



Manchester
Communication
Primary
Academy

Manchester Communication Primary Academy

MEDICAL SUPPORT & FIRST AID

Policy 20 / 21

Approval History

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Revision History

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Policy Statement & Principles

This academy understands its responsibility to make itself welcoming, inclusive and supporting to all pupils with medical conditions and provide them the same opportunities as others at the academy.

In addition, the academy is pro-active in exercising its duty to safeguard its children, staff and visitors by providing emergency medical support through access to appropriate first aid materials and qualified staff where required under the health and safety at work act (1974).

We will help to ensure our children can:

- be healthy
 - stay safe
 - enjoy and achieve
 - make a positive contribution
 - achieve economic well-being.
-
- The academy ensures all staff understand their duty of care to children and young people in the event of emergency or non-critical first aid being needed.
 - Staff receive on-going training and are regularly updated on the impact medical conditions can have on pupils. The training agenda is based on a review of current healthcare plans and is supported by the academy's nurse.
 - All staff feel confident in knowing what to do in an emergency.
 - This academy understands that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood.
 - This academy understands the importance of medication being taken as prescribed.
 - All staff understand the common medical conditions that affect children at the academy.

This academy has developed this policy with advice from the school nurse. The Governing body has a statutory duty to make arrangements for pupils with medical needs under s.100 of the Children and Families Act 2014. The policy and supporting documents are based on Department of Education statutory guidance (December 2015) [Supporting pupils at school with medical conditions.](#)

The medical conditions policy is supported by a clear communication plan for staff, parents and pupils to ensure its full implementation. This includes weekly drop-ins with the school nurse, regular training in weekly training sessions, bulletins in briefings and information on new children being well circulated before starting in school.

This policy will be revised bi-annually by the head teacher, school nurse, staff with medical roles (family worker, admin team) and governors.

This academy ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, emotional, sporting and educational activities. See the 'accessibility plan' for details on this.

Roles and Responsibilities

Parents and carers – ensure that the academy are made aware of any medical conditions their child has and advise of any changes to existing conditions/new conditions, if they have an Individual Healthcare Plan. Parents and carers must also provide information on their daily medical needs, for trips, residential stays, any changes to their condition and medication with clear instructions, where required. Up to date contact details for next of kin must also be provided.

Pupils – ensure they inform responsible adults on how their condition affects them and how best they can be supported both medically and socially.

The Governing body – ensure that the policy is sufficient to meet the requirements of section 100 Children & Families Act 2014, ensure health and safety measures for staff and pupils, risk assessments are inclusive of pupils with medical conditions, medical policy is kept up to date, report on medical policy success and improvement, provide indemnity to staff who volunteer to administer medication.

The Head teacher – ensure the academy is inclusive and welcoming, that medical policy is in keeping with local and national guidance and frameworks, liaise between interested parties, ensure policy is implemented and kept up to date, ensure training for staff and ensure insurance arrangements are sufficient to keep school staff covered, keep the school nursing service informed and engaged with individual pupils.

Teachers and other school staff – be aware of triggers and symptoms of conditions and how to act in an emergency, know which pupils have a medical condition, allow pupils immediate access to emergency medication, communicate with parents if child unwell, ensure pupils have their medication when out of the classroom, be aware if pupils with medical conditions suffer bullying or need extra social support, understand common medical conditions and impact on pupils, ensure all pupils with medical conditions are not excluded unnecessarily from activities, ensure pupils with medical conditions have adequate medication and sustenance during exercise, be aware medical conditions can affect school work, liaise with parents if child's learning is suffering due to medical condition, use opportunities to raise awareness of medical conditions.

School nurse– help update the academy's medical policy, help provide regular training to staff on common medical conditions, provide information about additional training, give immediate help to casualties in school, ensure ambulance or other professional help is called when necessary including the development of individual healthcare plans.

Academy business manager – Lead the admin team to: ensure that sufficient detail on medical conditions is gathered on admission to school; Maintain up to date records of contacts for next of kin; Ensure that first aid equipment remains well-stocked; Administer medications during the school day as per the prescription/parents' instructions.

Family support lead – help to gather relevant medical information and family background for children. Formulate healthcare plans in consultation with the school nurse.

