

Responding to a suspected case of COVID-19

Pupil displays symptoms

Teacher to send the pupil to [Medical Centre](#) and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything

Teacher to inform a member of SLT, so they can arrange for the pupil to be picked up and for the supervision of the pupil until then

Staff member displays symptoms

Staff member to inform [SLT/Line Manager](#) before leaving the school premises, avoiding contact with others at all times,

If teaching, staff member to wait until supervision has arrived for their class before leaving

[Reading School - Coronavirus: self-isolation and testing record](#) form to be completed by staff member, or on behalf of the pupil by SLT

Symptomatic pupil/staff member will be told by [staff member, e.g. SLT:

- To self-isolate for **10 days**
- To take a **coronavirus test** (if a home testing kit is available in school, this can be given to them to take home, if doing so would increase the likelihood of them getting tested)
- That members of their household should self-isolate for **14 days**

Areas that the symptomatic individual has come into contact with will be closed, so these can all be deep cleaned. If the individual is part of a class group, the rest of their group will be moved into an alternative location

Symptomatic pupil (via their parents or carer)/staff member to inform the school (via cmole@reading-school.co.uk) of the coronavirus test result as soon as possible

If test is negative

The pupil/staff member can return to school if they feel well and no longer have symptoms, 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

Local health protection team will be contacted to carry out a rapid risk assessment. They will ensure that any pupils or staff who had close contact with the person when they were infectious are asked to self-isolate for **14 days** since they were last in close contact

If you have coronavirus symptoms:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

If pupils or staff who are asked to self-isolate develop symptoms, they should get tested and inform the school of the result as soon as possible. Even if the result is negative, they should remain isolated for the full **14 days**

If there are 2 or more confirmed cases in 14 days, or an overall rise in sickness absence where coronavirus is suspected, the local health protection team will be contacted again to decide next steps