



FIRST AID POLICY
Updated for COVID-19/Coronavirus Requirements

This Policy was reviewed and amended in June 2020 in preparation for the re-opening of school to students. This will continue to be reviewed and updated taking on-board Government advice and situations arising in school.

Policy Statement

St Andrew's Catholic Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practise by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at St Andrew's Catholic Primary is held by the Head Teacher. The First Aid Lead is Charlie Holland and the PE Lead (Steph Shipway) has responsibility for physical activity.

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

All our information and guidance concerning First Aid (including accident records and forms) are kept in the school office until such time they are archived.

Aims and Objectives

Our first aid policy requirements are achieved by:

- Has been created following the statutory requirements and shaped by our own assessment of our school and children.
- It is our policy to ensure that the First Aid Policy will be reviewed annually taking into account any changes.
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them

The responsible person will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders qualified first

aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

COVID-19 Specific Information – Pupils Returning to School June 2020

This guidance is provided to support staff in school who still have direct contact with pupils to consider practical, safe working arrangements for first aid cover during the COVID-19 pandemic.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

The Regulations do not place a legal duty on employers to make first-aid provision for non-employees. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

The HSE states, if first aid cover for a school is reduced because of coronavirus or employees are unable to undertake the first aid training required, schools can still comply with the law by deciding on the level of cover which needs to be provided.

Schools will review risk assessments in consideration of changing circumstances, including changes in numbers of staff and pupils on site from day to day.

Supporting Medical Needs of Children

We need to have a clear understanding of the medical needs of the children in our care.

Where children have medical needs, we need to be very aware of them. Once groups are established, the office will produce a report that itemises the medical requirements of each group. This will be shared with the members of staff responsible for that group. Following that, appropriate medicine and record-keeping will be placed in the correct classroom so that the child has appropriate access to their medication.

There will be a first aid box in each room to deal with any minor issues. If further assistance needed bring child to office for visual and instructional assessment of injury. Social Distancing will remain with the Office staff supporting the injury assessment.

The designated isolation spaces are as follows: -

- Injury that can't be dealt with simply in class, outside office
- Illness with any COVID symptoms – Intervention Room by Hall if a child is to be sent home with COVID symptoms, the child should then be tested for coronavirus. If the test is negative the child could return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of groups – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.

Paediatric First Aid

For those not trained in paediatric first aid, the most important thing is to act quickly to ensure the child gets the treatment they need in a critical situation.

The importance of calling an ambulance and taking immediate action in an emergency such as breathing difficulties, choking, cardiac arrest or excessive

bleeding cannot be stressed enough, to avoid the emergency becoming critical.

Where rescue breaths are required, it is recommended that this is still performed for children. Although there is an increased risk of transmitting the COVID-19 virus, either to the first aider or the child/infant, the risk is small compared to the risk of not taking this action, which could lead to the death of the child.

Early Years Foundation Stage (EYFS) normally requires at least one person who has a current paediatric first aid certificate to always be on the premises and available when children are present. However, with the wider risks around COVID -19 reducing numbers of staff, children and first aiders, it is likely that schools will be able to maintain a safe environment with a lower than usual level of first aid cover.

As a reasonably practicable measure during the pandemic, where qualified first aiders are willing to treat paediatric aged children, they need to be confident and aware of the difference between adult and paediatric techniques. Some guidance can be found on the following link: <https://www.resus.org.uk/resuscitation-guidelines/>

Mouth-to-Mouth Resuscitation for an Adult Who Needs CPR

Because of the increased risk of COVID-19 infection during CPR, the Resuscitation Council UK offers the following advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the casualty's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, first aiders should place a cloth/towel over the casualty's mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives. Put hands together in the middle of the chest and push hard and fast.

- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection.
- If the first aider has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all first aiders should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should seek advice from the NHS 111 Coronavirus Advice Service or their medical adviser if concerned.

Maintaining Social Distancing and Providing First Aid

- It is always good practice to wear gloves when administering first aid. These are provided in first aid kits within class groups
- With minor injuries you may be able to instruct a person in what to do, or pass them the items that they need and stand at a distance if it is age appropriate to do so.
- Always maintain good hand hygiene after administering first aid by washing your hands.
- If first aid such as CPR is required and you suspect the individual has symptoms of Coronavirus, the Resuscitation Council UK guidance advises that you do not administer rescue breaths, use chest compressions only. It is recognised that some first aiders will still chose to administer rescue breaths or instinctively respond in this way. This is a personal choice.