Monitoring of Individual Healthcare Plans

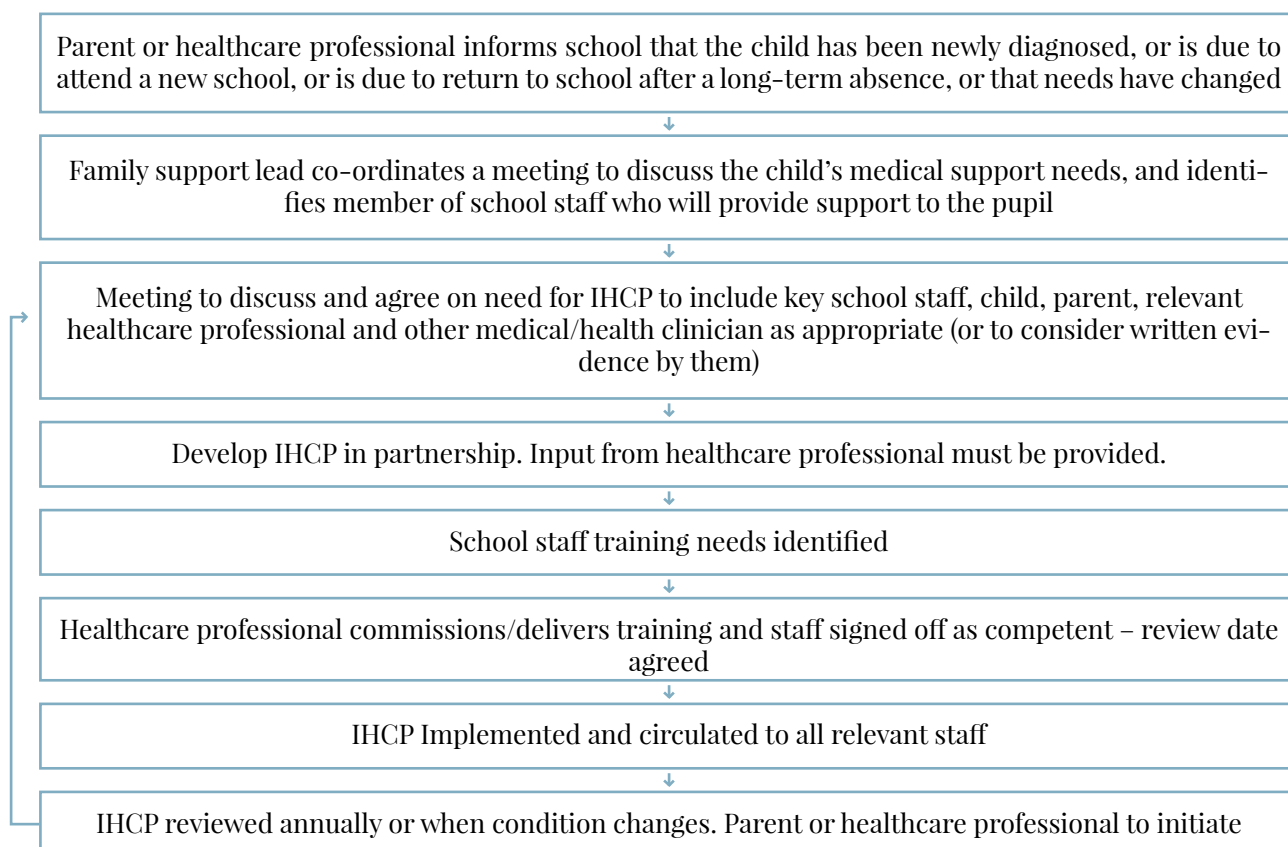
This academy uses Individual Healthcare Plans to record important details about individual children's medical needs at school. The plans will include the following (depending on the individual circumstances):

- Details of the medical condition – triggers, signs, symptoms and treatments
- Details of the impact of the condition on the child including the need for medication or other support, facilities or equipment that may be required
- Details of any specific support required to meet the individual's education, social or emotional needs
- Training requirements
- Internal information requirements (who needs to know)
- Parental consents for administration of medicine and sharing information
- Information relevant to off-site visits
- Emergency information

Further documentation can be attached to the Individual Healthcare Plan if required.

- If a pupil has a short-term medical condition that requires medication during school hours, a medication form plus explanation is sent to the pupil's parents to complete.
- The parents, healthcare professional and pupil with a medical condition, are asked to fill out the pupil's Individual Healthcare Plan together. Parents then return these completed forms to the school.
- This academy ensures that a relevant member of staff is also present, if required to help draw up an Individual Healthcare Plan for pupils with complex healthcare or educational needs.

Monitoring of individual healthcare plan:



Academy Health Care Register

The academy keeps a full record of medical conditions which the children have on SIMS. This includes allergies and chronic conditions such as asthma.

With the re-formulation of this policy, the medical register is re-established with parents being asked to re-submit medical information. Any information which is not re-submitted being will be investigated. This provides a bi-annual opportunity to check for updates on conditions. As new children join the academy, their medical information is gathered and the register updated

Sharing of information

Where appropriate, the academy will share the details of allergies and serious medical conditions (such as diabetes, epilepsy etc.) through the child's photo with a caption (name and condition) being displayed in staff areas. These pictures are also displayed on the staff-side of the canteen serving hatch.

When a new child joins the academy with a serious allergy or medical condition, this is shared with relevant staff via email by the academy business manager and if appropriate, with all staff via briefing.

Allergens

The academy's catering providers, Manchester Fayre, ensure that through working with the admin team, they are aware of the allergies which the children have. Where possible, they will provide food which is exclusive of these allergens. Where this is not possible, parents are advised and alternatives should be explored. Most parents choose to provide their child with a packed-lunch in these cases.

If children bring food to share (such as birthday cakes) with their classmates, or staff are using food in a lesson, the same guidance around allergies should be followed. Staff will consult with parents where there is any doubt.

The academy is a nut-free environment as of January 2019. This includes all food on site, not just that which is intended for consumption by children.

Ongoing Communication and Review of Individual Healthcare Plans

The academy's family worker will review individual healthcare plans annually ([see appendix 1 for template](#)). These reviews can be completed in a face to face meeting or by telephone where a copy of the plan has been posted.

The academy will co-ordinate with parents to ensure that an interpreter is on-hand if required. Where a child with an individual healthcare plan has a medical episode relating to their condition, a review of the plan will be automatically conducted within 2 weeks, supported by the academy nurse.

Parents and/or the academy nurse can also ask for the plan to be reviewed if there is a change in the child's condition or new information to share. The academy nurse may receive this through contact with the GP or hospital.

Storage and Access to Individual Healthcare Plans

Electronic versions of the IHPs are stored securely on the academy's shared area. All medical paperwork is held in secure storage in the filing cabinet in the office.

