**Procedure for a child becoming unwell/developing symptoms:**

If a child develops any symptoms of acute respiratory infection including cough, fever, shortness of breath, loss of taste or smell while at school:

* A staff member (teacher/SNA) will need to take them to the isolation rooms (chalet (formerly the school library/music room)). Back up isolation area (if more than one child presents unwell) will be the second room in the chalet.
* The remaining pupils need to be vacated to outside space/hall if wet.
* The parent/guardian needs to collect the child as soon as possible. It is vital that contact numbers are updated on our Aladdin system.
* The staff member caring for the child should wear a mask. Gloves may also be worn. The staff member should be made aware that it is essential to avoid touching their nose, mouth or eyes while caring for a symptomatic child.
* Windows should be opened in the room/hall and the staff member should maintain a distance of 2m. A portable Perspex screen is also available in both isolation rooms of the chalet for the purpose of isolation.
* A plastic chair should be provided for the child to sit at. The child’s temperature needs to be taken (permission to be sought prior to return to school) A box will be kept in this room with the following items - gloves, masks, disinfecting wipes, non- contact thermometer
* The staff member who has helped someone with symptoms does not need to go home unless they develop symptoms themselves.
* Arrangements will be made for the cleaning and disinfecting following a suspected case.
* There is no requirement to send everyone else in the pod / class or the staff working in the class home if this happens