First Aid and Wearing PPE

If support is required to administer medication, then adults must wear gloves and mask to further reduce the risk of spreading the virus, proceeded by thorough hand-washing.

Emergency Medical Care

Assess the casualty and, if necessary, dial 999 or 112 for an ambulance. If a person isn't breathing normally, an ambulance will be called and the First Aider attending to the patient will start cardiac compression straight away if they can.

Clubs – these will not be running until further notice – guidance removed.

Training:

Appointed Persons

At St Andrew's Catholic Primary School there is appointed people who are in the following role:

- Mrs Rebecca Speakman, Business Manager
- Miss Charlie Holland, School Office Administrator

School First Aid Trained Staff

At St Andrew's Catholic Primary School 13 staff are trained First Aiders.

- Charlie Holland
- Lucy Paddock
- Katie Brady
- Jayne Chamberlain
- Violetta Jaskolski
- Louise Chatterton
- Leanne Howell
- Bernie Kinsella
- Joe Slater
- Patricia Dugmore
- Patricia Haynes
- Lisa Crook
- Rachel Flanagan
- Dawn Burton
- Melissa Trayers

Paediatric First Aiders (Those completing the HSE approved 2-day first aid course)

These Staff are in place to meet the Early Years Foundation Stage (EYFS) statutory obligations of provision of first aid to those children aged 5 years old or younger and are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

- Jayne Chamberlain
- Violetta Jaskolski
- Louise Chatterton

- Patricia Dugmore
- Leanne Howell

Equipment Organisation

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 3 first aid kits on the premises

These first aid kits are situated in:

- School Office
- Kitchen
- Nursery/Wraparound

All class bubbles have their own first aid kits and a supply of PPE equipment and they are responsible to ensure that these are re-stocked if necessary. It is the responsibility of the Appointed persons to check contents of first aid kits at the end of every half term. Completed checklists are signed and stored in school office medical folder.

Designated Rooms

During the COVID-19 crisis, the designated first aid room for treatment, sickness and administering of first aid during the school day will change from the School Office area to within the individual class bubbles – only when the bubble does not contain a First Aid Qualified staff member OR if the First Aid requirement is more complicated will a child be taken to the School Office.