Individual Healthcare Plans are used by this school to:

- Inform the appropriate staff and supply teachers about the individual needs of a pupil with a medical condition in their care.
- Remind pupils with medical conditions to take their medication when they need to and, if appropriate, remind them to keep their emergency medication with them at all times.
- Identify common or important individual triggers for pupils with medical conditions at school that bring on symptoms and can cause emergencies. This school uses this information to help reduce the impact of common triggers.
- Ensure that all medication stored at school is within the expiry date.
- Ensure this school's local emergency care services have a timely and accurate summary of a pupil's current medical management and healthcare in the event of an emergency.
- Remind parents of pupils with medical conditions to ensure that any medication kept at school for their child is within its expiry dates. This includes spare medication.

Administration of Medication

- The school understands the importance of taking the medication as prescribed.
- All staff understand that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication unless they have been specifically contracted to do so. Where specific training is not required, any member of staff may administer prescribed and non-prescribed medicines to pupils under the age of 16 with parental consent.
- Greater Manchester Academies Trust is responsible for ensuring full insurance and indemnity for staff who administer medicines. Our insurance policy includes liability cover.
- Administration of medication which is defined as a controlled drug (even if the pupil can administer themselves) should be done under the supervision of a member of staff.
- The academy staff will support children in the taking of the following types of medications (if a prescribed medication form (appendix 2) is fully completed):
 - Prescribed tablets (where there is more than 1 tablet to be taken, the medication must be pre-arranged into a dosette box or blister pack.
 - Prescribed liquid medication (a spoon or syringe delivery device must be provided)
 - Prescribed intravenous medication such as insulin where an auto-injector tool is provided along with clean needles and disposal.
 - Prescribed inhalers, with or without spacers.

Prescribed medication must be accompanied by the dispensing label which clearly states the dosage and child's name. The academy reserves the right to refuse to dispense medication contrary to the guidance on the packaging/leaflet.

The academy may also seek additional guidance from a medical professional before agreeing to administer medications. In this case, it is expected that the parent would make alternative arrangements in the meantime.

The academy cannot routinely dispense ointments, lotions or medication which is delivered by syringe which is not auto-delivery.

Where a parent/guardian asks the academy to administer non-prescribed medication on their behalf, this can be done if the following criteria are met and a non-prescribed medication form (appendix 3) is completed in full:

- The medication is age appropriate e.g. calpol
- The medication is delivered in-line with the written guidance.
- The instructions on the medication are in English.
- The course of medication is for less than 2 weeks (any more than this and the child should see a doctor).

The academy will deliver the following types of medication where the above criteria are met:

- Calpol
- Paracetamol/ibuprofen
- Antihistamine
- Cough/throat medication

The academy cannot administer brown or purple inhalers, nor can we apply topical treatments such as ointments.

Where the administration of medication is routine and will not cause embarrassment (e.g. taking a tablet or liquid medication) it can be administered in the class base or in a space outside of the class. In the case of more intimate medication being delivered (e.g. insulin) this should be administered in a non-public space, such as the meeting room in the academy reception, not the academy office.

Storage of Medication

Safe storage – emergency medication (Epi-Pens and inhalers)

- A. Emergency medication is readily available to pupils who require it at all times during the school day. Asthma inhalers are kept in the medical cabinet (Nursery-Y1 in the downstairs cabinet, Y2-Y6 in the upstairs cabinet). The key may be kept in the cabinet as it is out of the reach of children.
- B. 2 Epi-pens are kept in school for children who require them, one in the appropriate emergency medical cabinet, the other in the academy office.

Safe storage – non emergency medication

- A. All non-emergency medication is kept in a lockable cupboard in the academy office.
- B. Pupils with medical conditions know where their medication is stored and how to access it. Although, where medication is to be given at a set time, the member of staff responsible will administer it to the child.
- C. Staff ensure that medication is only accessible to those for whom it is prescribed.

Safe storage – general

- A. The MCPA admin team ensures the correct storage of medication at school.
- B. Three times a year (at the end of term), all medication stored at school is sent home for the dates to be checked.
- C. The admin team, along with the parents of pupils with medical conditions, ensures that all emergency and non-emergency medication brought into school is in the original container

- (except insulin) and clearly labelled with the pupil's name, the name and dose of medication and the frequency of dose. This includes all medication that pupils carry themselves.
- D. Some medication may need to be refrigerated. All refrigerated medication is stored in the office medical fridge.
 - E. It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year
 - F. Non-prescribed medication must be collected from the office every day
 - G. Any sharps such as needles are stored in yellow sharps boxes and disposed of by the child's parents.

Record Keeping

- On admission to the academy a medical information form is completed by all families. This form (appendix 4) is re-distributed every 2 years as the medical register is reviewed. If a parent notifies us of a new condition, this form should also be completed.
- Individual healthcare plans are formulated with parent and academy-nurse input. Once they are written, a copy is sent to the family. This is then reviewed annually as routine.
- Prescribed (appendix 2) and non-prescribed (appendix 3) medical forms are completed by parents when the academy is required to administer medication.
- The administration of medication is recorded on a medical log form (appendix 5) which is printed on the back of appendix 2 or 3. The form is completed by the member of staff administering the medication and signed by the child, or another adult witness if the child is in nursery-Y2. Parents may request to view or take a copy of these logs.

In An emergency

All staff understand and are updated in what to do in an emergency for the most common serious medical conditions at this school. An emergency inhaler is kept in the school office and where a child has a diagnosis of asthma, this, or an alternative inhaler may be used in the event of an attack where the child's own inhaler cannot be accessed.

