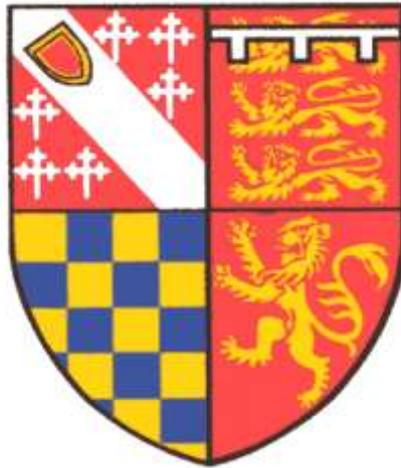


St Philip's Catholic Primary School, Arundel



First Aid Policy

Appendix to First Aid and Supporting Pupils with Medical Conditions Policy during COVID-19

This Policy is to be read alongside the schools Health and Safety Policy and any additional addendums attached to it.

This additional Appendix of St Philip's First Aid Policy and supporting pupils with medical conditions policy during COVID-19 details the schools individual arrangements during this exceptional period, following national guidance.

This document is an interim document which details changes to dealing with first aid during this time.

All legal responsibilities and requirements remain in place. This appendix will be amended and updated throughout this period as the situation changes.

Status & Review Cycle; Statutory and annual

Responsible group: Resources Committee on behalf of the Full Governing Board

Implementation date: September 2020

Next Review Date: Ongoing as needed.

Requirements for First Aiders during Covid-19

All schools are required to undertake their own risk assessments to ascertain their own requirements. Normal ratios are suspended at this time. All settings should have at least one qualified paediatric first aider on site when pupils are present. (minimum requirement)

There is a 3-month extension to qualification expiry dates in place. All staff during this pandemic can access online training if face to face training is not possible to ensure that adequate cover is in place.

General practice for administering First aid during COVID-19

As per the main policy all normal requirements remain in place, please note amendments to this.

-PPE practice should be used (gloves, mask) when administering first aid to a pupil as increased face to face contact will be needed and it will be impossible to maintain a safe distance from the pupil.

-In the case of a pupil accident, the member of staff will assess the injury.

-In cases where the injury requires first aid or if there has been a head bump, the child will be escorted to the first-aid room to receive treatment from a first aider.

- In instances where the member of staff on duty deems that the pupil should not be moved from the location of the accident, they will call for other adult assistance or send for assistance to the school office via another pupil.

-In some instances, parents will be telephoned immediately and asked to come into school to assess the injury themselves. Any parent entering the school site must follow the enhanced hygiene measures.

All equipment used during first aid care will be bagged and disposed of following care for pupils.

All blood swabs and used dressings are to be disposed of using a medical bin.

All incidents requiring first aid must continue to be recorded and reported using the normal procedures.

Code of practice for dealing with a pupil on site displaying signs of COVID-19

Pupils should not attend the school setting if they have symptoms or are self isolating due to symptoms in their household.

If a child enters school and demonstrates signs of COVID-19 they should be removed from the classroom immediately to our designated isolation room and with appropriate adult supervision if required.

Ideally, a window should be opened for ventilation. (If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people).

Parents will be called and asked to come and collect the pupil immediately.

They will be reminded of the guidance to [Arrange a test](#) if you or your child develops symptoms and inform the school of the results.

If the test is positive, they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace process.

If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

After the pupil has left the building the room should be cleaned and disinfected.

The member of staff who had been accompanying the pupil should ensure that they remove and bag their PPE and wash their hands thoroughly.

The school will contact their local Public Health England health protection team, who will advise on any measures they may need to take. This might include deep cleaning and contacting other parents/carers with information or any action they need to follow.

Supporting Pupils with Medical Conditions during COVID-19

All pupils eligible to return to school with medical conditions, who can safely attend school at this time following the appropriate confirmation from their doctors/health care professionals will be properly supported so that they have full access to education. Their condition and associated requirements will be kept appropriately confidential according to the individual circumstances.

Individual health care plans will be amended and put into place where required for these pupils following due consultation with health and social care professionals.

These amendments will be fully communicated to all staff involved with caring for the pupil.

All staff will follow government guidance in undertaking care consistently using PPE as appropriate using government guidance.

