What to do if a pupil is displaying symptoms of coronavirus (COVID-19)

If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must:

- self-isolate for at least 10 days
- arrange to have a test to see if they have coronavirus (COVID-19)

Action list

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.

2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection.

3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE[1]:

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

---

[1] More information on PPE use can be found in the Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

6. From 26 August, all schools and FE providers will receive an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.

7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.

8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.

9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

What to do if a pupil tests positive for coronavirus (COVID-19)

1. Notify your local health protection team (HPT) immediately when you are informed of a possible or confirmed case by NHS Test & Trace, staff or a parent or carer of a pupil within the last 14 days. Find contact details for your local health protection team.

2. If you do not know the result of a test or if there is any indication of an increase in sickness absence contact your local HPT for advice.

3. The HPT will work with you to carry out a rapid risk assessment and identify appropriate next steps.

4. With HPT advice, identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 14 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection.

5. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.

6. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.

7. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.