




# SUMMERFIELD EDUCATION CENTRE

## ADDENDUM TO

### MEDICAL NEEDS POLICY IN RELATION TO COVID 19

Written: May 2020	Signed: 
Chair of Management Committee): Date: 9 June 2020	

# **INTRODUCTION**

The World Health Organization (WHO) has made the assessment that COVID-19 (coronavirus) can be characterised as a pandemic and the virus has now spread to many countries and territories. While a lot is still unknown about the virus that causes COVID-19, we do know that it is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing) Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). There is currently no evidence to support transmission of COVID-19 associated with food. The COVID-19 virus may survive on surfaces for several hours, but a solution of 70% alcohol and disinfectants have all been recommended. While COVID-19 continues to spread it is important that communities take action to prevent further transmission, reduce the impacts of the outbreak and support control measures. The protection of children and educational facilities is particularly important.

Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus. It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender. Education settings should continue to be welcoming, respectful, inclusive, and supportive environments to all. Measures taken by schools can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus, while minimizing disruption and protecting students and staff from discrimination.

## **Purpose**

The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of COVID-19 at Summerfield Education Centre. Education can encourage students to become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread of viruses. Maintaining safe school operations or reopening schools after a closure requires many considerations but, if done well, can promote public health.

## **Key Messages & Actions**

### **Basic principles**

Following basic principles can help keep pupils, teachers, and other staff (custodial, food handlers, etc.) safe at school and help stop the spread of this disease.

Recommendations Summerfield Education Centre are:

- Sick pupils, teachers and other staff should not come to school
- Summerfield Education Centre will enforce regular hand washing with water and soap, hand sanitizer and, at a minimum, daily disinfection and cleaning of school surfaces
- Summerfield Education Centre will provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures

- Summerfield Education Centre will promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together)

## **Know The Latest Facts**

Summerfield Staff will be informed of the basic information about coronavirus disease (COVID-19), including its symptoms, complications by email and posters, know how it is transmitted and how to prevent transmission. They will stay informed about COVID-19 through reputable sources such as UNICEF, IFRC, WHO and Department of Health. They will be made aware of fake information/myths that may circulate by word-of-mouth or online.

## **Ensuring Safe School Operations**

Summerfield Education Centre has updated its school emergency and contingency plans, known as partial opening protocol.

Summerfield will work with the Local Authority to guarantee the school is not used as a shelter, treatment unit, etc.

Summerfield will cancel any community events/meetings that usually take place on school premises, based on risk.

Summerfield will reinforce the frequent handwashing and sanitation and procure needed supplies. We will prepare and maintain handwashing stations with soap and water, and place alcohol-based hand rub (hand sanitizers) in classrooms, offices, corridors, at entrances and exits, and near lunchrooms and toilets.

Summerfield will ensure that cleaning staff clean and disinfect school buildings, classrooms, kitchens and dining facilities, and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.) Summerfield will implement social distancing practices which will include:

- Staggering the beginning and end of the school day
- Provide multiple entrances/exits to reduce contact
- Cancelling assemblies, sports games and other events that create crowded conditions
- When possible, create space for children's desks to be at least two metres apart
- Stagger breaks and lunch to minimise contact
- Teach and model creating space and avoiding unnecessary touching
- Take the temperature of pupils and staff on arrival.
- Staff are not advised (As per current Solihull and Government Guidelines) to wear PPE in the School. However, should they wish to do so the school has requested Staff to provide their own.
- The wearing of PPE is mandatory for staff who are 'Wandering' and/or administering First Aid – (Please see guidance Appendix 1 & 2 for the safe donning and removal of PPE) – Staff will receive training in this and PPE provided.

- All First Aid boxes have been updated with the following equipment: Face mask, eye protection, apron, gloves and hand sanitizer. **Temperature taking and complying with the GDPR and Data Protection Act**

Summerfield will ensure that processing information that relates to an identified or identifiable individual will comply with the [GDPR and the Data Protection Act 2018](#). That means handling it lawfully, fairly and transparently.

Personal data that relates to health is more sensitive and is classed as '[special category data](#)' so it must be even more carefully protected.

Data protection law does not prevent Summerfield from taking the necessary steps to keep staff and the public safe and supported during the present public health emergency. But it does require you to be responsible with people's personal data

and ensure it is handled with care. <https://ico.org.uk/media/about-the-ico/policies-and-procedures/2617613/ico-regulatory-approach-during-coronavirus.pdf>

Due to its sensitivity, health data has the protected status of '[special category data](#)' under data protection law. As such, Summerfield must identify a relevant [condition for their processing](#). The relevant condition will be the employment condition in Article 9(2)(b), along with Schedule 1 condition 1 of the DPA 2018.