Suspected COVID-19 Symptoms – Pupils

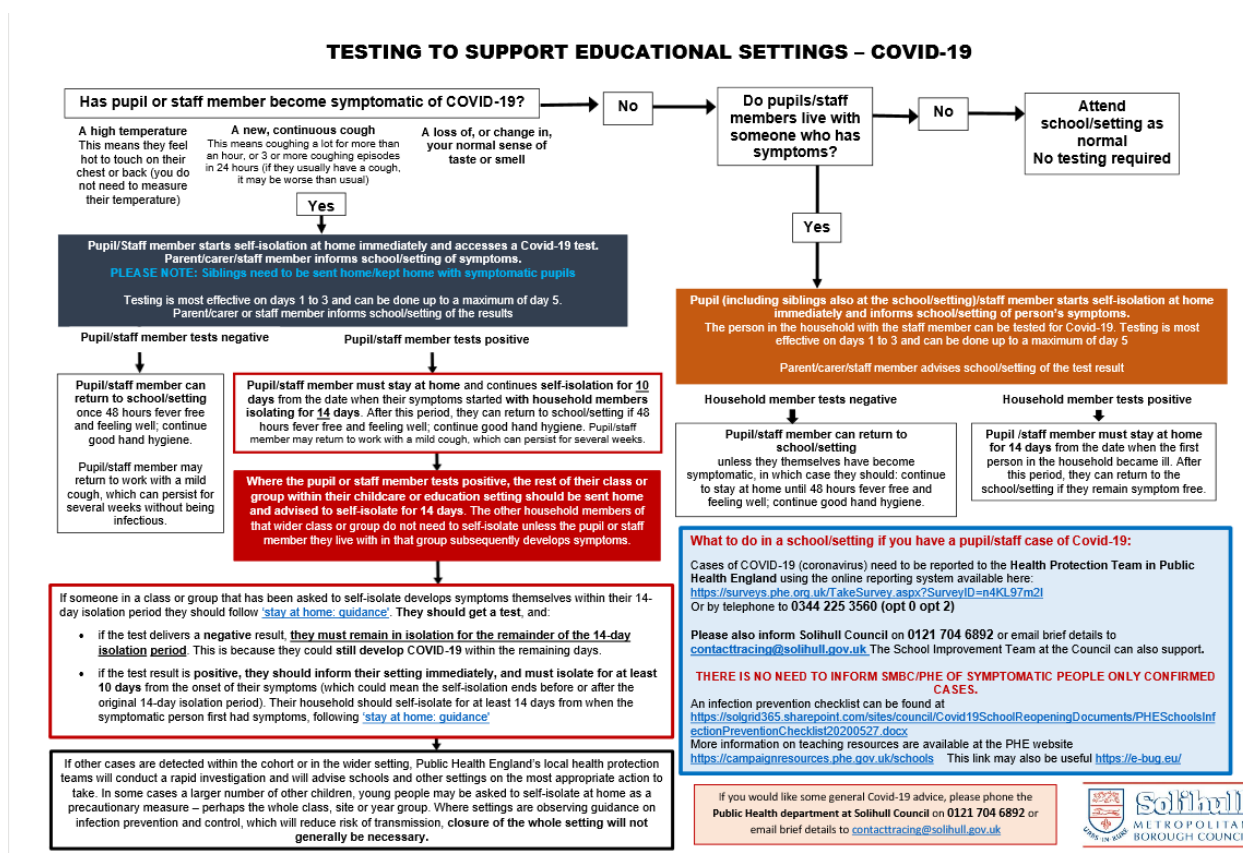
If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to the Isolation room where they can be monitored and supported until they are collected by their parents or carers.

A designated member of staff, provided with PPE, will ensure the door is open and then sit outside the room with the door open. Once the child is collected, the room will be thoroughly cleaned by a member of staff wearing both gloves and a mask.

Parents will be advised to follow the guidance on the SMBC Testing to Support Educational Settings – COVID-19 document (see final page for full document).

Suspected COVID-19 Symptoms – Staff

If an adult in the setting becomes unwell they will be sent home and advised to follow the guidance on the SMBC Testing to Support Educational Settings – COVID-19 (see final page for full document).



First Aid – Sequence of events

In the event of an accident the first aider/appointed person takes charge of the first aid emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance. (If unsure at any time the first aider will call NHS Choices for further advice)

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever the first aider is unsure of the severity of the injury
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services and give the following information

1. State what happened
2. The child's name
3. The age of the child
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parent/carer of their child's accident

- If it is considered to be serious (more than minor injury)
- Requires first aid treatment
- Injury to the head
- Requires attendance at hospital

Accident Report Forms

These are to be completed by the First Aider giving treatment as soon as they are able to do so following treatment. These should be given to the child to take home to inform their parent of the incident and treatment given. **Class Groups (bubbles) have an Accident Report Book for their use alone. This will be completed if the bubble staff administer First Aid to a child.**

In the case of a bumped head where the child is well enough to remain in school a phone call to the parent will be made to advise them of the head injury – staff should ask the school office to do this as required.

Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents not be contactable. **If a parent needs to be contacted during the COVID-19 crisis,**

class staff will contact the School Office via email to request the call rather than going to the office or sending the child.

In the event that parents can not be contacted and a message has been left our policy will be to continue to attempt to make contact with the parents every half hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child at an appropriate distance wherever possible until the parents can be contacted and arrive (as required)

In the event that the child requires hospital treatment and the parents can not be contacted prior to attendance, the qualified first aider/appointed person /another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

Pupils with Special Medical Needs – Individual Healthcare Plans

Some pupils have medical conditions that, if not properly managed, could limit their access to education.

These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having medical needs. Most children with medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

All children who have asthma have a specific record which is kept in the School Office. A copy of all medical needs is kept in each classroom, the school office and staffroom and is updated as needed or annually. An individual health care plan is drawn up by the school nurse, the school, the parent/carer and child. If needed the child's GP can be involved. This helps

our school to identify the necessary safety measures to support pupils with medical needs and ensure that they are not put at risk.

