

<b>Policy owner:</b>	J Smith RGN OHN Cert
<b>Approving body:</b>	Board of Governors
<b>Date approved:</b>	November 2021
<b>Effective date:</b>	November 2021
<b>Review date:</b>	November 2022

## **FIRST AID POLICY (Including EYFS) – Including Coronavirus (COVID-19) Addendum**

---

**St Aubyn's School**



## **Policy Statement**

First aid is the emergency care of the injured or ill. St Aubyn's School, including EYFS, will ensure, so far as is reasonably practicable, that first aid arrangements will be managed in compliance with the Health and Safety (First Aid) at Work Regulations 1981.

First aid provision should cover all staff, pupils and visitors. Management of first aid arrangements should include adequate training and re-training of First Aiders, provision of first aid equipment and facilities and recording of first aid treatment.

The School's Infection Control Policy details the control of infection with regard to first aid procedures, and the Medical Conditions Policy lays out the procedures for managing pupils with long-term conditions at School. Both policies should be read in conjunction with the First Aid policy.

## **First Aid Arrangements**

A Medical Room is available from 8.15am until 5pm each weekday during term time. The School employs a Registered Nurse. The School Office can contact the School Nurse in an emergency when the Medical Room is unattended. Staff have access to the Medical Room in the absence of the School Nurse.

## **First Aiders**

A number of staff hold a First Aid at Work, Paediatric First Aid or Basic First Aid Certificate. The list of first aiders will be found in the Staff Room, the Reception Office, the Head's P.A.'s Office, the Medical Room and on the network

Notices are displayed, which detail names and department of First Aiders. Members of staff are encouraged to attend a Basic First Aid Course every three years. P.E. staff are strongly encouraged to hold a First Aid Certificate.

For EYFS, training in paediatric first aid continues to be a requirement, with at least one person with a current certificate on the premises at all times when children are present and accompanying children on outings. It must be clear on the certificate that the course followed has covered first aid for children.

## **First Aid Boxes**

These are situated in different parts of the School (See Appendix 1) and are checked and replenished by the School Nurse at the beginning of term. The boxes are clearly marked and should be easily accessible and contents comply with the standards set out in by the H.S.E. (List available in each box). Some extra items may be added, depending on the department. Medicines are not 'first aid' materials and are not to be kept in the boxes.

Staff using first aid items should inform the School Nurse if the contents need re-stocking during the term.

A Defibrillator, transit chair, stretcher and blankets are located in the Sports Hall.

## **School Outings**

A travel first aid bag will be taken on a school trip along with any emergency medication that may be required.

Parents are responsible for advising staff if their child will require any medication on a school trip. No medication is to be carried by a pupil unless discussed with the teacher in charge.

The teacher in charge of a school trip is responsible for informing the School Nurse of the trip and requesting a first aid bag. First aid bags are to be returned as soon as possible to the Medical Room on completion of the trip.

Any injury/illness sustained by a pupil should be reported to the School Nurse on return from the trip. If the trip is out of school hours or returns after the School Nurse has left, the Pupil Accident Record Book should be completed. These are kept with the first aid bag.

## **Reporting**

Every attendance to the Medical Room is recorded on ISAMS with name, date, time, and description of incident, treatment and outcome.

All treatment, with the exception of Nursery, given by First Aiders should be reported to the School Nurse for recording on ISAMS and in case of required follow up. If the School Nurse is not available, the First Aider must inform her by note or email detailing all the appropriate information.

Minor bumps and grazes sustained by EYFS children can be treated by Paediatric First Aiders. EYFS Staff will keep a record of these injuries. For children in the EYFS, it is the School's duty to inform parents of any accident or injury sustained by the child on the same day, or as soon as reasonably practicable, and any first aid treatment given.

Certain illnesses and injuries (to staff, pupils and visitors) are reportable to the Health and Safety Executive (HSE) under the RIDDOR regulations (see <https://www.hse.gov.uk/riddor/>). The School Nurse will give advice and report to the HSE as necessary

Yellow Pupil Accident/Incident forms are available should an accident or incident need further explanation. These forms should also be used if a visitor or visiting pupil has an accident whilst present on the School site. This form will be kept by the School Nurse and a copy given to the visiting pupil's teacher and/or parent.

## **Severity of Injury**

Most injuries and illness will be dealt with by the School Nurse in the Medical Room.

A note will be sent home with the pupil if they have sustained a head, eye or nose injury in case of a delayed reaction. First Aiders should also send one of these pro-forma letters home in the absence of the School Nurse (available in the Medical Room).

Notes (or e-mail/telephone call where appropriate) should also be sent home if medication has been administered.

The parents are contacted by telephone if the injury/illness requires further medical treatment, or if the pupil would benefit from resting at home.

