



## Nevill Road Junior School

<b>Title</b>	<b>First Aid Policy-Covid 19</b>	<b>Version</b>
<b>Author</b>	<b>Nevill Road Junior School</b>	
<b>Approved by</b>	<b>Full Governors May 2020</b>	
<b>Review Date</b>		

## Aims

- To ensure the physical well being of pupils
- To deal properly with an accident or illness which occurs during the school day.
- To meet a school's Legal obligation

## Personnel

A number of members in various positions within the School hold a First Aid Certificate. A number of Lunchtime Assistants are available to administer first aid during the lunchtime period. However, if a serious accident occurs at lunchtime and the Head Teacher or first aider is on the premises he or she will be available to advise and assist.

## Equipment

The First Aid equipment is situated in the 2 main corridors in the school together with an Accident/Incident/Illness Report Book. It is a place where injured children can be taken for treatment. A basic first aid kit is available in every bubble along with a box of gloves. Two first aid stations will be set up at breaktimes and lunchtime in both playgrounds and supervised by a first aider. PPE equipment for adults supervising symptomatic children is kept in the isolation room.

## Procedures

In the event of an accident or illness the following procedures should be taken:

- If the incident/illness occurs in the classroom or corridors of school the class teacher will send another adult (not a child) for the First Aider. The teacher will stay with the child at all times until the First Aider arrives. First aid kits are provided in every class for minor injuries.
- If an accident should occur during morning or afternoon playtime or lunchtime, the child will be taken to the First aid station in the

playground (unless the injury involves suspected broken bones in which case the child should be left where they are and assistance sent for). The injury is recorded in the accident book. If the injury is serious a second opinion from another first aider is sought.

- Head injuries, however minor they may seem, must be treated with caution. More often than not the bumps which children get in the playground are not serious but certain precautions have to be taken. In all head/face injuries the parent should be informed by phone and they can decide what action needs to be taken. If the parent cannot be contacted the first aider needs to make a decision on the best action to take. All head injuries are entered in the Accident/Incident/Illness Report Book and the First Aider will inform the class teacher.
- If the injury, either head or otherwise is more serious, or a child is considered too ill to be in school, then the school will contact the parents and make arrangements for the child to go home or to the hospital. If the parents cannot be contacted, then the school will arrange for the child to be transported to hospital either by ambulance or by car depending on the situation. The child will be accompanied at all times until the parents can be contacted.

## **Administration**

The following steps should be taken when administering first aid in school during Covid 19.

- 1) Before and after dealing with a first aid incident, the first aider and patient should wash or sanitise their hands.
- 2) Staff should then put gloves on.
- 3) Where possible, staff and children will be directed to administer their own first at a safe distance from the first aider. First aiders should try to give clear instructions on what to do e.g use this to clean your cut, put the plaster on.
- 4) If touch is needed by first aiders, first aiders must wear gloves and an apron.
- 5) Any waste, including gloves, must be double bagged and disposed of in the closed first aid bin ONLY.

- 6) All incidents to be recorded in the first aid book. A copy given to child to take home.
- 7) Any head injuries must be reported to parents or carers, via a phone call.
- 8) First aid stations and boxes must be sanitised after each use.
- 9) First Aid bins to be emptied at the end of every day.

If a child presents with symptoms of Covid 19 the following procedure will be followed.

- 1) The windows of isolation room will be opened at the beginning of every day by site manager.
- 2) Child immediately removed from their classroom and taken to the isolation room by a member of staff from that bubble only and headteacher informed immediately. Headteacher to inform office staff to contact parents immediately.
- 3) Staff member to take child's temperature.
- 4) Staff member supervising symptomatic child in isolation room to remain at a 2m distance at all times. Staff member to remain with child until parent arrives.

### **Personal Medication and Children with Known Medical Conditions or Food Allergies**

If any child is receiving prescribed medication a responsible adult will have to come to administer the medicine at school. On no account should teachers give medicines, pills or ointment to children. For children with a known condition the parents will have to fill in an Individual Health Plan (IHP) and Form 3A so a trained first aider can administer the medicine. During Covid 19 Nicola Jordan, will be the first aider that administers the medicine. This needs to be overseen by another member of staff in the bubble.

In cases where the children require immediate access to medication such as asthma, the medication will be kept in the classroom. If a child takes an inhaler within the classroom, the appropriate slips should be filled in and one sent down to the Office by an adult and the other to be taken home by the child. All children requiring an inhaler must use a spacer and be supervised at a distance whilst taking it.

All class teachers will have an up to date list of children requiring such medication, including food allergies.

All members of staff are asked to read, sign and acknowledge children with known medical conditions and any action which may be required for them.

All staff will have annual first aid training for asthma and epipens. In the case of a child who is diabetic, all staff who work closely with the child will have specific training. A named member of staff will notify parents if there are any medical concerns regarding the child's insulin levels.