

St Mungo's High School
Suspected COVID-19 Procedure in School

August 2020

If your child displays any of the following symptoms whilst in school it will be treated as possible COVID-19 case:

- **A high temperature or fever**
- **A new, continuous cough***
- **A loss of, or change in sense of smell or taste**

***A new continuous cough is where you:**

- have a new cough that has lasted for an hour
- have had 3 or more episodes of coughing in 24 hours
- are coughing more than usual

For this reason, it is vitally important that you do not send your child(ren) to school if presenting with symptoms.

What will happen if my child displays any of the symptoms (listed above) when in school?

A member of staff will alert the medical attendant and school office. The school office will alert the cleaning team and a member of the senior management team.



You will be called to arrange collection of your child(ren). If one of your children presents with symptoms they will all require to be collected from school irrespective of whether they have symptoms or not. Office staff will clearly state the symptoms your child has displayed.



Your child will be sent to medical suite and cared for until you or a family member arrive. We would ask that this happens as promptly as possible.



Upon your arrival, report to the school reception. For safety reasons, you may be asked to remain outside the school building whilst your child(ren) are brought to you. A member of the school staff will complete the appropriate sections of a **Covid-19 Test Referral Form**. This will then be sent to the Forth Valley Health Protection Team who will contact you with test arrangements. You do not require to book a test as this is done for you through the referral form.

Important information to note: -

- In the event of a **negative test**, please provide evidence of the negative test or confirmation in writing to the school's email address prior to your child(ren) returning.
- In the event of a **positive test**, please **notify the school** so we can inform the Head of Education and Health Protection Team. Everyone in the household should follow NHS guidance regarding individual and household isolation.
- When a child has displayed any of the symptoms above and has moved to the medical suite for collection by parent/carer, appropriate Level 3 cleaning protocols will be carried out to ensure any classrooms the child has been in contact with are cleaned appropriately following Falkirk Council's Cleaning Regime for School and ELC Establishments guidelines.
- Following confirmation of a **positive test**, appropriate Level 4 enhanced protocols will be undertaken in accordance with Falkirk Council Cleaning Regime for Schools guidelines.