

## APPENDIX A

### First Aid Procedures During the Coronavirus (COVID-19) Pandemic

[This appendix has been created to outline the first aid procedures school will put in place once phased reopening begins. We have created this appendix in accordance with the latest government guidance surrounding schools' wider reopening from 1 June 2020.]

#### Statement of intent

The school aims to act in accordance with the First Aid Policy as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes social distancing and infection control guidelines. This appendix sets out what additional actions the school will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

#### 1. Enforcing new procedures

- 1.1 The school carries out a risk assessment which is used to help inform any changes to first aid provision, including the number of first aiders needed on site.
- 1.2 The school ensures that additional first aid procedures are communicated effectively to all pupils.
- 1.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.4 The school informs parents of any changes to provision outlined in this policy.
- 1.5 The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in the school first aid policy must be followed.

#### 2. Social distancing and infection control measures

- 2.1 When administering first aid, the relevant staff are advised to:
  - Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
  - Dispose of any waste in a suitable bin.
  - Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
  - Keep at least two metres away from others, where practicable.
  - Interact side-by-side where administering first aid requires interaction within a two-metre range.
  - Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
  - Limit the number of people administering first aid in each incident.
  - Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.

- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.
- 2.2 The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs or if required to do so in accordance with the Infection Control Policy.

### **3. First aiders**

- 3.1 The school ensures that there is a minimum of two trained first aiders on site during school hours (one of whom will be located in EDC).
- 3.2 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 3.3 Where cover must be arranged, the school ensures that:
- Adequate cover is in place before the member of staff leaves the premises.
  - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
  - Symptomatic individuals strictly do not administer first aid.
  - Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

### **4. First aid training**

- 4.1 First aiders' training is kept up to date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
  - Ensure they requalify before 30 September 2020.
  - Undertake any training that can be done online where face-to-face training is not required or available.

### **5. Administering and handling medication**

- 5.1 When administering medication, staff are expected to:
- Follow the procedures set out in the Administering Medication Policy.
  - Adhere to the school's social distancing and infection control measures as much as possible.
  - Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.

- Minimise face-to-face contact where side-by-side interaction is not practical.
- 2.3 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs or if required to do so in accordance with the Infection Control Policy.
- 5.2 When handling and storing medication, staff are advised to:
- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
  - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
  - Minimise the number of people handling medication.
  - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

## 6. Ill health and infection

- 6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:
- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
  - The individual is isolated in a cool, well-ventilated, designated area.
  - They adhere to the school's social distancing and infection control measures.
  - Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.
- 6.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 2](#) of this appendix.
- 6.3 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.
- 6.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.
- 6.5 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs [3.3](#) are followed.

## 7. Emergencies

- 7.1 Accidents and emergencies are managed in line with [section 5](#) of this policy.
- 7.2 When administering emergency first aid, social distancing restrictions do not apply.
- 7.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

- 7.4 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

## **8. Monitoring and review**

- 8.1. This appendix is reviewed by the Head of School in reaction to any new government advice.
- 8.2. The date of the next review is July 2020.
- 8.3. Once the school resumes regular activity, and if deemed appropriate by the Head of School, all sections within this appendix will expire.