



# First Aid Policy

## **Important coronavirus (COVID-19) update**

We have added Appendix 1 to this policy, which provides details on managing first aid procedures during the coronavirus (COVID-19) pandemic.

Last updated: 4<sup>th</sup> June 2020

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Appendices

Appendix 1 – First Aid Procedures During the Coronavirus (COVID-19) Pandemic

## Statement of intent

Wallsend Jubilee is committed to providing emergency first aid provision in order to deal with accidents and incidents affecting staff, pupils and visitors. The arrangements within this policy are based on the results of a suitable and sufficient risk assessment carried out by the school in regard to all staff, pupils and visitors.

The school will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors. Details of such precautions are noted in the following policies:

- Health and Safety Policy
- Behavioural Policy
- Child Protection and Safeguarding Policy
- Administration of Medication Policy
- Educational Visits and School Trips Policy

The school's administrative team has overall responsibility for ensuring that the school has adequate and appropriate first aid equipment, facilities and personnel, and for ensuring that the correct first aid procedures are followed.

Signed by:

R.Hawkins

Deputy  
Headteacher

4.6.2020

Date:

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Chair of governors

Date:

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# 1. Legal framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on First Aid for Schools'
- DfE (2018) 'Automated external defibrillators (AEDs)'

# 2. Aims

2.1. All staff will read and be aware of this policy, know who to contact in the event of any illness, accident or injury, and ensure that this policy is followed.

2.2. Staff will always use their best endeavours to secure the welfare of pupils.

2.3. Anyone on the school premises is expected to take reasonable care for their own and other's safety.

2.4. The aims of this policy are to:

- Ensure that the school has adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at the school when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

2.5. Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the school site. If using a school telephone, the digit 9 must be pressed first to obtain an outside line. (ie dial 9+999 to summon the emergency services)

2.6. To achieve the aims of this policy, the school will have suitably stocked first aid boxes in line with the assessment of needs. Where there is no special risk identified, a minimum provision of first aid items will be as follows:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads

- 4 individually wrapped triangular bandages, preferably sterile
  - 6 safety pins
  - 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
  - 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
  - 1 pair of disposable gloves
  - Equivalent or additional items are acceptable
  - All first aid containers will be identified by a white cross on a green background
- 2.7. The lead first aider is responsible for examining the contents of first aid boxes, including any mobile first aid boxes for offsite use – these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.
- 2.8. First aid boxes are in the following areas:
- The school office
  - Entrance and exits to school
  - EYFS office
  - [Within each bubble](#)

### **3. First aiders**

- 3.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors, and to ensure that an ambulance or other professional medical help is called, when necessary.
- 3.2. First aiders will ensure that their first aid certificates are kept up-to-date through liaison with the SBM.
- 3.3. The current Paediatric first aiders are: [J.Wyres](#), [M.Robinson](#), L.Morien, N.Willis, L.Bryson

### **4. Automated external defibrillators (AEDs)**

- 4.1. The school has procured an AED, which is located in the school office.
- 4.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 4.3. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis, and usually during the first INSET session of the academic year.
- 4.4. Use of the AED will be promoted to pupils during PSHE/Restart a Heart lessons.

## **5. Emergency procedures**

- 5.1. If an accident, illness or injury occurs, one of the First Aid at Work trained first aiders should be summoned. If they are not available, another Emergency First Aider should summon emergency assistance from the emergency services if it is deemed necessary and cannot be dealt with by an emergency first aider.
- 5.2. If called, a first aider will assess the situation and take charge of first aider administration.
- 5.3. If the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, then they will arrange for the injured person to access appropriate medical treatment without delay.
- 5.4. Where an initial assessment by the first aider indicates a moderate to serious injury has been sustained, one or more of the following actions will be taken:
  - Administer emergency help and first aid to all injured persons. The purpose of this is to keep the casualty/casualties alive and, if possible, comfortable, before professional medical help can be called. In some situations, immediate action can prevent the accident from becoming increasingly serious, or from involving more casualties.
  - Call an ambulance, if this is appropriate – after receiving a parent or carer's clear instruction, take the casualty/casualties to a hospital. Moving the casualty/casualties to medical help is only advisable if the person doing the moving has sufficient knowledge and skill to move the casualty/casualties without making the injury worse.
  - Ensure that no further injury can result from the accident, either by making the scene of the accident safe, or (if they are fit to be moved) by removing injured persons from the scene.
  - Delegate to other members of staff to attend to any pupils who may have witnessed the accident or its aftermath and who may be worried, or traumatised, despite not being directly involved. They will need to be escorted from the scene of the accident and comforted. Younger or more vulnerable pupils may need parental support to be called immediately.
- 5.5. Once the above action has been taken, the incident will be reported by the full first aider promptly to:
  - The headteacher/SLT.
  - The casualty/casualties' parent/carer
  - Local Authority via the Airswab system

