



**Keystone Academy Trust**

**Managing Suspected**  
**Cases of COVID-19**  
**Policy**

## Contents:

1. What to do in the event of suspected case of COVID-19
2. When to report COVID-19 cases under RIDDOR
3. COVID-19: What to report

### For information

For the purposes of this policy the definition of Personal Protective Equipment (PPE) is:

- Face mask
- Visor
- Disposable gloves
- Apron

Please see below a list of COVID-19 symptoms that can occur in children and adults ([www.nhs.uk](http://www.nhs.uk)):

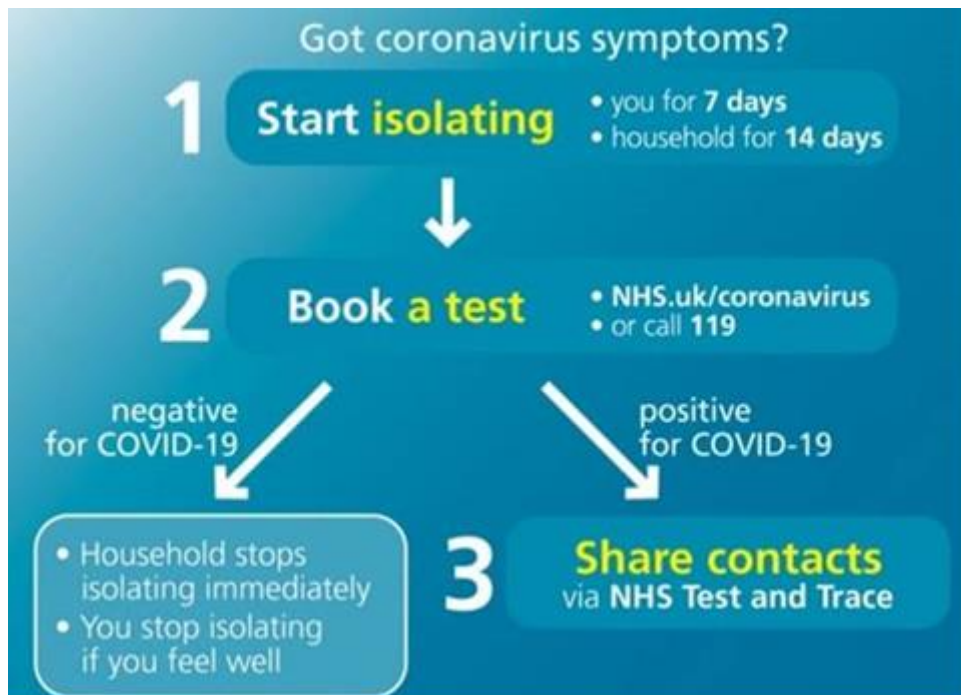
- A high temperature
- New, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- A loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

# 1. What to do in the event of suspected case of COVID-19

- 1.1 In the event of a suspected case of COVID-19 the member of staff in charge will call for a first aider to assess the situation, who will then decide on the appropriate course of action.
- 1.2 Where a pupil or member of staff becomes unwell whilst in the building, and displays symptoms of coronavirus (persistent dry cough and a high temperature or loss or change to sense ), they should be isolated until they can go home and the following procedures undertaken;
- Self-isolate for 7 days, or until tested negative.
  - If a child is waiting to be collected, they should be kept in a room on their own (or supervised depending on their age) with the door closed and a window open. If this child/adult needs to go to toilet before being collected, they should use a separate toilet and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.
  - If a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained; this should be for the duration of the supervision. Parent/carer will be contacted and required to collect pupil immediately. Parent to be advised to have child tested for the virus as soon as possible but within 3 days and inform the school of the outcome.
  - Staff member supervising will then remove all PPE as trained and dispose into a plastic bag for disposal and will wash hands thoroughly – staff member will be given the option to go home and thoroughly shower/change clothes.
  - All potentially contaminated waste/PPE must be placed in a plastic bag and sealed, then placed inside another plastic bag and sealed, then securely stored for 72 hours before placing in normal waste. Eye protection/visor to be thoroughly disinfected using recommended products. Government guidance will then be followed.
  - If a child or adult shows symptoms and tests positive for COVID-19, then the whole group of children and staff must be sent home and they, and their families, must self-isolate for 14 days.
  - If other cases are then also confirmed at the school, then PHE will advise the Head Teacher /Head of school on next steps/possible closure.
  - If [future](#) NHS track & trace identifies an employee has been in contact with someone who has symptoms then they will be required to self-

isolate in accordance with government guidelines and work from home where possible remaining on normal pay regardless.

- Any employee developing Coronavirus symptoms should remain at home and focus on their recovery. Normal sick pay provisions will apply in such circumstances. Relief staff may also be entitled to Statutory Sick Pay (SSP) subject to normal qualifying criteria.



## 2. When to report COVID-19 cases under Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)

- 2.1 The Health and Safety Executive (HSE) have recently amended the RIDDOR 2013, to include the requirement to report possible or actual exposure to the COVID-19 virus as a result of, or in connection with, a work activity.
- 2.2 You must only make a report under the RIDDOR regulations when:
- An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.

- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to coronavirus, this must be reported as a work-related fatality.

### **3. COVID-19: What to report**

- Dangerous Occurrences (RIDDOR regulation 7): If something happens at work which results in (or could result in) the release or escape of coronavirus, you must report this as a dangerous occurrence. An example of a dangerous occurrence would be a member of staff being accidentally (or intentionally) sneezed/coughed on by a member of the public, or a user of our school, who has tested positive for/been diagnosed as having COVID-19.
- Disease: Exposure to a Biological Agent (RIDDOR regulation 9): If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work, you must report this as an exposure to a biological agent. An example of a work-related exposure to coronavirus would be a health care professional who is diagnosed with COVID-19 after treating patients with COVID-19.
- Work-related Fatalities (RIDDOR regulation 6): If someone dies as a result of a work-related exposure to coronavirus, and this is confirmed as the likely cause of death by a registered medical practitioner, then you must report this as a death due to exposure to a biological agent using the 'case of disease' report form.

PLEASE NOTE: for employees who are infected with COVID-19 through a non-work related activity - i.e. the employee has been working from home, was infected whilst shopping or infected by someone else within their household, and is now off sick with COVID-19 - this is NOT RIDDOR-reportable.