

## **Covid-19 Addendum to First Aid Policy – September 2020**

### **Statement of intent**

The ATLP aims to act in accordance with the ATLP First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation whilst observing social distancing and infection control guidelines. This appendix sets out what additional actions schools will take once phased reopening begins.

The information in this appendix is under constant review and kept updated to reflect any changes to national or local guidance.

### **1. Enforcing new procedures**

- 1.1 Schools will ensure that additional first aid procedures are communicated effectively to relevant groups.
- 1.2 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 1.3 ATLP acknowledge that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in section 1 of the First Aid Policy must be followed.

### **2. Social distancing and infection control measures**

- 2.1 When administering first aid, the relevant staff are advised to:

Wash their hands before and after administering first aid, using soap and water or alcohol based hand sanitiser.

Dispose of any waste in a suitable bin.

Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.

Keep at least two metres away from others, where practicable.

Interact side-by-side where administering first aid requires interaction within a two-metre range.

Minimise the duration of face-to-face contact where side-by-side interaction is not possible.

Limit the number of people administering first aid in each incident.

Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.

Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

- 2.2 ATLP acknowledges that the use of PPE is **not** required to administer first aid in most circumstances, with the exception of paragraph 6.3 or if required to do so in accordance with the infection control (see 3.1.7 of ATLP Health and Safety Policy). Government guidance will be followed;

*Guidance states that if a student becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home then a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the student is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.*

### **3. First aiders**

- 3.1 Each school ensures that there is the required minimum number of trained first aiders on site during school hours.
- 3.2 The school ensures that there is the required minimum of trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.
- 3.3 Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 3.4 Only appropriately qualified staff with the First Aid at Work qualification (or equivalent) are able to give CPR where this is required.

### **4. First aid training**

- 4.1 First aiders' training is kept up-to-date.
- 4.2 Where a first aider is unable to renew their training due to the coronavirus pandemic, they are instructed to:

Check if they are eligible for an extension.

Ensure they requalify before 30 September 2020.

Undertake any training that can be done online where face-to-face training is not required or available.

Inform the headteacher.

### **5. Administering and handling medication**

- 5.1 When administering medication, staff are expected to:

Follow the procedures set out in the ATLP Supporting Pupils with Medical Conditions Policy. Adhere to the school's social distancing and infection control measures as much as possible. Minimise the time spent in close proximity to others. Where maintaining a distance of two metres is not possible, staff should use side-by-side interaction with others instead. Minimise face-to-face contact where side-by-side interaction is not practical.

- 5.2 When handling and storing medication, staff are advised to:

Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.

Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.

Minimise the number of people handling medication.

Ensure that medication or medical equipment brought in from home is safe to be taken home again.

## **6. Ill health and infection**

6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

The individual is isolated in a cool, well-ventilated, designated area.

They adhere to the school's social distancing and infection control measures.

Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.

6.2 In the event that a symptomatic individual requires first aid, and a distance of two metres is practical and can be maintained, staff follow the procedures in section 2 of this appendix.

6.3 Staff wear PPE when required to administer first aid to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.

6.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

6.5 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraph 3.3 are followed.

## **7. Emergencies**

7.1 When administering emergency first aid, social distancing restrictions do not apply.

7.2 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.

7.3 Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

## **8. Monitoring and review**

8.1. This appendix is reviewed by the ATLP Estates and Operations Director in conjunction with the Trust Board, in reaction to any new government advice.

8.2. Once the school resumes regular activity, and if deemed appropriate by the ATLP Estates and Operations Director in conjunction with the Trust Board all sections within this appendix will expire.