Intimate Care during Covid-19

Staff should follow normal practice when undertaking intimate care for pupils, including changing nappies this would include wearing gloves and aprons. Bagging and securing in lidded bin the nappy as per normal practice.

Should any member of staff need to change a nappy for a child who is showing signs of COVID-19, full PPE in accordance with the guidance should be worn to safeguard themselves.

Policy Implementation

The headteacher will ensure that this amendment to the existing policy will be communicated to all staff especially those who are responsible for first aid, so that everyone is fully aware of the safeguards in place.

The headteacher will ensure that individual healthcare plans are amended and communicated to all relevant staff

PURPOSE OF THIS POLICY

The purpose of this policy is to ensure that effective, safe First Aid is provided to pupils, staff members and visitors.

FIRST AID TEAM

The First Aid Team consists of members of staff who have received appropriate training and who have the certification to prove their qualification. A number of staff will be trained at the Appointed Person First Aid level resulting in the Emergency Aid in the Workplace certification and one person is more fully trained to achieve the First Aid at Work certificate or equivalent. We will also ensure that at least one member of staff has had the appropriate First Aid training in Early Years First Aid. However it must be remembered that these people are **not** trained doctors or nurses.

MEMBERS OF THE FIRST AID TEAM WILL:-

- always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing gloves where any loss of blood or body fluid is evident, calling for help from other Members of the First Aid Team or Emergency Services.
- help fellow members of the First Aid team at an incident and provide support during the aftermath
- act as a person who can be relied upon to help when the need arises
- ensure that first aid kits are adequately stocked and always to hand
- ensure that parents are aware of **all** head injuries promptly
- insist that **any** casualty who has sustained a significant head injury is seen by professionals at the hospital either by sending them directly to hospital or by asking parents to pick up a child to take them to hospital
- ensure that a child who is sent to hospital by ambulance is either accompanied in the ambulance at the request of paramedics, followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted, or met at hospital by a relative.
The member of the First Aid team need not be the member of staff who is accompanying the casualty to hospital; however, an appropriate person should be sent.
Pupils will not be taken to hospital by a member of staff in their own vehicle.
- Keep a record of each pupil attended to, the nature of the injury and any treatment given, in the book provided. In the case of an accident, the Accident Book must be completed by the appropriate person.
- ensure that everything is cleared away, using gloves, and every used/ contaminated item disposed of in a yellow bag. Any bloodstains on the ground must be washed away thoroughly.
- **not** give first aid treatment for which they have not been trained.
- treat very minor knocks, grazes and injuries in situ at playtime.
- send or accompany the child to the medical area in the school office if the injury requires any treatment other than very basic first aid.

ALL STAFF WILL:-

- familiarise themselves with the First Aid procedures in operation and ensure that they know who the current members of the First Aid team are

- notify the First Aid team of any known illness from which they suffer that may require first aid whilst at work
- be aware of specific medical details of individual pupils for whom they are responsible
- never move a casualty until they have been assessed by a member of the First Aid team unless the casualty is in immediate danger
- send for a member of the First Aid team as soon as possible either by a person or telephone, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained
- reassure, but never treat, a casualty unless staff are in possession of a valid certificate or know the correct procedures; such staff can obviously start emergency aid until a member of the First Aid team arrives at the scene or instigate simple airway measures if clearly needed. However, all staff will use their best endeavours at all times, particularly in emergencies, to secure the welfare of all pupils at the school.
- send a pupil who has minor injuries to a member of the First Aid team or, if no member of the First Aid team is available, to the office. This pupil may need to be accompanied depending on the injury.
- send a pupil who feels generally 'unwell' to the school office for monitoring.
- Send a pupil to the school office if they require cold packs to be administered during curriculum time.
- have regard to personal safety
- be aware of medical condition/s of parent/carer helpers on school trips
- **not** administer paracetamol or other medications

THE HEADTEACHER AND MEMBERS OF THE LEADERSHIP TEAM WILL:-

- ensure that their qualification is always up to date
- ensure that first aid cover is available throughout the working hours of the school week
- ensure that this Policy is put into practice
- issue a Letter of Appointment to each member of the First Aid team
- inform all staff of the first aid arrangements
- ensure that they always obtain the history relating to a pupil not feeling well, particularly in the case of headaches, to ensure that no injury has caused the student to feel unwell
- ensure that in the event that an injury has caused a problem, the pupil **must** be referred to a member of the First Aid team for examination
- at the start of each academic year, provide the First Aid team with a list of pupils who are known to have asthma, diabetes, epilepsy or have any other serious condition such as a history of anaphylaxis.
- Ensure that that details of the designated first aid team are clearly visible throughout the school
- ensure that all Medical Plans are visible in the staff room.

