

Managing a case of COVID-19 in school: May 2020

- We will continue to use the Music room as an isolation room, an area to send children who we suspect may be displaying symptoms of COVID-19. (The Music Room must not be used for any other purpose.)
 - Bin bags are provided in the music room for the disposal of PPE equipment. It must be double bagged and stored for 72 hours (in case of COVID-19 testing).
 - The child / adult must be sent home immediately that there is any suspicion of COVID 19, this includes high temperature, new continuous cough, lack of taste or smell.
 - If a child cannot be taken home immediately they should be taken to the Isolation room (Music room).
 - It must be insisted upon parents that pick up must be as soon as is possible. Office staff must be used to support regular phoning if contact has not been possible.
 - The child can 'play with' anything they have brought from home but should NOT be given any school equipment.
 - If you need to approach the child closer than 2 metres, they are in distress, are weak and collapsing, being sick etc YOU MUST WEAR PPE equipment. This is the only time PPE equipment should be worn in school. Instructions will be given regarding how to wear PPE equipment.
 - A cloth and disinfectant will be left on top of the filing cabinet in this area. While dressed in the PPE still, you are asked to clean down any hard surfaces that the child may have come into contact with.
 - Tissue waste from a suspected case and PPE must be put into a plastic bag and tied. It should then be placed in a second bag and tied. It needs to be marked for storage until test results of the suspected case are confirmed normal. If the case is positive the school will follow instructions from Public Health England.
- Inform the Site Manager and SLT whenever the isolation room has been used.

How to put on Personal Protective Equipment (PPE)

1. Identify and gather the PPE to wear – apron, mask, goggles and gloves.
2. Perform hand hygiene using hand sanitizer or wash hands thoroughly with warm water and soap.
3. Put on plastic apron
4. Put on facemask. Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears. Ensure the mask is over your mouth (below your chin) and nose.
5. Put on goggles.
6. Perform hand hygiene before putting on gloves. Gloves should cover the wrist
7. You may now approach the child / 'patient'

How to Take Off PPE

1. Wait until the child/patient has left the building
2. Remove gloves. Ensure glove removal does not cause additional contamination of hands. Gloves should be removed by pulling one glove-into the other glove
3. Remove apron. Untie all ties or rip the plastic away but this must be done gently, avoiding a forceful movement. Roll the apron up gently. Dispose in bag designated for PPE.
4. Perform hand hygiene.
5. Put on a new pair of gloves.
6. Remove face shield or goggles. Wash the goggles in warm soapy water ready for next use.
7. Remove gloves. Ensure glove removal does not cause additional contamination of hands. Gloves should be removed by pulling one glove-into the other glove
8. Remove and discard facemask Carefully untie (or unhook from the ears) and pull away from face without touching the front.
9. Bin bags are provided in the music room for the disposal of PPE equipment. It must be double bagged and stored for 72 hours (in case of COVID-19 testing).
10. Perform hand hygiene.