

General information regarding a suspected case of Covid.

<p><u>Seomra Leithlise / School Isolation Room:</u></p> <p>Seomra 5 (Upstairs classroom across from the Principals office)</p>	<p><u>Members of Management to be notified of a suspected case of Covid.</u></p> <ul style="list-style-type: none">• M. Carol (Príomhoide)• M. Niamh (Leaspríomhoide)• M. Caroline (Príomhoide Cúnta)• M. Catriona (Príomhoide Cúnta)• M. Dáithí (Príomhoide Cúnta Táiniste)• M. Siobhán (Lead Worker Representative)
<p><u>Contact with parents / Emergency contacts</u></p> <ul style="list-style-type: none">• The school secretary• A member of management	<p><u>How a teacher or other staff member will notify a member of management of a suspected case of Covid</u></p> <ul style="list-style-type: none">• A message sent to the Principal or secretary via text, phone call or radio• If this is unsuccessful a message is sent to the nearest class teacher to the office (M. Dáithi or M. Siobhán) who will use the school intercom to relay the message.
<p><u>Staff member who will monitor child in the Isolation Room</u></p> <ul style="list-style-type: none">• A member of management	<p><u>If there is more than one child in the Isolation Room</u></p> <ul style="list-style-type: none">• A member of management will accompany the child to the isolation room and from the isolation room when their parents / guardians arrive to collect them.• If there are several pupils in isolation another member of management will be on standby should they be needed.

Suspected case of Covid among Staff

- All staff should make the principal aware of any health issues which might make them more vulnerable to illness or infection or necessary medication
- All staff should provide the principal with emergency contact details.
- All staff should have arrangements made to be collected if they are too unwell to travel home independently.

Symptoms of Covid

- High temperature
- Cough
- Shortness of breath or breathing difficulties
- Loss of smell, of taste or distortion of taste

Class form**Pupil with a suspected case of Covid**

Class Details	Pupil Details
Teacher: Room: Date:	Pupil: Class: Time presenting with possible symptoms:
Where was the child at the time Classroom Learning Support Yard Other: Was the pupil in their class pod up to the time they presented with possible symptoms: Was the pupil in other areas of the school up to the time they presented with possible symptoms eg yard, toilets, learning support.	Possible symptoms observed <ul style="list-style-type: none"> • High temperature • Cough • Shortness of breath or breathing difficulties • Loss of smell, of taste or distortion of taste Other: Reported by the pupil Reported by class Teacher Reported by another staff member or pupil:
Member of management notified:	Pupils belongings collected with them :
Member of staff who collected pupil from classroom	Pupils demeanor when collected from classroom
Pod / table number that the pupil was sitting at:	
Pod No.	Table No

Actions taken

No other actions taken at the time

Tables in Pod disinfected

Materials from Pod which were used by the pupil up to then disinfected

Materials from Pod removed until cleaned and / or disinfected

Other:

Notes:

Isolation Room Form**Pupil with a suspected case of Covid**

Isolation Rooms	Pupil Details
Staff member:	Pupil:
Room:	Rang:
Date:	Time presenting with possible symptoms:
Possible Symptoms Observed: <ul style="list-style-type: none">• High temperature• Cough• Shortness of breath or breathing difficulties• Loss of smell, of taste or distortion of taste Other:	
Parents / Guardians notified:	Time Parents / Guardians were notified:
Time pupil was collected::	Pupils demeanor when collected:
Table that the pupil was sitting at:	Did the pupil use any other areas of the room: Were there other pupils isolating in the isolation room at the time
Actions taken	Notes:

Procedures for dealing with a suspected case of Covid in class (Múinteoir Ranga)

1. Clarify how the pupil is feeling and reassure them and the other pupils in class.
2. Send a message to the designated member of management – the Principal, that a pupil needs to be isolated from others.
3. Instruct the pupil to gather their belongings so they are ready to be collected.
4. If possible isolate the pupil in the class, away from other pupils, until they are collected by a member of management.
5. Offer the pupil a mask and tissues if required and appropriate (Zip lock bag of masks in each class).
6. The pupil should avoid touching people, surfaces and objects.
7. Advice should be given to the pupil presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
8. Wash your hands and instruct the other pupils in the Pod to wash their hands also.
9. Assess the need to clean/ disinfect or remove materials from the Pod or other areas.
10. Fill out the Class Suspected Case of Covid Form.