Summerfield has produced a DPIA which includes the following:

- the activity being proposed;
- the data protection risks;
- whether the proposed activity is necessary and proportionate;
- the mitigating actions that can be put in place to counter the risks; and □ a plan or confirmation that mitigation has been effective.

Summerfield will ensure that they are taking measures order to not collect too much data, it will be:

**adequate** – enough to properly fulfil the stated purpose; **relevant** – has a

rational link to that purpose; and

**limited to what is necessary** – we do not hold more than we need for that purpose.

Staff and parents/carers have been informed regarding temperature checks. A copy of the DPIA has been emailed to staff and available for parents/carers.

As an employer, it's our duty to ensure the health and safety of all our employees. Data protection doesn't prevent us doing this, and should not be viewed as a barrier to sharing data with authorities for public health purposes, or the police where necessary and proportionate.

## **Procedures in Case of Illness**

Summerfield will work with local health authorities, school health staff and update emergency contact lists.

Summerfield will ensure a procedure for separating sick pupils and staff from those who are well - without creating stigma – and a process for informing parents/carers, and consulting with health care providers'/health authorities wherever possible.

Pupils/staff may need to be referred directly to a health facility, depending on the situation/context, or sent home.

Summerfield will share procedures with staff, parents/carers and pupils.

## **Promote Information Sharing**

Summerfield will follow guidelines from the NHS and education authorities as well as adding adaptations to suit the environment.

Summerfield will share known information with staff, parents/carers and students, providing updated information on the disease situation, including prevention and control efforts at school (See GDPR insert).

Summerfield will reinforce that parents/carers should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home.

Summerfield must be sure to address children's questions and concerns, including through the development of child-friendly materials such as posters which can be placed on notice boards and other central locations.

Summerfield will be flexible on attendance and sick leave (In line with Government guidance) that encourage pupils and staff to stay home when sick or when caring for sick family members.

Summerfield will discourage the use of perfect attendance awards and incentives (In line with Government guidance)

Summerfield will identify critical job functions and positions, and plan for alternative coverage by cross-training staff.

Summerfield will plan for possible academic calendar changes, particularly in relation to breaks and exams.

## **Monitor School Attendance**

Summerfield will continue to monitor attendance to track pupil and staff absence and compare against usual absenteeism patterns at the school.

Summerfield will alert the Local Authority about large increases in pupil and staff absenteeism due to respiratory illnesses.

## **Plan For Continuity Of Learning**

In the case of absenteeism/sick leave or temporary school closures, Summerfield will continue to support access to quality education. This may include:

- Use of online/e-learning strategies
- Assigning reading and exercises for home study
- Assigning teachers to conduct remote daily or weekly follow up with pupils
- Review/develop accelerated education strategies

## **Implement Targeted Health Education**

Summerfield will integrate disease prevention and control in daily activities and lessons. Summerfield will ensure content is age, gender, ethnicity and disability responsive and activities are built into existing subjects. (See Section on Age-Appropriate Health Education).

## **Address Mental Health/Psychological Support Needs**

Summerfield will encourage children to discuss their questions and concerns.

Staff will explain it is normal that they may experience different reactions and encourage them to talk to staff if they have any questions or concerns.

Summerfield will provide information in an honest, age-appropriate manner.

Summerfield will guide pupils on how to support their peers and prevent exclusion and bullying.

Summerfield will ensure staff are aware of local resources for their own well-being.

Summerfield will work with school health workers/social workers/educational psychologist to identify and support pupils and staff who exhibit signs of distress.

## **Support Vulnerable Populations**

Summerfield will work with social services to ensure continuity of critical services that may take place in schools such as health screenings or therapies for children with special needs.

Summerfield will consider the specific needs of children with disabilities, and how marginalized populations may be more acutely impacted by the illness or its secondary effects.

Summerfield will examine any specific implications for pupils that may increase their risk, such as responsibility for taking care of the sick at home, or exploitation when out of school. Summerfield understands that systems that protect children, including family and community structures, may break down in areas of infection, even when school remains open. Summerfield will work with agencies to ensure specific measures are implemented to protect girls and boys from the risk of sexual abuse and exploitation at home, school and in the community, with the changing dynamics of risk imposed by COVID-19.