- In an emergency situation school staff are required under common law duty of care to act like any reasonably prudent parent/carer. **This may include administering medication.**
- Asthma and epi-pen training are provided by the academy nurse annually.
- This school uses Individual Healthcare Plans to inform the appropriate staff (including supply teachers and support staff) of pupils with complex health needs in their care who may need emergency help. Supply staff are briefed on entry to the school; when undertaking their commissioned duties.
- If a child with an IHP is taken to hospital, a copy of the plan should also be taken.
- If a pupil needs to be taken to hospital, 2 members of staff will always accompany them and will stay with them until a parent arrives. This school will try to ensure that the staff member will be one the pupil knows. The staff member concerned should inform a member of the academy senior management of the outcome as soon as possible.

- All pupils with medical conditions should have easy access to their emergency medication. Items such as inhalers and epipens are stored in centrally, accessible locations.
- For off-site activities, such as visits, holidays and other school activities outside of normal timetable hours, a risk assessment is undertaken to ensure pupils needing medication still have access and a staff member is named as the responsible lead. The risk assessment also helps to identify any reasonable adjustments that need to be made.

First aid.

- It is the responsibility of the admin team (namely Ellis Barlow) to ensure that the contents of the first aid kits in school are well-stocked and in date. See record sheet (appendix six).
- First aid kits are located under the stairs, in the reception base, in nursery and upstairs.
- Additional first aid kits are available for trips and off-site activities; these must be signed out/out of the office. The member of staff who signs each kit out is responsible for its return and must alert the admin team of any resources used.
- When any member of staff administers first aid, a 'bump slip' must be completed and given to the class teacher to be sent home at the end of the day. In the event of a head injury, the admin team must be alerted immediately so that they can inform parents via phone call or text (depending on the severity).
- First aid can be administered by any member of staff at the school acting reasonably in loco-parentis. They do not need to be a qualified first aider to do the following:
 - Treat a bump (bumped heads must be referred to a first aider to check for concussion) with an improvised cold compress
 - Clean a small cut/graze
 - Administer a plaster (after checking for allergies)
 - Provide immediate initial medical support (e.g. putting a burn under a running cold tap)
- A qualified first aider must be consulted if:
 - The child has a head injury
 - The child has serious bleeding
 - The child has or may have lost consciousness
 - The child is having a seizure of any kind
- In all cases, it is the responsibility of the member of staff to whom the initial report is made to ensure that the child receives the correct level of care and the bump slip is completed.

First aid for an adult should be provided by a qualified first aid at work trained member of staff (a list of first aid qualified staff is in appendix 7) and an injury report completed ([appendix 8](#)).

Children being 'sent' home

Although as an academy we promote the value of high levels of school attendance; It may become necessary for a child to be sent home during the school day, due to illness.

A child should only be sent home if they are too ill to remain in school, this means that:

- The child is vomiting, or has vomited and is likely to vomit again. OR
- The child has severe pain which has not subsided after being given Calpol (with parent consent). OR
- The child is experiencing a medical episode which needs medical attention.

Children with a chronic illness should not be routinely sent home as a result of this, their health care plan will state when it is appropriate for them to be sent home.

Children who sustain injuries which require further medical treatment, or are significant in appearance (grazes larger than a playing card, black eyes for example), must be referred to parents.

If a member of staff believes that a child meets the above criteria, they should refer the child for assessment by a member of the management team (head teacher, deputy/assistant head teachers & academy business manager) or the attendance lead. If the school nurse is on-site, they should be consulted. Colleagues are encouraged to see any injury through the eyes of parents.

COVID Measures

When first aid or medical support is being given, colleagues must wear the appropriate PPE – face coverings, gloves and an apron if needed.

Wherever possible, first aid and support should be given by a colleague who is in the child's bubble.

Treatment should take place outside or in the isolation room, not in the school office. All areas used for first aid or support must be sanitised after use.

Unacceptable Practice

Our staff recognise that it is not acceptable practice to:

- Prevent children from easily accessing their inhalers and medication and administering their medication when and where necessary.
- Assume that every child with the same condition requires the same treatment.
- Ignore the views of the child or their parents; or ignore medical evidence or opinion (although this may be challenged).
- Send children with medical conditions home frequently or prevent them from staying for normal school activities, including lunch, unless this is specified in their individual health-care plans.
- If the child becomes ill, send them to the school office or medical room unaccompanied or with someone unsuitable.
- Penalise children for their attendance record if their absences are related to their medical condition, e.g. hospital appointments.
- Prevent pupils from drinking, eating or taking toilet or other breaks whenever they need to in order to manage their medical condition effectively.
- Require parents, or otherwise make them feel obliged, to attend school to administer medication for a prolonged period of time (the parent may wish to do this for one-offs, such as trips etc. but they would not be obliged to).

Complaints

Complaints about support in accordance with this policy should be dealt with in accordance with the academy's published complaints policy.

Appendix

- Appendix 1: Individual healthcare plan
- Appendix 2: Prescribed medication form (long and short term conditions)
- Appendix 3: Non-prescribed medication form.
- Appendix 4: Medical details form
- Appendix 5: Medication administration log
- Appendix 6: First aid box check sheet
- Appendix 7: First aid qualified staff
- Appendix 8: Injury report form

Appendix 1: Individual Health Care Plans

Weight Management Card

Student Name:	
Starting BMI Percentile:	
Date:	

Notes and Intervention Details

Date	Height	Weight	BMI	Percentile	Change

Medical Condition: Individual Healthcare Plan

Child's Name	
D.O.B	
Medical Condition	
Date	
Review Period	

Emergency Contact Information

Name & Relationship	
Name & Relationship	

Medical Need: Symptoms, Triggers, Warning Signs, Treatment.