Parents are contacted if a pupil needs to go to A & E and are asked to transport them.

An ambulance is always called for a pupil in a serious condition and the parents contacted.

### **Staff and Visitors**

From time to time staff or visitors may also sustain an injury or become unwell. Should this occur, the procedure is the same and they should report to the School Nurse in the first instance where appropriate treatment will be given.

The Accident Book is completed for staff injuries and incidents. The location and advice on how to complete the Accident Book can be obtained from the Nurse (Appendix 2)

An ambulance is always called for a member of staff in a serious condition.

## **Coronavirus (COVID-19) Addendum - June 2020**

COVID-19 is a disease caused by a type of coronavirus, and although Coronavirus' have been around for many years, COVID-19 is a new illness that can affect the lungs and airways. Coronavirus can spread from person to person by close contact, for example:

- An infected person can pass a virus to others through large droplets when coughing or sneezing or even talking within a close distance.
- Then touch your own mouth, eyes or nose without washing your hands first.
- By touching objects e.g. door handles, light switches that have previously been touched by an infected person, then touching your own mouth, eyes or nose. NB. viruses can live longer on hard surfaces than soft absorbent surfaces.

### **Specific Procedure regarding First Aid Provision and COVID-19**

- PPE requirements for those patients who are displaying Covid symptoms are available in the Infection Control Policy.
- PPE should be disposed of in the normal way – information on how to put on and take off PPE will be available to staff.
- 

### **CPR and COVID-19**

The United Kingdom Resuscitation Council (UKRC) has issued guidelines for health professionals, first responders and members of the public in light of the potential risk of transmission of COVID-19 during CPR on adults and children. This is pertaining to Aerosol Generating Procedures (AGP), whereby there is a theoretical risk of expelling respiratory particles when chest compressions are performed. There is also a risk of infection if mouth to mouth ventilations are performed. They have advised the following:

#### For adults requiring CPR

For adults with suspected COVID-19 (in the absence of any information regarding a patient's infective status, we would suggest following these guidelines for all adult patients requiring CPR)

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do NOT put your face near the patients face to look/listen/feel. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. Call 999, state the risk of COVID-19, if any.
- Attach defibrillator if available and shock if indicated.
- Ideally don at least non-AGP PPE (eye protection, gloves, plastic disposable apron and fluid resistant facemask) before commencing chest compressions.
- If no PPE is available, the individual must decide the course of action. As a bare minimum, cover the patient's nose and mouth with a cloth if chest compressions are carried out in a public place.
- The use of protective face shields is advised – these are available in the first aid kits in each class, as well as in all first aid boxes around the school.

Ventilations and further ALS measure should only begin when assistance has arrived wearing AGP- **PPE**.

#### For children requiring CPR

In children, a cardiac arrest is unlikely to be caused by a cardiac problem and is more usually respiratory in origin, making ventilations (i.e. mouth to mouth) crucial to the child's chance of survival. The UKRC advise the following:

- For a paediatric respiratory and/or cardiac arrest, the importance of calling an ambulance and taking immediate action cannot be stressed highly enough, as respiratory difficulties/arrest will lead to full cardiac arrest.
- Doing rescue breaths will increase the risk of transmitting COVID-19, if the virus is present. However, this risk is small compared to the risk of taking no action.
- Therefore, if mouth to mouth ventilations and/or chest compressions are required, these should be carried out.
- Rescuers should use the face shields that are available in all class first aid bags, or in first aid boxes.

## **Appendix 1**

### **LOCATION OF FIRST AID BOXES**

First aid boxes can be found in the following locations:

Art Room  
Food Tech kitchen (including a burns kit)  
Senior School – Mrs Porter’s office  
Science Lab  
Kitchen (including a burns kit)  
Dining Hall lobby  
Staff Room  
Middle School workroom  
Lunchtime Supervisors cupboard  
Library  
ICT room  
Music Room  
PAC foyer  
PE Dept. large green bag  
PE Dept. small green bag (A)  
PE Dept. small green bag (B)  
Sports Hall foyer  
Holiday Club  
Workshop  
Gate Hut  
Small minibus  
Large minibus  
After School Care  
Grab Bag (kept in Medical Room)

## **Appendix 2**

### **LOCATION OF ACCIDENT BOOKS**

#### **BOOK:**

1. WORKSHOP
2. MEDICAL ROOM
3. STAFF ROOM
4. KITCHEN
5. SCHOOL OFFICE

#### **NB**

The books are numbered and the sheets are also numbered. Completed sheets must be given to the School Nurse who is responsible for storing them. You may take a photocopy if you wish. Instructions on how to complete the form are inside the Accident Book.