

# COVID 19: Medical Room Policy

(Subject to change on a daily basis in line with Government guidelines)

When a student or member of staff attends the medical room and is presenting one or more of the Coronavirus (COVID-19) symptoms, the following procedure should be followed:

- Ensure current Government and NHS guidelines are adhered to with regards to wearing PPE and social distancing whilst assessing symptoms (**any one of the following**)
  - A new, continuous cough
  - A high temperature (38°C or above)
  - A loss of, or change in, sense of taste or smell (anosmia)
- In the event of a suspected case, the student's parent or guardian should be contacted and arrangements made for the **child to be collected immediately**. Usual protocols with regards to sending a student home should still be followed. Staff illness should be reported to Miss S. Baxter **and** Mr P. Nicholls or Mrs B. Cash.
- If a student/member of staff needs to collect their belongings, they should be **provided with a face mask** and be escorted via an outside route wherever possible to avoid contact with other year group bubbles. The person escorting the student should not handle any of the student's belongings.
- Whilst awaiting collection, the student/member of staff should be moved to the quarantine room (Nurture Centre), where the door should remain closed, and the windows open to allow for ventilation. Younger students may need to be appropriately supervised.

## **Before the student/staff member leaves the premises:**

- Please complete all sections of the '**COVID-19 Data Record**' in the COVID-19 File.
- Complete a green '**COVID-19 Guidance**' letter by writing the student/staff name at the top, along with the date, and ticking which symptoms are being displayed. This form should then be **photocopied**. The original is handed to the parent/staff member and the copy should be filed in the COVID-19 File.
- The parent/staff member should also be **provided with a government issued home testing kit** and directed to the **information on the 'COVID-19 Guidance' letter**.

## **Further guidelines for the Medical Room**

- The persistent cough tends to be a dry, unproductive cough
- If students have a temperature of 37.5°C, we are not sending them home for the rest of day but are to monitor them for any increase in temperature. They should be sent back to class in the meantime, providing there are no other COVID-19 symptoms.