

First Aid Policy Appendix Covid 19

1. Legislation and guidance

As well as the legislation in the First Aid Policy please refer to

Safe working in Education including the use of PPE

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Cleaning in non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Guidance for full opening of schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

2. Roles and responsibilities

2.1 Appointed person(s) and First Aiders

Mrs D. Ellis will take the lead for any first aid during this time supported by Mrs T. Syrett

As well as the responsibilities listed in the First Aid Policy, they are responsible for:

- Ensuring there is enough supplies of PPE
- Isolating any suspected cases of covid 19
- Calling parents and sending any suspected cases of covid 19 home immediately

Most staff are trained First Aiders and are responsible for:

- Acting as first responders to any incidents: they will assess the situation where there is an injured person, provide appropriate treatment if immediately needed and/or call for assistance from the appointed First Aiders who will provide treatment
- Assessing what PPE is needed in dealing with the injury
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident in the school accident/First Aid book.

3. First Aid Procedures

3.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified First Aider, if appropriate.
- The First Aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The First Aider will also decide whether the injured person should be moved or placed in a recovery position

- If immediate lifesaving treatment is not required, the First Aider will assess what PPE is required, before providing the required first aid treatment, if coming into contact with a child less than 2 metres.
- If the First Aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the First Aider will recommend next steps to the parents
- If emergency services are called, a member of the office staff or senior leadership team will contact parents immediately
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- When treating minor injuries First Aiders should wear a face mask and gloves if distancing of 2 metres cannot be achieved. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then an apron and eye protection visor should also be worn
- All minor First Aid will be administered in the First aid room
- If a person shows signs of illness the appointed First Aiders should be called and will come to escort the ill person to the isolation First Aid Room
- If a child, or adult becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then an eye protection visor should also be worn

4. See Response any infection from – <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

5. First Aid Equipment and PPE

As well as the first aid equipment listed in the policy, the First Aid Room will also have PPE Including:

- Disposable masks
- Disposable gloves
- Disposable aprons
- Face protection visors

No medication is kept in first aid kits.

First aid kits are stored in:

- The First Aid Room
- The Community Room

6. Reporting

Any suspected cases of covid 19 should be reported by the Headteacher or Deputy Headteacher who then will inform to the Area schools officer and CEO of the Tandridge Learning Trust.

Confirmed cases must be reported to the local Health protection team and follow their advice.