



## **COVID-19 Case Reporting Protocol for Education Settings (September 2020)**

### **Schools, Colleges/16+, Early Years, Childcare and Childminders**

The purpose of this protocol is to advise education settings on what to do if a young person or adult who is on, or has been **on site in the last 5 days**, identifies as **symptomatic** or is **tested positive** for COVID-19.

The protocol must be used alongside the national guidance:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings> on dealing with an incidence of COVID-19 in an education setting, and the Public Health flow chart below.

Symptomatic and confirmed cases of COVID-19 **MUST** be reported to the local authority when they occur in an education setting.

#### **Notifying the Local Authority of initial symptomatic cases:**

Where a suspected instance of COVID-19 occurs in an education setting, the setting should follow the public health flow chart below and refer to nationally published guidance for education settings. This advises that a suspected/possible case should arrange a test through [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus) or call **NHS 119**.

In this circumstance the setting should report the suspected case to the local authority through the online link [Covid 19 Case Reporting](#) or by phoning **0300 300 6826** or **0300 300 5651** in **office hours**.

#### **Notifying the Local Authority of positive cases:**

If a positive case is confirmed, or if a setting is advised of a previously unknown case, the setting should immediately contact **Public Health England Health Protection Team (PHE HPT)** on: **0300 303 8537** for guidance as outlined in the national guidance.

The setting should then report the confirmed case to the local authority through the online link [Covid 19 Case Reporting](#) or by phoning **0300 300 6826** or **0300 300 5651** in **office hours**.

**Schools must also complete the RIDDOR** reporting actions as identified in CBC published guidance for schools on RIDDOR and COVID: [published guidance for schools on RIDDOR and COVID](#).

#### **0-19 Health Visiting & School Nursing Service**

For general advice about COVID-19 contact the local **0-19 Health Visiting & School Nursing Service** on **0300 555 0606** or [ccs.beds.childrens.spa@nhs.net](mailto:ccs.beds.childrens.spa@nhs.net)