Medication Details	Inventions	Notes

Staff Member Name:	Staff Member Sign:
Parent Sign:	Key Staff Member:

Appendix 2: Prescribed Medication form

Name of Child:		Class:	
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<p>Details of the Medical Condition: (What is it called? What are the symptoms? What can your child not do as a result of the illness? What can we do in school to support them? It is long-term or short-term? When will the condition be reviewed?)</p>

Name of Medication	
Type of Medication (Tablets etc):	
Prescribing Doctor:	
Are there any side-effects?	
Dosage:	
When to administer (set times or emergency):	
How long is the course of medication?	
What is the expiry date of the medication:	
Does the medication have a dispensing label?	

Notes (Office use only)

The medication will be stored in school either until the course of medication ends or until the end of term. All medication is taken home at the end of term to be checked by parents.

A record of the administration of the medication is kept on the back of this form.

Due to safeguarding reasons, we are unable to apply topical medication such as ointments.

Appendix 3: Non-Prescribed Medication form

Name of Child:		Class:	
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Details of the Medical Condition:

(What is it called? What are the symptoms? What can your child not do as a result of the illness? What can we do in school to support them? It is long-term or short-term? When will the condition be reviewed?)

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Name of Medication	
Type of Medication (Tablets etc):	
Are there any side-effects?	
Dosage:	
When to administer (set times or emergency):	
What is the expiry date of the medication:	

Notes (Office use only)

Non-prescribed medications should be collected each day and taken home, we cannot store non-prescribed medication in school.

A record of the administration of the medication is kept on the back of this form.

Due to safeguarding reasons, we are unable to apply topical medication such as ointments.

Appendix 4: Medical Details Registration Form

Medical Information

	Yes	No
MCPA have a number of qualified paediatric first aid trained members of staff. Do you give permission for your child to receive emergency medical treatment if needed.		
Doctors / Medical Practice		
Building Number		
Street		
District		
Postcode		
Telephone Number		
Doctors Name		
Medical Conditions: (Please List)		
Any Special Education Needs:		
Does your child have a Educational Health Care Plan (EHCP) in place?		

Asthma Management (Complete if your child has asthma)

The academy has a policy for the management of asthma, please complete the form below and ensure that you bring in their inhalers clearly labelled with their name.

If your child is diagnosed at a later date, as having asthma please let the school know as soon as possible so we can ensure that they have appropriate access to their medication. Let us know if your child's regular treatment is charged at any time. It is important to tell us in order for the records to be updated.

Please ensure that your child has a new inhaler from your GP / Asthma nurse each September for use when needed at school, including trips, clearly marked with their name. At the end of the school year, inhalers will be returned home.

Poorly controlled asthma can interfere with a child's school performance. Please let the child's class teacher know if your child's asthma is being more troublesome than usual, especially if their sleep is disturbed.

Please sign the attached form regarding giving relievers in the event that your child has a severe attack in school.

Child's Name _____ Date of Birth _____

PLEASE STATE WHICH INHALERS ARE LIKELY TO BE NEEDED IN SCHOOL AND THE LIKELY INDICATIONS FOR USE. (I.e. Relievers (blue): before P.E/going out into the cold air/during a bad cold. Preventers (Brown, Purple): e.g child is using 4 time a day (etc)

INHALER _____

LIKELY REASON FOR USE _____

ASTHMA CONSENT FORM

I, _____ Being the parent/carer of: _____

Understand that I am responsible for ensuring that my child is equipped with their asthma medication as required.

I understand my child will be given extra relief medication using the schools inhaler in the event of him or her suffering an asthma attack.

I understand that I shall be informed if my child's asthma appears to be deteriorating in school, so that I can inform my child's GP or Asthma nurse.

Signed (parent/guardian): _____ Date: _____

Print Name: _____

Appendix 5: Medical Log (Printed on the back of a medical form)

Name of Child:		Class:	
Medication:		Dosage & Frequency:	

Date	Time	Dosage Given	Administered by	Signed by pupil or witness

Appendix 6: Injury Report Form

Person Injured:		Date:	
Time:		Location	

Details of Injury sustained:
Treatment given:
Circumstance resulting in injury:

Signed: First Aider	
Signed: Injured Party	

By signing this, I agree that it is a true record of the incident, injuries and first aid given.

Appendix 7: Step by Step Response Guide to COVID

Step by Step guidance if someone in an education or EY setting shows symptoms of, or tests positive for, COVID-19. Based on current DfE guidance (03:09:20)

The DfE has set out in various guidance documents, what schools and settings should do in the event that a pupil or an employee becomes unwell/shows symptoms of coronavirus or tests positive for coronavirus. The information below brings the various pieces of guidance together.

It is essential that school and EY settings help to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.

Pupils, staff and other adults should not come into the setting if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days. Leaders should ensure that anyone developing symptoms during the day is sent home. These are essential actions to reduce the risk in school and EY settings and further drive down transmission of coronavirus (COVID-19). Everyone must follow this process and ensure all staff and parents/carers are aware of it.

