

EDWARD PEAKE C of E (VC) MIDDLE SCHOOL



First Aid Policy in line with Covid-19 updates

October 2020

Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

1. Legislation and guidance

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [The Coronavirus Act 2020](http://www.legislation.gov.uk/ukpga/2020/7/contents/enacted) <http://www.legislation.gov.uk/ukpga/2020/7/contents/enacted>

2. Roles and responsibilities

2.1 Appointed person(s) and first aiders

The school office team are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Contacting parents/carers to advise first aid incidents, where necessary
- Sending pupils home to recover, where necessary
- Logging the incident on SIMS on the same day, or as soon as is reasonably practicable, after an incident

First aiders are trained and qualified to carry out the role (see section 6) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.

Our school's appointed first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

2.2 The local authority and governing board

Central Bedfordshire Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and leadership team

2.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

**The Headteacher may delegate these responsibilities to another member of the leadership team if required.*

2.4 Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Headteacher or their manager of any specific health conditions or first aid needs.

3 First aid procedures

3.1 In-school procedures

COVID 19 INCIDENT BLACK LEVEL

RED LEVEL INCIDENT

Fainting, serious head injury, serious injury which could result in a death, bone break or dislocation, serious burns, serious bleeding (gushing), fitting

****Not an exhaustive list***

ORANGE LEVEL INCIDENT

Bumps, grazed knees or elbows, small cuts, nose bleed, sprains, small burns, vomiting, feeling lightheaded or dizzy.

****Not an exhaustive list***

GREEN LEVEL INCIDENT

Hayfever, headaches, stomach cramps, tooth fallen out, paper cut

****Not an exhaustive list***

FLOW CHART

A child is feeling unwell in a bubble group.

COVID 19 symptoms

Fever (feeling overwhelmed by their own temperature, feeling extremely hot or have the shivers/chills. this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

Persistent dry cough (Ask the child to hold their breath for 10 seconds. It will be unmanageable to a child with a persistent dry 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 member of staff should email/calls/radios the office and use the subject title '**sparrow**' and provides the following details:

- **Class information e.g form group or year group**
- **Initials of the child/children who displays symptoms.**
- **Any concerns regarding behavior or safeguarding which is then reported to the Deputy Headteacher.**

The office will issue the emergency call to the PE department. The PE department will remove themselves from the area. The emergency call will be '**sparrow**'

The child/children is sent to the isolation zone in the sports hall/PE office once a reply is sent from the front office. The child should travel by the most direct route to the PE corridor doors.

All belongings should be taken to the sports hall/PE office. The child/children will be met by a member of staff. The member of staff will be in full PPE. The individual/s should be kept calm. Sit children 2 metres apart on the floor from adults.

Main office team begin operation Sparrow.

OPERATION SPARROW

Contact parents/carer of the child/children who first displayed symptoms by phone. Arrange collection of the child at a specific time. They must be collected first.

Parents/carers to wait inside the bus waiting zones (year 8 social area) on the school field. They will be provided with a special visitor badge rather than signing in at the front desk. A member of SLT will be on the main gate to assist with social distancing. The member of staff will escort the child/children to parents/carers. Staff to alert the front office when a child/children leaves the school site.

The designated cleaning member of staff will clean the area and dispose of PPE.

The school will wait on testing results before moving to emergency procedures. This is in line with Central Bedfordshire requirements and Public Health England.

**** Staff walk the pupil to the front office.
Parents/carer to wait outside the main office. Call the
Pastoral / SLT**

All other symptoms

Stage 1

The member of staff assesses the pupil in the lesson and decides if the pupil requires first aid.

The teacher sends the pupil to the front office with a TA or alone. A pink slip must be completed by the teacher for each pupil. If urgent first aid is required in the classroom, another child should be sent to the office with a pink slip.

Stage 2

The dedicated first aid area is the first aid room and adjacent corridors. The area is able to meet social distancing rules and ensure effective treatment can be provided.

