

Lowther Hall

ANGLICAN GRAMMAR SCHOOL

All about the girl

Symptom Management Procedure

Date of last review:
Review cycle:
Review and approval responsibility:
Category:
VRQA required:
Locations:

2021
3 yearly
Executive
Medical
Yes
O Drive, LowtherLink



1. CONTEXT

This procedure has been developed specifically within the context of the COVID-19 pandemic in order to minimise the spread of infection on campus at Lowther Hall.

COVID-19 is a respiratory illness caused by a corona virus. The virus is highly contagious and can spread easily from person to person, mainly through the air. Good hygiene practices, the wearing of masks and ventilation when indoors can significantly reduce the chance of infection. COVID-19 is a relatively new disease and a vaccine has only recently been developed. This means that COVID-19 has spread widely and quickly.

According to advice from the Chief Medical Officer, in addition to hand hygiene and physical distancing one of the main ways in which the spread of infection can be minimised is to reduce contact with individuals who are exhibiting symptoms of COVID-19.

It is therefore the intention of Lowther Hall Anglican Grammar School to minimise the number of individuals on campus exhibiting symptoms which may be COVID-19 symptoms and therefore may be a risk of infection to others.

It is also important that any staff member or student who displays any symptoms consistent with COVID-19 be advised to seek medical advice for their own protection and the protection of the community.

2. SCOPE

This procedure applies to all students and staff at Lowther Hall Anglican Grammar School.

3. RELEVANT SYMPTOMS

3.1 Symptoms of COVID-19

Common symptoms of COVID-19 include:

- Temperature 37.5 degrees Celsius or above
- Respiratory symptoms including:
 - Coughing
 - Shortness of breath
 - Sore throat

Other possible symptoms are:

- Runny nose
- Diarrhoea
- Muscle or joint pain
- Loss of smell
- Altered sense of taste
- Fatigue

3.2 Students and staff with underlying conditions (such as hay fever or asthma)

If a student or staff member has persistent symptoms due to an underlying condition such as hay fever or asthma, they should still be tested for COVID-19 if they develop symptoms that are different to or worse than their usual symptoms.

Parents/carers and staff should also consider getting a medical certificate from their treating GP to confirm that it is safe for them to attend school with persistent symptoms that may overlap with some of the symptoms of COVID-19 such as cough or runny nose.

3.3 Young children with persistent mild symptoms

Younger children (pre-school up to Grade 2) may have prolonged post-viral symptoms such as a runny nose or cough and may return to school following a negative COVID-19 test even if they are not completely free of symptoms. They will need a medical certificate from their GP to confirm they are otherwise well or have recovered from their acute illness.

Any worsening of symptoms will require review and repeat COVID-19 testing, if considered appropriate by the doctor.

Students with a negative COVID-19 test whose symptoms have completely resolved do not need a medical certificate to return to the School.

4. STAYING HOME IF UNWELL

- Staff should stay home if they have any symptoms of illness.
- After a lockdown period, students returning to on site face to face learning should not attend school if they have any symptoms of illness.
- Any staff member, student, parent or visitor must not attend Lowther Hall if they have relevant symptoms (See section 3 above).

5. MANAGEMENT OF A STUDENT DISPLAYING SYMPTOMS WHILST ON CAMPUS

If a student is displaying or thought to be displaying any of the symptoms set out in Section 3 (above) the student will be sent to the Health Centre (Raymond House & Senior School) or Reception (Blinkbonnie House) to be assessed.

If a student is displaying one or more of the symptoms set out in Section 3 (above), the nurse or staff member on duty will:

- Don a mask
- Put on additional Personal Protective Equipment if symptoms include vomiting or coughing
- Provide the student with a mask
- Call the parents to advise them of the symptoms
- Advise that the student needs to be collected
- Nurse will provide a symptom checklist and written instructions for the parents upon collection of the student.
- Inform the parent the student will be able to return to campus once the following are in place:
 - The student is symptom free
- And in the case of a temperature of 37.5+ and/or a persistent cough:
 - A GP clearance letter to advise that the child is well and fit to return to campus **OR**
 - Evidence of a negative COVID-19 result, via text message or pathology results

6. MANAGEMENT OF A STAFF MEMBER WITH SYMPTOMS WHILST ON CAMPUS

If a staff member is displaying any of the symptoms set out in Section 3 (above), they should present to the Health Centre immediately to be assessed.

