

Staff Member/Parent/Carer Informs HT of Positive COVID-19 Result

Key Contact Numbers

Public Health/Health Protection Team
01292 885858 (Office Hours)
01563 521133 (Out of Hours)

QIM/Central Education Team
01292 612201 (Office Hours)
07969 869252 (Out of Hours – Evenings/Weekends)

Head Teacher/Centre Manager

QIM/Central Team

Director

HT/CM informs QIM or out of hours contact asap. Include name, pupil stage. If early years, inform Care Inspectorate through e-forms. QIM/Central Team makes an initial call to Public Health to confirm notification.

Information gathering to support Public Health:
Identify and list names, parent/carers name and contact numbers of close contacts by day/and type of contact/duration of contact. Provide list of contacts as an Excel spreadsheet.

HT/CM consults with staff and reviews seating plans and registers (or EYC cohort groups) to identify potential class contacts on the basis of a 2m radius (in the 2 days prior to symptoms appearing). This information is NOT shared with pupils at this stage.

Any consortium/college attendance should also be taken into account – HT/Vice Principal informed confidentially by QIM/Central Team.

HT/CM considers potential staff contacts, including cover/supply staff, school assistants or FM staff (under 2m physical distancing). Visitor details should be available to support contact tracing.

HT/CM gathers any available information about potential contacts at interval/lunchtime if known.

HT/CM establishes where the pupil lives and how they travel to and from school, including whether school transport is used.

HT/CM and QIM/Central Team confirm seating plans/class register with contact details and details about any other potential close contacts. Once agreed these should be emailed to Public Health:
Covid_19_Test&ProtectEducation@aapct.scot.nhs.uk.

HT/CM informs teachers/EYPs of child testing positive. All other staff informed but no detail given of child/staff member.

HT/CM agrees all communications with QIM/Central Team to staff, parents and carers. All communications should clearly indicate if the school and/or the EYC are affected to avoid confusion and be issued via Groupcall. This is particularly important where siblings may be in both settings. Patient confidentiality must be maintained in all correspondence.

HT informs QIM/Central Team as soon as LFT or PCR result known

QIM/Central Team informs Director – People

QIM/Central Team support HT with initial information gathering as required.

QIM/Central Team informs Facilities Management/Mitie and Education Transport Team. Arrange enhanced cleaning if required by calling FM out of hour contact.

QIM will discuss with Public Health the information provided and agree the cohorts to receive different letters. All letters issued will be provided by Public Health e.g. Contact Tracing, Close Contact and Staff Communications. QIM/Central team to email wording and letters to HT. At present, only close contacts isolate for 10 days and will now be asked to undertake a test. Text to alert staff and parents to letter sent via Groupcall.

Free School Meal payment spreadsheet should be sent to the HT for completion and returned to Donn Strain and Julie Veitch

QIM/Central Team liaises with Communications Team. NHS will issue a Communication regarding the incident. This and all letters should be passed to the Director.

In the event of an outbreak (two or more positive cases) or significant considerations such as closure QIM should be involved in decision making.

Director informs Chief Executive and members of Executive Leadership Team

Director informs Elected Members as appropriate

Next Steps and Public Health decision about case management approach

Teams call, if required, between Public Health, QIM, HT/CM (straightforward case)

Problem Assessment Group (PAG) convened (complex case)

Incident Management Team (IMT) convened (multiple cases in a locality)

Teams Call/PAG agrees on contacts – to be contacted by Test and Protect Team.

Letter from Public Health issued by school/EYC to all parents/carers and school staff outlining next steps.

Public Health informs HT/CM of any difficulty in informing contacts before next school day. If contact has not been made, HT/CM informs them not to come to school stating Public Health will be in touch.

HT/CM arranges wellbeing catch-ups with pupils being asked to self-isolate. Learning continuity is planned by the school/EYC.

Multi-disciplinary group will make decisions on more complex cases and potential outbreaks.

PAG Membership:

Public Health Consultant (Chair); HP Nurse Specialist; NHS Communications; SAC QIM; HT/Centre Manager

Topics covered will include:
Contact tracing; travel arrangements of the positive case; absence levels in school; anxiety levels in school community; risk assessment; communication

