

Addendum - COVID-19 school arrangements for First Aid policy and procedures

This addendum notes variances to the Behaviour Policy for the period following wider opening when social distancing is recommended.

The general principal of our current First Aid policy will remain unchanged:

We will ensure that appropriate first aid arrangements are in place for our children, staff and any visitors to our premises. This includes providing sufficiently trained employees for our needs and maintaining an adequate supply of first aid equipment. All injuries major or minor will be logged in the accident book

Symptoms of coronavirus (COVID-19):

- Recent onset of a new continuous cough
- High temperature
- Loss of, or change in, normal sense of taste or smell (anosmia).

How COVID-19 is spread:

COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions (droplets) containing the virus are likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes.

It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching door knobs then touching own face).

Suspected case of COVID-19:

See HPS Flowchart – responding to suspected cases of COVID-19 in pupils and staff members – Appendix 1

- For any child or adult who develops symptoms (i.e. a high temperature, new persistent cough, loss of smell or loss of taste), the head teacher needs be immediately informed (or other SMT member if the HT is not available)
- The child to be isolated in the “**Welfare Room**” until they are collected. Anyone in contact with the pupil must wear PPE and ensure all windows and doors of the room are opened.
- A specific cleaning protocol is in place for this area after a pupil leaves.

Sickness / injury – non COVID related first aid:

- Minor incidents requiring first aid to be managed by First Aider in pod – where applicable – gloves to be worn
- Where pod first aider not available to be sent to Welfare Room where first Aider on duty will manage – gloves to be worn
- Major incidents requiring first aid will be managed in the Welfare Room. The room is enclosed and contact maybe longer, gloves, apron and face mask should be worn by the first aider treating.
- If Welfare Room is in use for isolation - first aid to be administered in office Filing Room

PPE (Personal Protective Equipment):

- Where it is not possible to maintain a 2-metre or more distance away from an individual when providing first aid, PPE (Personal Protective Equipment) is available:
 - Disposable gloves
 - Disposable plastic apron
 - Eye protection (E.g. visor or goggles) if there is a risk of droplets
 - Face mask
- Resuscitation face shield if the decision is made to perform mouth to mouth CPR - as per first aid training.

First Aiders to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after removing PPE.

Follow instructions for donning and doffing PPE displayed in Welfare Room and Nursery medical room.

Blood or body-fluid spill:

- Keep people away from the area.
- Use a spill-kit if available
- PPE - following instructions for donning / doffing
- If no spill-kit is available, place paper towels onto the spill.
- Follow up cleaning protocol

Pupil displays symptoms

Teacher to send the pupil to **Welfare Room** and to tell the pupil to keep 2-metres away from anyone they pass and not to touch anything

Teacher to inform **office staff and head teacher** so they can arrange for the pupil to be picked up and for the supervision (PPE to be worn) of the pupil until then

Staff member displays symptoms

Staff member to inform **head teacher**

Staff member to wait until supervision has arrived for their class before leaving the school premises, avoiding contact with others

Symptomatic pupil /staff member will be told by **head teacher** :

- To self-isolate for **7 days**
- To take a **coronavirus test** and inform school of result
- That members of their household should self-isolate for **14 days**

Move the pod into an alternative location and close off any other areas the symptomatic pupil /staff member has come into contact with, so these can all be cleaned

Symptomatic pupil (via their parents or carer)/teacher/TA to be asked to access testing, and asked to inform the school **head teacher** of the coronavirus test result as soon as possible

Parents of affected pod to be alerted to the event via letter

Colleagues who have come into contact with staff member to informed.

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If test is negative

Symptomatic pupil /staff member can return to school, and members of their household can stop self-isolating. Other pupils/staff in their pod can continue to stay in school, unless they display symptoms

If test is positive

The other pupils and staff in the symptomatic pupil's / staff member's pod (plus any member of staff who cared for the pupil while they were symptomatic) will be:

- Sent home
- Told to self-isolate for **14 days**

After 14 days, if they are not symptomatic, these pupils and staff can return to school

If any of these pupils or staff do develop symptoms, household members of that pupil or staff member also then need to self-isolate for **14 days**