Schools may consider it beneficial to assign a specific group of employees to respond to 'COVID' related issues, such as liaising with community/Public Health Teams, addressing parent/employee issues and queries, gathering/summarising and distributing relevant information and or monitoring illness/sickness/absence and hygiene measures. Should you assign a group of employees to these responsibilities you should ensure they have access to the relevant tools/equipment/information/contact details and IT facilities to undertake the responsibilities.

At various times during this academic year, Manchester may be subject to local restrictions/decision making due to the rates of infection in the city. The most up to date DfE/DHSC/Public Health advice and guidance must always be referred to.

This information was collated by colleagues in Education, Health and Safety, HROD, Community Infection Control and Public Health, during the week beginning 31/08/20. As you are aware, DfE/Government guidance is changing constantly, and so it is strongly advised that in order to have the most up to date information, you should continue to check the relevant website/links for updates on a regular basis.

As you are aware, DfE/Government guidance is changing constantly, and so it is strongly advised that in order to have the most up to date information, you should continue to check the relevant website/links for updates on a regular basis.

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School Settings: Guidance for Suspected Cases

Actions for the School

- Pupil/staff member reports symptoms to the school: A new, continuous cough, a high temperature, a change or loss of sense of smell or taste
- Move pupils to isolation room with staff using Personal Protective Equipment (PPE) and regular hand washing.
- Clean and disinfect any rooms the pupil has been in once vacated.
- Staff member supervising the child doesn't need to go home unless they develop symptoms
- Send the pupil home (with letter)
- Advise to get a test via the NHS test & trace system
- Self isolate for 10 days (household members 14 days)

Actions for MCC/GM

Actions for the School

- Members of the bubble and associated staff are not required to be sent home or self-isolate unless they develop symptoms at this stage
- Members of the bubble and associated School to contact Community Infection Control Team (CICT) for notification purposes (cict@manchester.gov.uk)
- Provide an overview of the suspected case(s), inc. symptoms and date of onset
- Where urgent health protection advice is required out of hours, contact Public Health England (PHE): 0151 434 4819 and ask for on call duty team
- For advice on infection prevention control see the step by step guidance.
- If further support is needed contact CICT (cict@manchester.gov.uk) during working hours or PHE (0151 434 4819) if urgent and out of hours)
- Staff member/parent/guardian must immediately inform the school of the test outcome.
- Negative and no longer symptomatic: Pupil/staff can stop self isolating and return to school.
- Negative but still displaying symptoms: Pupil/staff must complete the ten days of the self isolation from the onset of symptoms.
- Positive: action the next flow chart
- School to inform of the results:
- For action: Greater Manchester Contact Tracing Hib (GMCTH) (gmhscp.contacttracing@nhs.net)
- For Notification: CICT (cict@manchester.gov.uk) & Manchester Single Point of Contact (MCC SPOC) (mft.central.coordination-centre@nhs.net)

Actions for MCC/GM

- CICT to record suspected outbreak on tracker to monitor potential locality outbreaks
- CICT to support the school with any further infection prevention and control concerns which aren't addressed by the step by step guidance.
- MCC SPOCC to update result on tracker.

Please also see the following link for the COVID-19 Early Outbreak Management Education Actions Cards published by DHSC and PHE [Education Action Cards – Coronavirus Resource centre](#)

<p>If someone in an education or early years setting shows symptoms of COVID-19 Please follow the actions for schools/MCC/GM flowchart above.</p>	
<p>If someone becomes unwell at an education or early years setting. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Updated 12 August 2020</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Updated 10 August 2020</p>	<p>If anyone 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 advised to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They must self-isolate for at least 10 days.</p> <p>They should arrange to have a test to see if they have coronavirus (COVID-19). Anyone who displays symptoms of coronavirus can get tested, whatever their age. https://www.gov.uk/get-coronavirus-test</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>
<p>Considering other children/staff in the assigned group where someone has become unwell</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe Updated 21 July 2020.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-health-care-settings Updated 15 July 2020.</p>	<p>If a child/symptomatic person is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened 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.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). 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.</p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or they are later advised to do so by NHS test and trace or the local PHE health protection team.</p> <p>If a staff member has become unwell, arrangements should be made to replace the staff member to cover the assigned group.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>

If someone in an education or early years setting shows symptoms of COVID-19
Please follow the actions for schools/MCC/GM flowchart above.

<p>Alerting others to the fact that you are waiting for a test result.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Updated 12 August 2020</p>	<p>If you develop symptoms you may wish to alert the people who you do not live with and that you have had close contact with over the last 48 hours to let them know that you might have COVID-19 but are waiting for a test result.</p> <p>At this stage, those people should not self-isolate.</p> <p>Alerting those that you have been in contact with means they can take extra care in practising social distancing and good hand and respiratory hygiene. They can also be more alert to any symptoms they might develop.</p>
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<p>Use of PPE</p> <p>Ref Use of PPE in schools and settings doc attached.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>Below is a list of suppliers that schools may want to source additional PPE from.</p> <p>Alliance disposables - 0844-844 4300 Arco - 0161-869 5800 Arrow County Supplies - 0174-382 3600 Banner - PublicSectorOrders@BannerUK.com Egan Reid - 0161-406 6000 Image@Work - 0161-872 1292 Initial Medical Services - 0845-602 2673 Moston Janitorial Supplies - 0161-688 8282 Prism Medical UK Carefree Division - 0194-225 1210 Rigby Taylor - 01204-677 777 Sunrise Medical Ltd - 0845-605 6688 Williams Medical Supplies - 0168-584 4739 Yorkshire Care Equipment - 0142-379 9960 Yorkshire Purchasing - 0192-483 4834</p>
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If someone in an education or early years setting shows symptoms of COVID-19
Please follow the actions for schools/MCC/GM flowchart above.