## **KEY MESSAGES FOR PARENTS/CARERS AND COMMUNITY MEMBERS**

COVID-19 is a new virus and we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there have been relatively few cases of COVID-19 reported among children. The virus can be fatal in cases, so far mainly among older people with pre-existing medical conditions.

Summerfield will inform parents/carers of the basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Summerfield will keep parents/carers informed about COVID-19 through reputable sources such as UNICEF and WHO and NHS and make them aware of fake information/myths that may circulate by word-of-mouth or online. This will be done via the school website, letter, teachers to parents.

### **Help parents/carers recognize the symptoms of COVID-19 (coughing, fever, shortness of breath) in their child and what to do.**

Summerfield will inform them to seek medical advice by first calling your health facility/ provider and then take your child in, if advised (Tell them to remember that symptoms of COVID-19 such as cough or fever can be similar to those of the flu, or the common cold, which are a lot more common)

Summerfield will tell them that if their child is sick, to keep them home from school and notify the school of your child's absence and symptoms.

Summerfield will tell them to request reading and assignments so that their child can continue learning while at home.

Summerfield will tell them to explain to their child what is happening in simple words and reassure them that they are safe.

Summerfield will tell them to keep their child in school when healthy (If their child isn't displaying any symptoms such as a fever or cough it's best to keep them in school – unless a public health advisory or other relevant warning or official advice has been issued affecting your child's school).

Summerfield will tell parents instead of keeping children out of school, teach them good hand and respiratory hygiene practices for school and elsewhere, like frequent handwashing (See below), covering a cough or sneeze with a flexed elbow or tissue, then throwing away the tissue into a closed bin, and not touching their eyes, mouths or noses if they haven't properly washed their hands.



## Washing Your Hands



Wash your hands often, especially before and after eating; after blowing your nose, coughing, or sneezing; going to the bathroom/ toilets/latrines and whenever your



hands are visibly dirty. If soap and water are not readily available, use an alcoholbased hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty.

## **Help parents/carers cope with their child's stress**

Children may respond to stress in different ways. Common responses include having difficulties sleeping, bedwetting, having pain in the stomach or head, and being anxious, withdrawn, angry, clingy or afraid to be left alone.

Summerfield will ask parents/carers to respond to children's reactions in a supportive way and explain to them that they are normal reactions to an abnormal situation.

Summerfield will encourage parents/carers to listen to their concerns and take time to comfort them and give them affection, reassure them they're safe and praise them frequently.

Summerfield will encourage parents/carers, where possible, to create opportunities for children to play and relax. Keep regular routines and schedules as much as possible, especially before they go to sleep, or help create new ones in a new environment. Provide age-appropriate facts about what has happened, explain what is going on and give them clear examples on what they can do to help protect themselves and others from infection. Share information about what could happen in a reassuring way.

*An example for a parent/carer to use: if your child is feeling sick and staying at home or the hospital, you could say, "You have to stay at home/at the hospital because it is safer for you and your friends. I know it is hard (maybe scary or even boring) at times, but we need to follow the rules to keep ourselves and others safe. Things will go back to normal soon."*

## **CHECKLIST FOR PARENTS/CARERS**

Monitor your child's health and keep them home from school if they are ill or have a specific medical condition that may make them more at risk	✓
Teach and model good hygiene practices for your children.	✓
<p>Wash your hands with soap and safe water frequently.</p> <ul style="list-style-type: none"> <li>◦ If soap and water are not readily available, use an alcohol based hand sanitizer with at least 60% alcohol.</li> <li>◦ Always wash hands with soap and water, if hands are visibly dirty</li> <li>◦ Ensure that safe drinking water is available and toilets or latrines are clean and available at home- Ensure waste is safely collected, stored and disposed of</li> <li>◦ Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose</li> </ul>	✓
Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding	✓
Prevent stigma by using facts and reminding students to be considerate of one another	✓
Coordinate with the school to receive information and ask how you can support school safety efforts.	✓

## PUPILS

Summerfield will promote basic understanding of the COVID-19 situation.

Summerfield will keep their pupils informed about COVID-19 through reputable sources age-appropriate information about coronavirus disease such as UNICEF, WHO and NHS, including its symptoms, complications and advisories.

Summerfield will make pupils aware of fake information/myths that may how it is transmitted and how to prevent transmission circulating by word-of-mouth or online.