Procedures for isolating a suspected case of Covid – Pupil

1. On receiving the message of a possible case of Covid arrange for the parents / guardians of the pupil to be contacted immediately by school secretary or principal.
2. Collect the pupil and their belongings from their class.
3. Reassure the pupil and clarify their symptoms.
4. Accompany the pupil to the designated isolation area Seomra 5 via the most direct and less frequented route, keeping at least 2 metres away from the symptomatic pupil and also making sure that others maintain a distance of at least 2 metres from the symptomatic pupil at all times ensuring the pupil doesn't touch surfaces eg hand rails and door handles.
5. Provide a mask for the pupil presenting with symptoms if one is available and if it is appropriate. He/she should wear the mask if in a common area with other people or while exiting the premises.
6. Assess whether the pupil who is displaying symptoms can immediately be collected and continue self-isolation at home.
7. Facilitate the pupil presenting with symptoms remaining in isolation if they cannot immediately be collected. The pupil should avoid touching people, surfaces and objects. Advice should be given to the pupil presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
8. If the pupil is well enough to go home, arrange for them to be transported home by a parent or guardian as soon as possible.
9. Advise them to inform their general practitioner by phone of their symptoms and not to go to their GP's surgery or any pharmacy or hospital.
10. Advise them that they must not use public transport.
11. Advise them to continue wearing the face mask until they reach home.
12. If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
13. Take the isolation **area** out-of-use until cleaned and disinfected.
14. Make arrangements to clean and disinfect any classroom space where the person was located
15. Arrange for cleaning and disinfection of the isolation area and any other areas involved, **as soon as practical** after the affected pupil has left the building.
16. Fill out the schools Isolation Room form. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.

School form**An adult with a suspected case of Covid**

School's Details	Individual's Details
<p>Staff member filling in form:</p> <p>Date:</p>	<p>Individual:</p> <p>Time presenting with possible symptoms:</p>
<p>Where was the person at the time:</p> <p>Was the person in contact with pupils / other staff up to the time they presented with possible symptoms:</p> <p>What areas of the school was the person in up to presenting with possible symptoms:</p>	<p>Possible symptoms observed</p> <ul style="list-style-type: none"> • High temperature • Cough • Shortness of breath or breathing difficulties • Loss of smell, of taste or distortion of taste <p>Other:</p> <p>Reported by :</p>
<p>Member of management notified:</p>	<p>Person's belongings collected with them :</p>
<p>Member of staff who brought the person to the isolation room.</p>	<p>Person's demeanor when collected:</p>
<p>Actions taken</p> <p>No other actions taken at the time</p> <p>Area in which the person was cleaned and disinfected</p> <p>Materials from area which were used by the person up to then disinfected</p> <p>Materials from area removed until cleaned and / or disinfected</p> <p>Area in which the person closed off until cleaned and / or disinfected</p> <p>Other:</p>	<p>Notes:</p>

Isolation Room Form**Adult presenting with a suspected case of Covid**

Isolation Rooms	Individual's Details
Staff member:	Individual:
Date:	Time presenting with possible symptoms:
Possible Symptoms Observed: <ul style="list-style-type: none">• High temperature• Cough• Shortness of breath or breathing difficulties• Loss of smell, of taste or distortion of taste	
Other:	
Emergency contacts notified:	Time the contacts were notified:
Time the individual left the school / was collected:	Individuals demeanor when leaving the school:
Did the individual leave the school independently:	If the individual left the school independently what time did the school contact them to ensure they arrived home safely:
Table that the individual was sitting at:	Did the individual use any other areas of the room: Were there other pupils / individuals isolating in the isolation room at the time
When did they school follow up on the individuals condition / circumstances:	
Actions taken	Notes:

Procedures for isolating a suspected case of Covid – Adult

1. On receiving the message of a possible case of Covid arrange for a suitable replacement to supervise any pupils in the persons care.
2. Collect the person and their belongings.
3. Reassure the person and clarify their symptoms.
4. Isolate the person and accompany them to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
5. Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises.
6. The individual should avoid touching people, surfaces and objects.
7. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
8. Assess whether the individual who is displaying symptoms can go home independently and immediately and continue self-isolation at home.
9. Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home.
10. If the person is not well enough to go home independently, arrange for them to be transported home by a family member, as soon as possible.
11. Advise them to inform their general practitioner by phone of their symptoms and not to go to their GP's surgery or any pharmacy or hospital.
12. Advise them that they must not use public transport.
13. Advise them to continue wearing the face mask until they reach home.
14. If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
15. Take the isolation area out-of-use until cleaned and disinfected.
16. Make arrangements to clean and disinfect any classroom where the person was located .
17. Arrange for cleaning and disinfection of the isolation area and any other areas involved, as soon as practical after the affected person has left the building.
18. Fill out the schools Isolation Room form. Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
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<u>Materials to be made available in Isolation Room</u>	<u>Available</u>	<u>Date</u>
Soap		
Paper Towels		
Toilet Paper		
Tissues		
Hand sanitiser		
Disinfectant / wipes		
Gloves / Masks		
Waste Bags		
Bins		
Room clear of all other materials		