<p>The wearing of face coverings Face coverings in education - GOV.UK Updated 26 August 2020 Cleaning an area after someone with suspected coronavirus (COVID-19) has left The guidance for cleaning buildings in a non-clinical settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-health-care-settings Updated 15 July 2020</p>	<p>Always refer to the most up to date guidance.</p> <p>Where local areas are subject to local restrictions:</p> <ul style="list-style-type: none"> • From 1st September 2020 all education settings in Manchester, where Y7 and above pupils are educated, face coverings should be worn by adults and pupils when moving around. This applies for example in corridors and communal areas where social distancing is difficult to maintain. Face coverings in education - GOV.UK • As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning. • The same exemptions apply as for the wearing of masks in shops and on public transport and include children with special educational needs /disability. exempt from wearing face coverings <p>Where local areas are NOT subject to local restrictions:</p> <ul style="list-style-type: none"> • The wearing of face coverings in communal areas is at the discretion of the school. • The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed. <p>If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where someone unwell has spent the night such as in a hotel room or boarding school dormitory) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) Health Protection Team can advise on this.</p>
<p>Cleaning of public areas where a symptomatic individual has passed through and spent minimal time. See the COVID-19: cleaning of non-health-care settings guidance. Updated 15 July 2020</p>	<p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> • objects which are visibly contaminated with body fluids • all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine • or • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants • or • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used</p>

If someone in an education or early years setting shows symptoms of COVID-19
Please follow the actions for schools/MCC/GM flowchart above.

<p>Dealing with waste</p> <p>See the COVID-19: cleaning of non-health-care settings guidance. Updated 15 July 2020</p>	<p>Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues) should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.</p> <p>This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>
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<p>Ending self-isolation https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Updated 12 August 2020</p>	<p>If you have had symptoms of COVID-19 or a positive test, then you may end your self-isolation after 10 days and return to your normal routine if you do not have symptoms other than cough or loss of sense of smell or taste.</p> <p>If you still have a high temperature, keep self-isolating until your temperature returns to normal and seek medical advice.</p> <p>After 10 days, if you just have a cough or a loss of, or change in, your normal sense of taste or smell (anosmia), you do not need to continue to self-isolate.</p> <p>After 10 days, if the first person to become ill feels better and no longer has symptoms other than cough or loss of sense of smell/taste they can return to their normal routine.</p> <p>If you live with others, then everyone else in the household who remains well should end their isolation after 14 days. This 14-day period starts from the day the first person in the household became ill. People in the household who remain well after 14 days are unlikely to be infectious.</p> <p>If anyone in the household becomes unwell during the 14-day period, they should arrange to have a test to see if they have COVID-19 – go to testing to arrange. If their test result is positive, they must follow the same advice for people with COVID-19 symptoms – that is, after 10 days of their symptoms starting, if they feel better and no longer have symptoms other than cough or loss of sense of smell or taste – they can also return to their normal routine. However, if their test result is negative, they must continue with isolation as part of the household for the full 14 days.</p>
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School Settings: Guidance for **Confirmed** Cases

Actions for the School

- School to inform
- For action: GMCTH (gmhscp.contacttracing@nhs.net)
- For notification: CICT (cict@manchester.gov.uk) and MCC SPOC (mft.central.coordinationcentre@nhs.net)

- When urgent health protection advice is required out of hours, contact Public Health England: 0151 434 4819 and ask for on call duty team.

- The school will be contacted directly by GMCTH (gmhscp.contacttracing@nhs.net) who will complete a risk assessment. They will guide the school through actions which need to be taken, including sending home those who had been in close contact with the confirmed case to self-isolate for 14-days
- Only send home bubbles to self-isolate when you are instructed to by the GMCTH

- Outside of the school setting, household/community contacts will be contacted by the national NHS test and trace system

- The school will need to send a letter to all other parents and staff, warning and informing them of the confirmed case.
- The GMCTH will inform schools of when to do this, and will provide the template letter prepared by Public Health England. Schools must not share names or details of any confirmed cases

Please also see the following link for the covid-19 Early outbreak Management Education Actions

Actions for MCC/GM

- GMCTH to carry out contact tracing within the school and provide standard infection prevention control advice.
- MCC SPOC to update result on tracker.

- MCC SPOCC to inform the key stakeholders - Charlotte Wilson, Amanda Corcoran, Jane Lemon, Simon J Gardiner, David Regan, Isobel Booter, Sarah Doran, Community Infection control Team

- Charlotte Wilson to inform the relevant SSQA officer

- MCC SPOC to gather any additional intelligence from the Education Team and pass on to GMCTH, who will lead the contact tracing.

- CICT to keep in regular contact with the school to monitor the situation and lead the management of any outbreaks, seeking the support from the Health and Safety Team where required

- MCC SPOC & CICT to support any communications needs or media interest led by MCC Comms and Education

- MCC SPOC to keep key stakeholders informed of any developments communication from GMCTH

- MCC SPOC to record all information on central spreadsheet and close once completed.