### CHECKLIST FOR PUPILS

In a situation like this it is normal to feel sad, worried, confused, scared or angry. Know that you are not alone and talk to someone you trust, like your parent or teacher so that you can help keep yourself and your school safe and healthy. ◦ Ask questions, educate yourself and get information from reliable sources	✓
Protect yourself and others ◦ Wash your hands frequently, always with soap and water for at least 20 seconds ◦ Remember to not touch your face ◦ Do not share cups, eating utensils, food or drinks with others	✓
Be a leader in keeping yourself, your school, family and community healthy. ◦ Share what you learn about preventing disease with your family and friends, especially with younger children	✓

<ul style="list-style-type: none"> <li>Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members</li> </ul>	
Don't disrespect your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age, ability or gender.	✓
Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.	✓

## Age-Specific Health Education

Summerfield will endeavour to engage students of different ages on preventing and controlling the spread of COVID-19 and other viruses. Activities will be contextualized further based on the specific needs of children (language, ability, gender, etc.).

### Key Stage 3

- ✓ Make sure to listen to pupils' concerns and answer their questions.
- ✓ Emphasize that pupils can do a lot to keep themselves and others safe.
  - Introduce the concept of social distancing
  - Focus on good health behaviours, such as covering coughs and sneezes with the elbow and washing hands
  - Remind pupils that they can model healthy behaviours for their families
- ✓ Encourage pupils to prevent and address stigma
  - Discuss the different reactions they may experience and explain these are normal reactions to an abnormal situation. Encourage them to express and communicate their feelings
- ✓ Build pupils' awareness and have them promote facts about public health.
  - Have pupils make their own Public Service Announcements through school announcements and posters
- ✓ Incorporate relevant health education into other subjects e.g.

- Science can cover the study of viruses, disease transmission and the importance of vaccinations
- Media literacy lessons can empower students to be critical thinkers and makers, effective communicators and active citizens

## **Key Stage 4**

- ✓ Make sure to listen to pupils' concerns and answer their questions.
- ✓ Emphasize that pupils can do a lot to keep themselves and others safe.
  - Introduce the concept of social distancing
  - Focus on good health behaviours, such as covering coughs and sneezes with the elbow and washing hands
  - Discuss the different reactions they may experience and explain these are normal reactions to an abnormal situation. Encourage them to express and communicate their feelings.
- ✓ Incorporate relevant health education into other subjects e.g.
  - Science/ PSHE courses can cover the study of viruses, disease transmission and the importance of vaccinations
- ✓ Have pupils make their own Public Service Announcements via social media.
  - Media literacy lessons can empower students to be critical thinkers and makers, effective communicators and active citizens
  - Encourage pupils to prevent and address stigma.

# Putting on personal protective equipment (PPE)

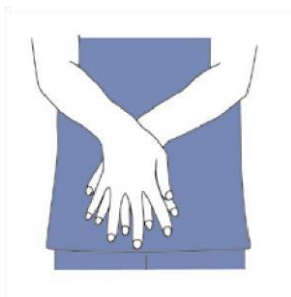
for non-aerosol generating procedures (AGPs)\*

Extra Information: Please see donning and doffing video to support this guidance:

[https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

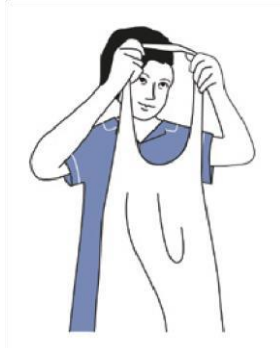
1

Perform hand hygiene before putting on PPE.



2

Put on apron and tie at waist.



3

Put on facemask – position upper straps on the crown of your head, lower strap at nape of neck.





4

With both hands, mould the metal strap over the bridge of your nose.



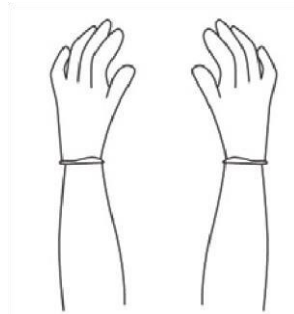
5

Don eye protection if required.



6

Put on gloves.



• Tie hair back • Check PPE in the correct size is available

## Appendix 2

# Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Extra Information: Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

**1** Removing Gloves – Grasp the outside of the glove with the opposite gloved hand and peel off. Hold the removed glove in the remaining gloved hand.





Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.

2

Clean hands.



3

Apron.

Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



4

Remove eye protection if worn.

Use both hands to handle the straps by pulling away from face and discard.



5

Clean hands



6



Remove facemask once your clinical work is completed.

Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly.

Discard. DO NOT reuse once removed.

7

Clean hands with soap and water.

