



NEWBOLD SCHOOL

First Aid Procedure Policy

*Reviewed September, 2020, by Mrs J Crissey
To be ratified by Newbold Board of Governors, September, 2020*

*Updated August 2020, by M.Jennings in response to Newbold School reopening fully in September 2020.
The appendage is to be followed from September 2020.*

Lead First Aiders: Mrs McCormac and Mrs Murphy (both are paediatric trained).
Other paediatric first trained staff: Mrs Bay and Mrs Silvestre

In the event of an accident, first assess that no-one in the vicinity is in danger.

If the child/person injured can walk, an adult in charge will take the child into school to the designated first aider. While all staff are trained in basic first aid, designated paediatric first aiders are:

Mrs A McCormac
Mrs H Murphy
Mrs A Bay
Mrs.M.Silvestre

If the injured party is unable to get up off the ground, a member of staff will stay with them and call for help using the 'walkie-talkie' communication system for one of the above-mentioned first aiders to come. If none of the designated people on site are available, then the nearest member of staff will be found. All staff have first aid training.

We do not move anyone who is injured and unable to get themselves up off the ground.

MEDICAL EMERGENCIES

If the level of injury cannot be treated on site, give emergency first aid, if possible, and send someone to ring for an ambulance immediately. (See Medical Plan for procedure)

Levels of injury that cannot be treated on site:

- Severe head injury
- Bleeding that cannot be stopped
- Spinal injury
- Broken bones
- Unconsciousness or diminishing level of consciousness
- Breathing difficulties
- Any burn if the casualty is a child
- Severe eye injuries
- In case of seizure if effects last for longer than five minutes
- COVID-19

If any child or member of staff develops symptoms of COVID-19, parents should be called to collect them immediately. The affected person **should not** be taken to hospital or to a GP surgery. If the affected person's life is in danger and an ambulance is required, the emergency team should be informed that the call out is for a COVID-19 case.

The sick person should be taken to a separate room and kept away from others. If they need to use the toilet, no-one else should be in the bathroom at the same time and everything they have touched must be disinfected before anyone else can use it.

First aid staff must use full PPE equipment if they are tending someone with COVID symptoms.

Our First Aiders will follow these procedures when dealing with an injury:

- Use rubber gloves (full PPE for COVID)
- Clean injury using alcohol free wipes
- If possible, place injury under cold running water (eg a finger) and cover with a plaster or a dressing with microporous tape
- For head injuries, apply an ice-pack and inform parent or guardian
- If the injured party has sustained grit or dust in the eye, use a sterile eye wash

Do not interfere with splinters – just clean and cover for home treatment

Other basic First Aid knowledge can be found in First Aid book in medical room if needed

- Fill in the accident form that is kept in the purple medical file - in the top cupboard in the medical room
- Fill in the appropriate form and send home with child

If a child has come to school with sickness or diarrhoea they should not be admitted, but returned home until 48 hours after the last episode. If a child complains of sickness symptoms during the day and shows obvious signs of being unwell, the parent or carer will be notified and asked to collect the child.

Once we have reported a sick child to the parent, the child will be prepared to leave for home and will be left with a staff member to await the arrival of the parent.

If we are unable to contact a parent or carer, the child will be isolated from the class and given a place to rest (soft mat as makeshift bed) and will be cared for by an adult until we are able to contact a suitable person to collect them.

First Aid procedure if in contact with blood or bodily fluids.

- Wash hands if possible before and after treating a casualty
- Wear gloves from the first aid kit when available.
- Cover open cuts or wounds on your own skin with a waterproof band or dressing
- Take care to avoid cuts or wounds from sharp material such as broken glass which may be contaminated with the casualty's blood
- Mop up spillages with a paper towel and clean with an antibacterial solution
- Dispose of soiled dressings and blood stained material into sealed and marked disposal bags, which should go for incineration
- Dispose of sharp material into a puncture proof container
- Use a mask or other barrier for mouth to mouth breathing , particularly if blood is involved.

Appendage for COVID-19 Contingency

EMERGENCY MEASURES TO AVOID COVID-19 (added March 2020 and to remain in force as long as the coronavirus threat remains). Updated in August 2020.

We will check each child's temperature upon arrival at school (at registration) using an accurate and non-contact infrared thermometer. Early Years children will also have their temperature taken at afternoon registration as they are less likely to tell us if they feel unwell or hot during the day. If a child's temperature rises to 37.7 or over, or rises throughout the day, we will call the parents to come and collect him/her. In such cases, the child should stay off school for 10 days.

PPE

First aiders will wear PPE equipment when dealing with first aid incidences. In order to try to minimise contact within groups, we will try to allocate the same two paediatric first aiders to deal with incidences in KS1 and KS2, and the same two Early Years paediatric first aiders to deal with incidences in EY. This may not always be possible.

Each member of staff will have their own face shield to wear. We have a large supply of disposable gloves, masks and disposable aprons. Staff will wear relevant PPE equipment when dealing with first aid incidents, where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school and where a child has intimate care needs. Parents will be called to come and collect their child if they've had a soiling incident and need proper cleaning. Each classroom will have two portable screens for use on the class desk and for one-to-one communications inside.

Procedure to follow if a child or staff member displays COVID-19 symptoms:

If anyone in the setting has symptoms of coronavirus (COVID-19): a high temperature (37.7c or above), new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when their symptoms started; or if they are not experiencing symptoms, but have tested positive for coronavirus (COVID-19), they should self-isolate for at least 10 days, starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.

If a child is awaiting collection, they will be moved to a separate room where they can be isolated behind a closed door with appropriate adult supervision. If they need to go to the bathroom while waiting to be collected, they should be taken to a toilet which will then be out of bounds until it is cleaned and disinfected.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Any members of staff who have helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate. However, they must self-isolate and

arrange for a test if they develop symptoms themselves (in which case, they should arrange a test), if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone will wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell. The area around the person with symptoms will be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.

(See our Health and Safety, Safeguarding, First Aid, Sick Children Attending School policies and NEWBOLD SCHOOL COVID-19 RISK ASSESSMENT FOR REOPENING FULLY IN SEPTEMBER 2020.