THE GOVERNING BODY WILL:-

- review the First Aid Policy at least every two years
- ensure that insurance arrangements to provide full cover for claims arising from actions of a member of staff acting within the scope of their employment
- ensure that members of the First Aid team have received the appropriate training
- ensure that the minimum number of members of the First Aid team are appointed
- carry out a risk assessment at least every two years to ensure that first aid provision is suitable and adequate.

FIRST AID KITS

First Aid boxes will be clearly marked with a white cross on a green background. A fully stocked First Aid box will be kept in the Medical Area in the school office. See Appendix A for a Contents list. No antiseptic creams, lotions or any kind of medication or drug will be kept in the box. A First Aid kit will be taken on off-site activities by each Appointed Person.

HYGIENE AND INFECTION CONTROL

All staff will take precautions to avoid infection and will follow basic hygiene procedures. Staff will have access to single-use disposable gloves and hand washing facilities, and will take care when dealing with blood or other body fluids and when disposing of dressings or equipment.

MEDICAL ROOM

The Medical Area is situated in the school office. It has a sink and will be equipped with soap and paper towels, disposable gloves, drinking water and disposable cups, first aid boxes and materials, a foot-operated bin lined with a yellow clinical waste bag, a bed with clean pillow and blanket, a chair, a record book for recording first aid given, a current copy of the First Aid manual and a copy of the HPA poster "Guidance on Infection Control in Schools".

RECORD KEEPING AND REPORTING ACCIDENTS

Minor incidents will be recorded in an Incident Book. This must be stored so that unauthorised people cannot see it – i.e. not open in the Office (DATA Protection Act). It must be kept for 6 years from date of last entry.

Any head bump will be recorded and notified to parents.

Major accidents and incidents must be reported to the Health and Safety Team at West Sussex using Form HSW3. (Duplicate pad available from Central Supplies County Hall – keep pink copy). Forms must be kept for 6 years from date of accident or for a pupil for 6 years from their 18th birthday. (Copy of form and Guidance attached.)

In addition, under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) act, the school has a legal duty to report work-related deaths (including as a result of physical violence), major injuries or injuries that prevent the injured person from doing their normal work for more than three days (including acts of physical violence), work related diseases, and dangerous occurrences (near miss accidents). This can be done by calling the Incident Contact Centre (ICC) on 0845 300 9923 or on-line at www.hse.gov.uk/riddor/report.htm choosing the appropriate form. In both cases a copy of the information recorded will be sent to the school and any errors or omissions corrected. An accident that happens to pupils or visitors must be reported to the HSE if the person involved is killed or is taken from the site of the accident to the hospital **and** the accident arises out of or in connection with

- ◆ any school activity, whether on or off the premises;
- ◆ the way a school activity has been organised and managed (e.g. the supervision of a field trip);
- ◆ equipment, machinery or substances;
- ◆ the design or condition of the premises.

OTHER RELATED POLICIES

This policy should be read in conjunction with the Health & Safety Policy, the Managing Medicines Policy, the Offsite and Educational Visits Policy, the Child Protection Policy and the Special Educational Needs Policies.

APPENDIX A

Minimum Contents of First Aid Kit/Box:

- ◆ a leaflet giving general advice on first aid
- ◆ 20 individually wrapped sterile adhesive dressings (assorted sizes)
- ◆ two sterile eye pads
- ◆ four individually wrapped triangular bandages (preferably sterile)
- ◆ six safety pins
- ◆ six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- ◆ two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
- ◆ one pair of disposable gloves
Additional disposable gloves will be available in the Medical Room.
- ◆ moist cleaning wipes for use when clean water is not available.