If a staff member is displaying one or more of the symptoms set out in Section 3 (above), the nurse on duty will:

- Don a mask
- Put on additional Personal Protective Equipment if symptoms include vomiting or coughing
- Provide the staff member with a mask
- Advise the staff member to seek medical advice
- Ask the staff member to leave campus immediately (remind them to sign out)
- Inform the relevant Head of School and the Director of Human Resources and Strategic Operations

The staff member will be able to return to campus once the following is in place:

- The staff member is symptom free

And in the case of a temperature of 37.5+ and/or a persistent cough:

- A GP clearance letter to advise that they are well and fit to return to campus OR
- Evidence of a negative COVID-19 result, via text message or pathology results

Staff members should seek further information and communication from their Head of School or Manager with regard to working from home.

7. PREVENTION

Masks help prevent the spread of coronavirus. They do not replace the need for good hand hygiene and physical distancing. All adults and Senior School student must wear a mask. All visitors must wear a mask. Kindergarten to Year 6 students are expected to wear a mask however we note this is a Government recommendation and cannot be enforced.

7.1 Donning a Mask

If worn, masks must be donned according to the following instructions:

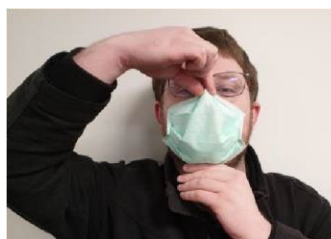
Before donning a mask, perform hand hygiene by using hand sanitiser or washing your hands with warm soapy water for 20 seconds.

1



With coloured or printed side facing out, and the nose wire at the top, put your fingers through the ear loops, position the mask over your nose and mouth. Place the ear loops securely around the ears.

2



Whilst holding the mask at the nose, pull and adjust the mask in a downwards motion so that it sits under

3



Form the wire across the bridge of the nose

7.2 Doffing a Mask

Before Doffing a mask, perform hand hygiene by using hand sanitiser or washing your hands with warm soapy water for 20 seconds. Once mask is removed, perform hand hygiene again.



Do not touch the front of the mask.
Lean forward and remove the ear loops by holding both ties.
Discard the mask in a waste container.

7.3 Wearing a Mask

Masks become ineffective if worn incorrectly. While a mask is being worn, the following protocols should be observed:



Do not lower the mask



Do not touch any component of the mask or adjust it while in use



Do not touch or adjust the mask

8. WHERE TO FIND MORE INFORMATION ON COVID-19

- National Coronavirus Helpline - Call this line if you are seeking information on coronavirus or help with the COVIDSafe app. The line operates 24 hours a day, 7 days a week - 1800 020 080
- Department of Health latest Covid-19:
<https://www.dhhs.vic.gov.au/coronavirus>
- Information for education sector testing:
<https://www.coronavirus.vic.gov.au/education-information-about-coronavirus-covid-19>

9. COVID-19 TESTING SCHOOL PROCEDURE FOR STAFF

If you are unwell and have any of the following symptoms, please **stay home** and seek medical advice and/or have a test for COVID-19.

Symptoms:

- Fever
- Chills or sweats
- Cough
- Sore throat
- Shortness of breath
- Runny nose
- Loss of sense of smell or taste
- If you have had a COVID-19 test, please:

Email Ms Leah Capuano at capuanol@lowtherhall.vic.edu.au and copy in nurse@lowtherhall.vic.edu.au. State the date and location of your test.

Please follow the guidelines of the DHHS.

Forward your negative test result to Leah at capuanol@lowtherhall.vic.edu.au and copy in nurse@lowtherhall.vic.edu.au.

If you receive a positive COVID – 19 test result please call Leah on 0433 903 121 immediately. When you receive a negative result, and are symptom free you may return to site.

As Exposure sites are rapidly being added it is advised that all staff check the exposure sites prior to coming to work. Exposure sites can be found at <https://www.coronavirus.vic.gov.au/exposure-sites>

DEPARTMENT OF HEALTH AND HUMAN SERVICES VICTORIA FACE COVERINGS

1:00pm Saturday 21 August 2021.

<https://www.coronavirus.vic.gov.au/face-masks>

<https://www.coronavirus.vic.gov.au/coronavirus-covidsafe-settings>

Lawful excuses or exceptions for not wearing a face covering:

A face covering is not required in the following circumstances:

- Persons whose professions require clear enunciation or visibility of their mouth. This includes teaching or live broadcasting.
- You must carry a face covering with you when leaving home for one of the four reasons, even if you don't need to wear it while undertaking your current activity, for example you can take your face covering off to eat.