Pupil is monitored by the front office team. Treatment may be given; the pupil returns to class or is sent home.

Stage 3

The member of staff monitors the child in class after they return from the first aid area.

Further advice may be needed if the child continues to feel unwell.

Member of staff begins stage 1 again.

FLOW CHART

Break and lunchtime arrangements

The member of staff will follow the same procedure as described above.

IF A CHILD IS AT RISK OF IMMINENT DEATH OR LIFE THREATENING INJURIES AT ANY TIME, PLEASE USE THE RADIO CALL SIGN

THE SPARROW IS IN THE NEST

OR

Press the emergency button on SIMS.

3.2 Off-site procedures

School trips maybe permitted depending on the level of risk attached to the trip. A full pre trip discussion should take place with the Deputy Headteacher, H Butchard and EVC, J Carles

4.0 First aid equipment

A typical first aid kit in our school will include the following:

- Regular and large bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Tweezers
- Scissors
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The medical room
- Reception (at the desk)
- All science labs
- All design and technology classrooms
- The school kitchens
- School minibuses

The first aid kits will be checked by the following members of staff:

- A member of the admin team will have overall responsibility for the first aid kits around school.
- The science and technology technicians will have responsibility for the first aid kits within their departments.

5.0 Record-keeping and reporting

5.1 First aid and incident record log

- Incidents and accidents will be logged on SIMS by a member of the admin team on the same day or as soon as possible after an incident resulting in an injury.
- As much detail as possible should be supplied when logging the incident or accident.
- First aid information will be sent to parents/carers electronically and recorded in SIMS in line with our risk assessment procedure.

5.2 Reporting to the HSE

The Deputy Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Deputy Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

A member of the admin team will log the incident on AssessNet and complete relevant Central Bedfordshire Council documentation.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment

- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours

Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)

- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available here:

[How to make a RIDDOR report, HSE](http://www.hse.gov.uk/riddor/report.htm)

<http://www.hse.gov.uk/riddor/report.htm>

5.3 Coronavirus (COVID-19)

Covid-19 positive cases will be reported to Central Bedfordshire Council in line with the current government guidelines. The school will work closely with the council and Public Health England.

5.4 Notifying parents

The main office will inform parents of any significant accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

5.5 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify Central Bedfordshire Council of any serious accident or injury to, or the death of, a pupil while in the school's care.

6. Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Staff are encouraged to renew their first aid training when it is no longer valid.

7. Monitoring arrangements

This policy will be reviewed by the Senior Leadership Team every two weeks in line with government guidelines.

8. Personal Protective Equipment

The PPE within the school is held in a secure location away from the main first aid room. Stock includes:

- Disposable face masks
- Disposable aprons
- Surgical gloves in different sizes
- FFP2 and FFP3 respirators for the dedicated COVID-19 first aid response team
- Individual safety glasses for the dedicated COVID-19 first aid response team
- Visors
- Hand sanitiser

The school keeps the items listed above in stock. Supplies are audited weekly by the COVID-19 coordinator and response team.

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 and requires first aid which potentially increases the risk to the member of staff supporting.

- 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.

The first aid team will be issued with PPE to deal with injuries, sickness and suspected Covid-19 cases.

The site agent will be issued with PPE to clean the isolation areas following a suspected Covid-19 case.

The first aid team will receive full training in the use, storage and disposal of PPE.

School designated lead for PPE: Miss H Butchard

10. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions

Signed _____
Chair of Governors

Date approved Oct 2020

Review date _____

Appendix 1: list of appointed first aiders

Staff member's name	Role
J Sharp	Main office admin
A Hughes	Main office admin
L Murray	Main office admin
D Evans	Leader of French
A Carter	Leader of PE
V Phillips	SEND support
M Duffy	Leader of Humanities
L Dunne	Pastoral Team
J Rowley	Acting HIVE and pastoral manager

Staff listed in purple are part of the COVID 19 first aid and emergency procedures team.