

## First Aid Policy 2020

### UPDATE – CORONA VIRUS

**Due to the outbreak of Corona Virus and Consequent Lockdown the following update applies.**

- All Bubbles have their own First Aid Kit.
- Staff to wear gloves when administering First Aid.
- There are appropriately trained staff in ALL Zones.
- If there are trained staff within a Bubble, those staff should administer First aid to children within that Bubble only.
- If a trained member of staff is not within a Bubble, they should administer First Aid under supervision of a trained staff member using social distancing of 2 metres.
- On completion of administering first aid, staff should inform their Bubble Partner of action.
- In completion of first Aid, staff should complete TWO identical first Aid forms with one kept in the First Aid Bag and the other to the Parent/Carer who collects the child.
- If you believe a child or adult to be symptomatic of Covid 19 you should take them to your allocated isolation room, inform SLT using Teams and follow the guidance in the risk assessment.

### Trained First Aiders

All Level 3 Teaching Assistants are trained in Paediatric First Aid

All Level 2 Teaching Assistants working in Early Years are trained in Paediatric First Aid

Key Lunchtime Supervisory Assistants are trained in Paediatric First Aid.

Key staff are trained in First Aid at Work – see training record.

### Location of First Aid Bags and Log Books

School Office: Whole School Incident Log Folder

EY kitchen: EY First Aid Bag

Poplar: KS1 First Aid Bag

KS2 Shower Room: KS2 First Aid Bag

Parent Partnership Disabled Toilet: Parent Partnership First Aid Bag

Key Staff are trained to operate the community defibrillator

All rooms have notices identifying the appropriate location of the nearest First Aid bag

Please inform the resources office if equipment in these bags is missing or running low.

Members of the lunchtime team will check the bags on a weekly basis.

See APPENDIX B for content list of First Aid Bags

- **It is the responsibility of the person in charge of the child to report the incident to the named first aider.** This may not always be their class teacher.

### **Log book and Reporting Procedures**

- All incidents involving injury must be reported in the log folder.
- Following completion of a Parent Letter (APPENDIX A) the letter is given to the child and a copy goes into the Incident Log Folder
- During lunchtimes there are two First Aid Stations which are the KS1 and LKS2 Washroom entrance areas.
- If it is decided that the child requires medical attention then parents should be informed by phone. This is undertaken by the School Office. It is the decision of the parent/carer that the child be collected or not. Make sure that these children are not left unattended.
- In a medical emergency a member of Leadership Team is informed and emergency services are called. The parent/carer is informed of this by phone as soon as is practicable. Make sure that these children are not left unattended.
- All actions subsequent to initial completion of the incident form should be added to the form itself.

### **Dealing with spillages**

In the event of an accident in the workplace or members of staff or the children becoming ill, it may be necessary for you to deal with spillages of bodily fluids such as blood, vomit, urine or faeces. This should be done by following the instructions below.

- Remove watches and rings if appropriate and put on disposable gloves.
- The spillage should be covered with absorbent powder which is found near the first aid bags
- Dispose of the gloves and any other discarded articles in a plastic bag and put in a clinical waste bag or nappy bin which should be tied at the top to seal.
- Soiled clothing should be sealed in a plastic bag. Parents should be called to collect.
- Finally DO NOT forget to wash your hands.

As standard routine, any changing mat should be wiped down with sterilising spray which is located in the Nursery toilet between each and every nappy change and hands washed.

Any cuts or rashes on the hands MUST be covered at all times.

The above guidelines also relate to dealing with blood injuries in children

THESE RULES ARE AS MUCH FOR YOUR OWN SAFETY AS PREVENTING CROSS INFECTION BETWEEN CHILDREN. IT IS IMPERATIVE THAT THEY ARE FOLLOWED

### **Visit procedures**

It is the responsibility of the visit leader to ensure that there is sufficient first aid provision for that visit. All travel first aid packs are located in the stock room. Please ensure that the designated first aider is informed of any stock that needs replacing in these packs. Please ensure that pupils who suffer from asthma have their inhaler with them throughout the visit.

### **Head injuries**

All head injuries should be carefully checked and reported in the incident book. Children suffering a head injury MUST be given a Parent letter. If there are any doubts about their condition please consult a member of the Leadership team.

### **Asthma**

Please refer to the NHS policy for Asthma care and our Asthma and allergy policy.

An emergency inhaler is located in the main office. Any pupil having an asthma attack during school should be reported in the accident book and parents informed at the end of school using the appendix in First Aid Policy.