## **6. Reporting to parents**

- 6.1. In the event of incident or injury to a pupil, at least one of the pupil's emergency contacts will be informed as soon as practicable.

- 6.2. Parent/carer will be informed in writing of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 6.3. In the event of a serious injury or an incident requiring emergency medical treatment, the First Aider will telephone the pupil's parent/carer as soon as possible.
- 6.4. A list of emergency contacts will be kept at the school office.

## **7. Offsite visits and events**

- 7.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.
- 7.2. For more information about the school's educational visits requirements, please see the Educational Visits and School Trips Policy.

## **8. Storage of medication**

- 8.1. Medicines will always be stored securely and appropriately in accordance with individual product instructions, save where individual pupils have been given responsibility for keeping such equipment with them.
- 8.2. All medicines will be stored in the original contained in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine.
- 8.3. All medicines will be returned to the parent for safe disposal when they are no longer required or have expired.
- 8.4. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.
- 8.5. Parent/carer will advise the school when a child has a chronic medical condition or severe allergy so that an IHP can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parent/carer parents in this regard.

## **9. Illnesses**

- 9.1. When a pupil becomes ill during the school day, the parent/carer will be contacted and asked to pick their child up as soon as possible.
- 9.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.

## **10. Allergens**

- 10.1. Where a pupil has an allergy, this will be addressed via the school's administration of medication policy

## **11. Consent**

Parent/carer are asked to complete and sign a consent form when their child is admitted to the school, which includes consent for emergency treatment. Details of allergies, chronic conditions and regular medication are completed on this form. Additional data collection forms include details of emergency contact names and numbers. These forms carry through with children across their school career. Parents/carers are expected to inform the school if their child has a new medical condition or requires medication, or names and numbers of emergency contacts. Consent can be withdrawn at any point upon receipt of a written request.

- 11.1. Staff do not act 'in loco parentis' in making medical decisions as this has no basis in law – staff will always aim to act and respond to accidents and illnesses based on what is reasonable under the circumstances and will always act in good faith while having the best interests of the pupil in mind – guidelines will be issued to staff in this regard.

## **12. Monitoring and review**

- 12.1. This policy is reviewed annually by the governing body, and any changes communicated to all members of staff.
- 12.2. Staff will be required to familiarise themselves with this policy as part of their induction programme. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.
- 12.3. The next scheduled review date for this policy is 4.6.2021

## **13. Reviewed 20.8.2020**

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

## Statement of intent

Wallsend Jubilee Primary School aims to act in accordance with our administration of medication policy ratified on September 2018, 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 (8<sup>th</sup> June 2020.)

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/carers of any changes to provision outlined in this policy.

## 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 pedal 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 (the school hall or isolation room if Covid 19 is suspected), 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 paragraph 6.3 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.
- 3.2 The school ensures that there is at least one paediatric first aider on site during school hours when EYFS children are on site.
- 3.3 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.
- 3.4 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.
  - Follow RESUS CPR and Resuscitation guidance  
<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>
  - 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.
- 5.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph 6.3 or if required to do so in accordance with the Infection Control Policy.
- 5.3 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 (SLT member) 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, sinks
- 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 and 3.4 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. 9 is required to be dialled to access an outside line (9+ 999)
- 7.4 Parents/carers 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 deputy headteacher in reaction to any new government advice.
- 8.2. Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.