can arrange for the pupil to be picked up and for the supervision of the pupil until then

### Teacher/TA displays symptoms

Teacher/TA to inform **SLT**



Teacher/TA to wait until supervision has arrived for their class before leaving the school premises, avoiding contact with others

Symptomatic pupil/teacher/TA will be told by Office Manager/Headteacher:

- Pupil/Staff member **MUST GET COVID TEST: COVID NHS Number 119**
- They **MUST** inform the school of the result
- If Test is **POSITIVE** -To self-isolate for 10 days
- If Test is **NEGATIVE** – Child/Staff return to school
- That members of their household should self-isolate for 14 days

Symptomatic pupil (via their parents or carer)/teacher/TA to inform the school (via **phone call and email to the office**) of the coronavirus test result as soon as possible

### If test is **negative**

Symptomatic pupil/teacher/TA can return to school, and members of their household can stop self-isolating. Other pupils/staff in their class group can continue to stay in school, unless they display symptoms

### If test is **positive**

Headteacher will:

- Send all staff and pupils home
- Tell ALL staff /pupils to self-isolate for 14 days
- Inform the LA
- Lessons for pupils will be delivered via Google meets and Google Classroom
- Organise a deep clean of the school

After 14 days, Ashley College will reopen, none symptomatic pupils and staff can return to school

If any of these pupils or staff do develop symptoms, household members of that pupil or staff member also then need to self-isolate for **14 days**

In case of a suspected outbreak the local Health Protection Team should be contacted, the details are:

**PHE North West London Health Protection Team,**  
61 Colindale Avenue, London, NW9 5EQ

[phe.nwl@nhs.net](mailto:phe.nwl@nhs.net)  
Phone: 020 3326 1658