

# Holy Family RC Primary School

## FIRST AID POLICY



### Overview

From time to time whilst children are in our care they will get injured or become unwell and they need first aid. Every member of staff is in 'loco parentis' and will act accordingly to offer the care and help that could reasonably be expected of a 'caring parent' in those circumstances. We have in school members of staff who have been trained in First Aid and so the help of one of these staff should be sought as soon as possible. First Aid equipment is available in school and it should be used in the child's best interest and with great care. Where it is judged necessary the emergency service should be called or the child should be escorted to hospital. Parents should be kept fully informed whenever a child has received first aid.

### Objectives

1. To provide safe and appropriate care for children and staff if they are in need of first aid.
2. To ensure that we have sufficient trained first aid staff available to care for children or adults if the need arises. Sarah Fox, Tracey McNeil, Anne Nichols, Charlotte Boniface, Rachel Jones and Amanda Cotton are paediatric first aiders.
3. To ensure that we have at least two members of staff with paediatric first aid training to be available for the care of EYFS pupils.
4. To ensure that all staff know what to do if a child needs first aid treatment and how they should respond in those circumstances.
5. To ensure that we have appropriate first aid kit easily available in school with portable kits to take when children go off site on visits etc.
6. To ensure that members of staff are given training and that those with first aid certificates are kept up-to-date.
7. To ensure that all staff know how to involve the emergency services if they are needed.
8. To ensure that appropriate medical support/attention and treatment is given to children for all but minor injuries.
9. To keep parents and carers fully informed and involved if their child has been given first aid treatment.
10. To ensure staff receive appropriate first aid treatment and/or emergency medical assistance, should this be required. Next of kin will be contacted as soon as possible in emergency situations.

### Strategies

1. To seek qualified medical and emergency assistance quickly for all but minor injuries – using the 'better safe than sorry' principle and always erring on the cautious i.e. if there is any doubt – seek qualified medical/emergency service (999) support or arrange for the child to be escorted to the nearest casualty facility.
2. If an injury is sustained whilst the child is on a visit or other off site activity the senior member of staff present must notify the school as soon as the child's needs are met.
3. To have members of staff who have undertaken appropriate first aid training available at all times on site and where possible, when children are on visits.
4. To have appropriate first aid equipment available on site at all times.
5. Posters around school displaying the names of First Aiders and where First Aid boxes are located.
6. To have portable first aid kits to accompany them, when pupils are off site.
7. To provide access to certified first aid training and updated first aid training for members of staff.
8. To encourage staff to undertake first aid training.

9. To have effective 'quick contact arrangements' to involve parents as early as possible if their child needs medical assessment/treatment.
10. To notify parents in writing, using the school accident report slip, of any injury that their child has suffered. This should be done on the same day that the injury was received.
11. To enter the details of the accident/injury and the treatment given, in the school 'accident injury register.

### **Outcomes**

Children and adults in this school will be kept safe but on the rare occasion when they need first aid treatment, the school will see that appropriate treatment is given by members of staff with appropriate levels of training and knowledge of first aid. Where medical and emergency treatment is needed, medical help will be sought quickly. All staff will carry out their duty of care professionally at all times and parents will be kept fully informed if their child has needed first aid treatment.

## Appendix A

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

This appendix has been created to outline the first aid procedures put in place once phased reopening begins. It has been created 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 set out above 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. Social distancing and infection control measures

1.1 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.

1.2 The school acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph [5.3](#).

## 2. First aiders

2.1 The school will try to ensure that there is a minimum of [two](#) trained first aiders on site during school hours.

2.2 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. First aid training

3.1 First aiders' training is kept up-to-date.

3.2 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.

## 4. Administering and handling medication

4.1 When administering medication, staff are expected to:

- 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.

4.2 The school acknowledges that the use of PPE is **not** required to administer medication in most circumstances, with the exception of paragraph 5.3

4.3 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.

## 5. Ill health and infection

5.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- 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.
- The disabled toilet will be the designated toilet should the individual need it. Once used a sign must be put up to indicate to staff that it must not be used.

5.2 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 1 of this appendix.

5.3 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.

5.4 If a member of staff has helped care for a symptomatic individual and **develops symptoms** themselves, they are sent home immediately.

## 6. Emergencies

6.1 When administering emergency first aid, social distancing restrictions do not apply.

6.2 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

6.3 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.

## 7. Monitoring and review

7.1.1 This appendix is reviewed by the [headteacher](#) in reaction to any new government advice.

7.2 The date of the next review is [22<sup>nd</sup> June 2020](#)

7.3 Once the school resumes regular activity, and if deemed appropriate by the [headteacher](#), all sections within this appendix will expire.

# Appendix B:

## Use of PPE.

Where PPE is recommended in this situation, this means that:

- a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus
- if contact is necessary, then gloves, an apron and a facemask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn
- Staff must have read guidance to putting on and taking off PPE and watched the video they use PPE equipment.
- Face masks used in this situation must:
  - cover both nose and mouth

- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged

Any PPE used in this incident be double bagged and stored in the outside cabin for 72 hours.

*When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.*

[Training video](#)

Date of next Review: September 2022

Policy to be reviewed annually.