Parents/carers have prime responsibility for their child's health and should provide schools with information about their child's medical condition prior to starting school.

Parents, and the pupil if they are mature enough, should give details in conjunction with their child's GP and Paediatrician. The school nurse or suitably qualified person also provides additional background information and practical training for school staff in understanding and using the Individual Healthcare plans.

The school follows NHS policy on administering adrenaline through the use of epi-pens. If children who have registered care plans, due to severe allergy reactions and the need to use an epi-pen, suffer an allergic reaction at school, there is an epi-pen clearly marked with the child's name on and antihistamine liquid in school office medical cupboard. Training from the school nurse is no longer available annually however, we currently have one pupil with an epipen.

Lesson-time first-aid

During the COVID-19 crisis, the designated first aid room for treatment, sickness and administering of first aid during the school day will change from the School Office area to within the individual class groups– only when the group does not contain a First Aid Qualified staff member OR if the First Aid requirement is more complicated will a child be taken to the School Office.

Lunchtime first-aid

The designated first aid room for treatment, sickness and administering of first aid during the school day will change from the School Office area to within the individual class groups.

Playground duty

During break-times, wherever possible qualified staff will be on duty are to administer simple first aid.

First Aid out of school on trips or residential visits– these will not be running until further notice – guidance removed.

Record Keeping

All accidents requiring treatment are recorded with the following information.

- Name of injured person
- Name of qualified/emergency/school first aider or appointed person
- Date of accident
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken

Administering Medicines in School

Our School will administer medicines to pupils in school under special circumstances. Most prescribed medicines can be taken outside of normal school hours. In cases where this is not possible the school office staff can administer a child's medicine.

We must have a signed administration of medicine form for the designated member of staff to administer medicine in the school office. A signed record is kept in the office daily of time, dosage and designated member of staff administering.

Regular medicines such as anti-biotics and painkillers can only be administered by school staff if they are required 4 times per day. If the medicine is required 3 times per day, we ask parents to fit the doses around the school day.

To support asthma sufferers there is one inhaler kept in the office medical cupboard for emergency use (following a change in law October 2014 and following Guidance on the Use of Emergency Salbutamol Inhalers in Schools Guidance from The Department of Health). Due to COVID-19 the emergency asthma supply in the school office has been updated and the re-usable spacers that are sterilised following use by a pupil have been removed and replaced with single-use disposable spacers.

Non-prescribed medicines e.g. (throat lozenges) are allowed at the discretion of Head and Class teacher.

Storage/Disposal of Medicines

Any medication that needs to be in school is stored either in staffroom fridge or as per storage instructions. The exception to this rule is inhalers, which must be clearly labelled with their name and kept in the child's classroom; where they can be easily reached where necessary.

It is the responsibility of the parents to regularly check dates of prescribed medicines and collect unused medicines from school and dispose of them accordingly.

First Aid Kit Checklist for St Andrew's Catholic Primary School

To be completed at the end of each half term.

Location of First Aid Box

Date of initial First Aid Kit/Box check

Name of Assessing First Aider

Additional Checks

Are items of first aid within expiry date YES / NO

Are items of first aid in good undamaged condition YES / NO

Is the first aid box in good condition and undamaged YES / NO

Is the location of the first aid box clean and assessable YES / NO

Is the first aid location sign present and in good condition YES / NO

Is the list of trained first aiders up to date YES / NO

Summary of actions

FIRST AID KIT PASSED (end of each half term) YES / NO

Actions Required

Name of Assessor

Signature of Assessor

Assessed Date

Contacting Emergency Services

Request for an Ambulance

Dial 999, ask for ambulance and be ready with the following information

1. Your telephone number (dial 9 for an outside line) 0121 770 3168

2. Give your location as follows:

St Andrew's Catholic Primary School
Windrush Close
Solihull

3. State that the postcode is B92 8QL

4. Give exact location in the school

5. Give your name

6. Give name of child and a brief description of child's symptoms

7. Inform Ambulance Control of the best entrance and state that the crew will be met and taken to (playground gate access)

8. Speak clearly and slowly and be ready to repeat information if asked

TESTING TO SUPPORT EDUCATIONAL SETTINGS – COVID-19