<p>If there has been a confirmed case of COVID-19 in an education or early years setting Please follow the actions for schools/MCC/GM flowchart above.</p>	
<p>If someone tests positive</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Updated 7 August</p>	<p>Schools and EY settings should ask parents and staff to inform them immediately of the results of a test.</p> <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</p> <p>The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>
<p>Action to take if someone has tested positive</p>	<p>Schools/settings must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team and follow the guidance in the flowchart above.</p> <p>This team will also contact schools/settings directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>To support them in doing so, schools/settings should keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. It is not necessary to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. A template letter will be provided by PHE, on the advice of the health protection team, to send to parents and staff if needed. The names or details of people with coronavirus (COVID-19) must not be shared, unless essential to protect others.</p> <p>The attached poster and leaflet can also be sent together with the letter. They are NOT intended to replace the letter, they simply reinforce the key messages contained within.</p>

If there has been a confirmed case of COVID-19 in an education or early years setting
Please follow the actions for schools/MCC/GM flowchart above.

Contacts of child/employee who have tested positive
[Guidance for contacts of people with confirmed coronavirus \(COVID-19\) infection who do not live with the person](#)
Updated 12 August

If you have not been notified that you are a contact, this means you do not need to self-isolate and should follow the general guidance, for example, social distancing, hand-washing, and covering coughs and sneezes.

If you are a contact of someone who has tested positive for COVID-19, then you will be notified by the NHS Test and Trace service via text message, email or phone.

If you have been informed that you are a contact of a person who has had a positive test result for COVID-19, medical advice is clear: you must immediately self-isolate at home for 14 days from the date of your last contact with them. Do not go to work, school, or public areas, and do not use public transport or taxis.

You are at risk of developing COVID-19 for the next 14 days. Even if you never develop symptoms, you can still be infected and pass the virus on without knowing it.

You should not arrange for testing unless you develop symptoms of COVID-19. If you do not have symptoms of COVID-19, other people in your household do not need to self-isolate at home with you.

Take steps to reduce the possible spread of infection in your home: for example, wash your hands often for at least 20 seconds, using soap and water, or use hand sanitiser.

If anyone you live with is clinically vulnerable or clinically extremely vulnerable stay away from them as much as possible, following the guidance here. For the clinically extremely vulnerable, follow the [shielding guidance](#)

If someone in a class or group that has been asked to self-isolate develops symptoms

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Updated 7 August

Further guidance is available on testing and tracing for coronavirus (COVID-19).

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

If there has been a confirmed case of COVID-19 in an education or early years setting
Please follow the actions for schools/MCC/GM flowchart above.

<p>Containing any outbreak by following local health protection team advice</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Updated 7 August</p>	<p>If schools/settings have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>If schools are implementing controls, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>
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Guide to letters / leaflets / flowcharts which can be share with parents

<p>Considering other children in the assigned group where someone has become unwell</p>	<p>Schools may want to use TEMPLATE 1 when someone has been sent home because they have shown symptoms of COVID-19.</p> <p>LEAFLET 1 should also be sent home as a reminder of how to reduce the risk of transmitting COVID-19.</p>
<p>Employer has been sent home because they have become unwell.</p>	<p>Schools may want to use TEMPLATE 2 when an employee has been sent home because they have shown symptoms of COVID-19.</p> <p>LEAFLET 1 should also be sent home as a reminder of how to reduce the risk of transmitting COVID-19.</p>
<p>Several people in the school community have tested positive for COVID 19 and PHE have issued a ‘warn and inform letter’.</p>	<p>Schools may want to send home LEAFLET 1 as a reminder of how to reduce the risk of transmitting COVID-19 as well as LEAFLET 2 which reinforces the messages from PHE about the fact that several people have tested positive BUT the situation is being monitored, school remains open and children should continue to attend as normal. (This will be translated into 5 other languages)</p>
<p>Someone has been identified as a close contact of a confirmed case of COVID-19 and PHE have issued a ‘contact’ letter.</p>	<p>Schools may want to send home LEAFLET 1 as a reminder of how to reduce the risk of transmitting COVID-19 as well as LEAFLET 3 which reinforces the messages from PHE about the fact that a person has been identified as a close contact or a confirmed case. (This will be translated into 5 other languages)</p>

TEMPLATE 1: Pupil/adult showing symptoms within assigned group

School Header

Address ETC

Dear XXXX

Date

I am writing to inform you that someone within your child's assigned group, has been sent home today/yesterday due to becoming unwell.

The Department for Education national guidance says that at this time your child should continue to attend school.

Please be assured that the school is continuing with social distancing measures and cleaning and hygiene arrangements are in place throughout the day.

If the person in your child's assigned group tests positive for COVID 19 you will be notified by the PHE Test and Trace Service via text message, email or phone. If this happens, we will also contact you and talk to you about the next steps.

If you have any concerns please contact xxxx who can discuss this further.

TEMPLATE 2: Employee letter where employee is sent home with symptoms

School Header

Address ETC

Dear XXXX

Date

I am sorry to hear that you are unwell. As you are aware we requested that you return home on xxxxx in line with government guidance which outlines that If anyone in an education or childcare setting 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 advised to follow the guidance in the link below.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
(Updated 12 August 2020)

Please make sure that you book a COVID-19 test immediately on [NHS.uk/coronavirus](https://www.nhs.uk/coronavirus) or call 119 if you do not have internet access. This is because the test is most accurate in the first 5 days of having symptoms. Please remember the symptoms are fever, a persistent or new cough, and loss of sense of smell and taste. You should isolate yourself if you have any of the symptoms and only leave your house when going to get your test.

There are various local options in Manchester for getting a test by the booking system, which you will be directed to including a site at Manchester Airport and the Etihad Stadium premises. You may also be able to request a home testing kit.

XXXX will be in touch in the next few days, however please do hesitate to contact me if you wish to discuss the above or have any concerns

Yours Sincerely