

First Aid Procedures

COVID-19 Adaptations to First Aid Policy

Staffing

All staff onsite are first aid trained. However, in the current phase, the lead staff on providing intimate care or first aid to the pupils are:

Penny Peters
Pip Hutchings
Annette Battley
Connor Mills

All other staff must call upon one of these named members of staff, who will wear PPE, to provide support. These members of staff are contactable via the office telephone numbers 650 (Prep) and 660 (Pre-Prep) or by sending a green medical card, located in every room, to the office with a pupil.

Effective infection protection and control

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus. We have robust procedures in place and additional cleaning and handwashing regimes will minimise the risk of infections. We have reminded all parents not to send their son in if he is feeling unwell and we would ask staff to be vigilant on their own health.

The extract from the Government advice is:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Personal protective equipment (PPE) including face coverings and face masks

The Government advice is as follows:

Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning

and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

- children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting 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 eye protection should also be worn

Whilst it is not recommended, if a member of staff wishes to wear their own mask, they can, of course, do so.

All first aiders will have access to:

Face masks, face shields, gloves and aprons. Both medical rooms are stocked with these items. The training video for how to wear PPE will be watched by all staff:

https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=emb_rel_pause

Minor first aid incidents

If a member of staff or pupil is injured, one of the above first aiders should be called. Wearing PPE, they will come and follow normal processes of delivering first aid.

Administration of Medicines

Normal procedures apply but only the named first aiders administer medicines.

Procedure for caring for a pupil or adult with suspected symptoms

If a child or adult presents any of the following symptoms:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

The following procedure should be followed:

First Aider should put on full PPE, as trained, prior to providing care for the individual. The individual will be taken to the dedicated medical isolation room, and the office will be asked to call parents to come and collect immediately.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom (disabled loo in Pre-Prep and staff loo the other side of the Library in Prep (both have been assigned for medical use only).

Concurrently, if necessary, the group of children affected should be moved to a new area (Hall) whilst their classroom is cleaned. The cleaner must be informed that there is a suspected case and must follow the guidance on PPE whilst cleaning.

Parents of the pupil with symptoms (or member of staff who has symptoms) will be given the following advice:

- Get a test to check for coronavirus as soon as possible.
- Stay at home and do not have visitors until test result is received– only leave home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

If the first aiders need clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they don't have internet access).

When the parents/carers/family members attend site to collect a pupil/member of staff/contractor displaying symptoms, they may also have the virus themselves, and so should not be permitted to access any areas of the school to collect belongings etc. In Pre-Prep they should wait outside the front door, in Prep they will be asked to enter via the field gate and come through the field and playground to collect their son. They will remain outside at all times.

After the pupil/adult has left:

The first aider must 'doff' their PPE in the correct manner and dispose of it in the bins provided. Wash hands thoroughly.

The cleaners must be informed of a suspected case and actioned to come in and provide a deep clean of all the areas used by the individual following the clear guidance.

The first aider will record the actions, temperatures and details and then liaise with the school nurse, who will ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE here). Public Health England (PHE)/Public Health Wales (PHW) advice to be followed in relation to any suspected/ confirmed cases.

TFD will write to all the relevant parents to keep them informed of the situation, to reassure them and to explain the processes. Until a child or adult tests positive, the guidance is for the other members of staff and pupils to remain at school. TFD to follow up with parents/family of patient and to report to school nurse for further tracking.

If a member of staff has helped someone who was unwell with a new, continuous cough, high temperature, or a loss of, or change in, their normal sense of taste or smell; they do not need to go home unless they develop symptoms themselves or the individual subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting'). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

REMINDER of order of donning and doffing PPE

Donning:

1. Tie hair back and remove jewellery
2. Clean hands with alcohol hand gel
3. Disposable apron and tie at back
4. Put on face mask, attach over ears, flat against cheeks and mold against nose then bring below chin
5. Eye protection (face shield)
6. Gloves

Doffing:

1. Gloves, peeling inside out and dispose of in clinical waste
2. Clean hands with alcohol rub
3. Disposable apron keeping the outside tucked in – do not touch the outside and dispose in clinical waste
4. Remove eye protection and discard in clinical waste
5. Clean hands with alcohol rub
6. Remove face mask and discard in clinical waste
7. Wash your hands with soap and water