

## **COVID 19 Procedure for First Aid & Medication**

First aid boxes are located:

- Staff room
- Each Classroom in use

A nominated person is responsible for regularly checking that the contents of first aid boxes are complete and replenished, as necessary. A check should be made at least weekly.

All first Aid boxes to be wiped with antibacterial Spray and thoroughly cleaned after use.

Staff to wear gloves whenever handling first aid boxes and follow PPE guidelines for administering first aid

### **First Aiders:**

The academy has sufficient numbers of first aiders in school at all times.

A list of first aiders is displayed in the staff room and the reception office.

Early Years Foundation Stage will have a list of Paediatric First Aiders displayed.

The SLT will ensure that first aiders have a current certificate and that additional persons are trained when necessary in response to COVID 19. Due to the requirement to meet social distancing measures, training will be conducted online via TEAMS.

### **Administering First Aid**

Staff must wear the following items PPE when administering first aid and unable to meet social distancing requirements:

- Face mask
- Face Visor
- Gloves
- Apron

Once the process is completed staff must remove all items and place in a disposable bag. Staff must immediately wash their hands after use and use available hand sanitiser within the academy. Until hands have been washed staff must ensure they do not touch their face

PPE used to administer first aid must only be used once and then disposed of immediately within a closed lid bin.

### **Performing CPR**

If a significant injury or case of illness occurs always contact emergency services. However, if CPR is required, mouth to mouth contact should be avoided and Chest compression techniques employed or use of defibrillator where they are available.

### **Managing spillage of bodily fluids**

In the event of bodily fluids being spilled within the academy, ensure that you keep people away from the area. Use a spill-kit if available and use the PPE provided by Perry Hall Mat. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services

when they arrive or complete Deep Clean (using onsite dedicated cleaning staff) when the injury is minor and does not warrant emergency service involvement.

### **COVID 19 Symptoms**

Where a pupil falls ill or has symptoms of COVID19:

- **New and continuous cough - coughing a lot for more than an hour, or having three or more coughing episodes in 24 hours.**
- **Fever - a temperature above 37.8C.**
- **Change in smell or taste - either you cannot taste or smell anything, or these senses are different to normal.**

Staff must isolate the pupil and wear PPE to take their temperature using forehead temperature gun.

Parents must be informed immediately and the process for dealing with COVID19 outbreak must be followed as detailed within Please follow steps outlined in COVID 19 - Procedure for management of infectious disease.

### **Transport to Hospital:**

If the first aider or Head Teacher considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

### **Administration of Medicines**

All medication will be administered to pupils in accordance with the DfE document

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf)

The only medication kept and administered within academy are those prescribed specifically, for a pupil (long term health needs only) at the request of the parent/guardian and with the consent of the Headteacher.

Records of administration of medicines will be kept by the office staff. These records will be reviewed and updated prior to Reopening. Staff working on site during the COVID 19 re-opening will be made aware of the pupils medical needs and receive training via the ATT LMS system in Managing medications

No member of staff should administer any medicines unless a request form has been completed by the parent/guardian. All medications kept in academy are securely stored in the Staff room with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, Epi-pens the following has been put in place:

All asthma inhalers are kept in the pupil's classrooms clearly marked with their name and cleaned with antibacterial products after use. If a member of staff handles these items gloves must be used and then disposed of after use.

Epi-Pens are kept within a safe place in the pupil's classrooms. If a member of staff handles these items gloves must be used and then disposed of after use.

Designated staff have received the appropriate training for administering medicines.

### **Health Care Plans**

Health care plans are in place for those pupils who need them with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually, and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.