

# Welsh House Farm Community School and Resource Base



**“Inspired to grow and flourish**

## **First Aid Policy Addendum: Covid-19 Pandemic 2020**

Policy Addendum created: May 2020  
Reviewed by: Mrs Jay (Head Teacher)

Ratified by Governing body:

## General Statement

**WHFCS** undertakes to ensure compliance with the relevant legislation and COVID19 Guidance with regard to the provision of first aid for all of their employees and endures best practice by extending the arrangements as far as reasonably practicable to children and visitors to our school – set out in the full First Aid policy.

Responsibility for First Aid at WHFCS is held by the Head Teacher and the Appointed Person for First Aid is Mrs Claire Tipper (Medical Lead and Home School Link Worker).

All staff have a statutory obligation to follow and co-operate with the requirements of this addendum.

## First Aid

First aid can save lives and prevent minor injuries from becoming major ones. First aid provision is available at all times while people are on the school premises and off the premises whilst on school visits where appropriate.

### Head Trauma

Any injury above the neck must be recorded as a head trauma e.g. bump to head, face, ear, nose (the list is not exhaustive). All head traumas are considered serious and regardless of extent of injury, a courtesy call home **MUST** be made to parents/carer. If the child remains in school the teacher must also remind/tell the parent/carer at the end of the day about the injury and provide them with a copy of the completed accident slip.

### Injury requiring further medical attention

The parent/carer of a child who warrants further medical attention from a GP or the local Accident and Emergency Department **MUST** be asked to read and sign a First Aid Signatory Letter (attached) before leaving the site. The signed slip at the bottom of the letter must be detached or copied and retained for school records.

## Appointed Person

A named person is designated as the appointed person for first aid. This person at WHFCS is Claire Tipper who:

- Establishes suitably stocked first aid boxes
- Monitors and maintains stock in first aid boxes and completes a medical check list as necessary
- Orders stock
- Ensures that an ambulance or other professional medical help is summoned when appropriate.

- Arranges training for staff and keeps an up to date list of qualified first aiders
- Liaises with outside medical professionals.

During the current COVID19 situation. First Aid cannot be organised on a Rota basis. Therefore, First Aid staff have been allocated to each Phase Bubble.

## First Aid Trained Staff

### **Claire Tipper (Lead/senior/Paediatric) LEAD – Staff First Aider**

**UKS2 Bubble:** Ben Walters (Paediatric) or Paula Bates (senior/Paediatric)

**LKS2 Bubble:** Nicola McNally (Paediatric)

**KS1 Bubble:** Jessy Kaur (Paediatric)

**EYFS Bubble:**

#### **Stephanie Zaidane (Paediatric)**

- Wendy Bellis (senior/Peadiatric) Reception
- Rachel Hodges (Paediatric) Nursery

**RB Bubble:** Stephaine Evans (senior)

**PE Bubble:** Matthew Jones (senior/Paediatric)

**Paediatric First Aiders** have been trained and are qualified in paediatric first aid in accordance with HSE guidelines. The senior paediatric first aiders have QA Level 3 Award in First Aid at work (QCF).

## First Aid Provision

First aid grab bags (which are compiled following HSE guidance) are located to each Phase Bubble with signs clearly showing their location. They are checked weekly by the appointed person and restocked when necessary.

Grab bags should only be used by one of the first aid qualified staff listed in this addendum. 'Bubble' First Aiders administer first aid at break times and lunchtimes and will take a grab bag with them where appropriate.

An Emergency First Aid box is located in the school office along with our Defibrillator, Emergency Asthma kits and Emergency Medication. Individual inhalers are kept in a green rucksack, clearly labelled in classrooms.

Accident Records have been allocated to each Phase Bubble. They need to be completed to keep a record of any first-aid treatment given by first aiders. These records must be written in pen, completed on the same day of the incident and must include;

- The date, time and location of the injury
- The name and class of the injured or sick child
- Details of the injury or illness
- The action taken/treatment given

- Any further advice/treatment recommended

A copy of the completed first aid slip must be sent to the parent via email/MM and a copy is given to Mrs Tipper. ~~Children will be given a wrist band to visibly identify first aid has been administered.~~ Mrs Tipper will fill in the accident book.

~~The accident book is stored in a drawer in the key coded medical room and is clearly labelled. This room must stay key code locked at all times in accordance with GDPR regulations.~~

It is an Ofsted requirement to notify parents of any accident, injuries sustained and/or first aid treatment given to their child whilst in school.

### Covid19 Specific Advice

#### PPE (Personal Protective Equipment)

The use of PPE is not encouraged in schools. However, each bubble will have a stock of PPE which can be used if a child should fall ill. Training on the use of PPE will be delivered to staff on INSET day.

#### 1. Identification and isolation of anyone showing symptoms

Posters are displayed as a reminder to enable staff to identify anyone with potential COVID-19 symptoms. If these are suspected, the procedure will be as follows:

- The child will be taken out of class and supervised by a member of the bubble who MUST be wearing PPE. Please ensure you are as reassuring as possible to minimise the stress on the child. It would be helpful to explain this process to the bubble on the first day so they are familiar with the procedure.

If any pupil displays potential COVID-19 symptoms, the procedure will be as follows:

- The child will be taken to
- EYFS (EYFS Middle Room)
- KS1 (Medical Room)
- KS2 (Meeting Room)
- RB (RB Conservatory)
- All areas that the child has been in contact with will be cleaned and disinfected.
- Potentially contaminated equipment will be disposed of securely.
- A member of the bubble will contact parents who will collect the child and take them home.
- Parents will be given contact details of how to access a COVID-19 test and checks will be made to ensure they complete this.
- If the test comes back positive, all children and staff within the bubble will self-isolate at home for 14 days as a precaution.
- This procedure will also apply to any staff showing symptoms (the only difference being that I suspect you can arrange your own test rather than asking your parents to do it for you!). Education staff are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment.  
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them **do not** need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace

