


# Whitby Heath Primary School

**Excellence in a Caring Community**



## **First Aid Policy inc COVID-19**

**Adapted from**  
 **Cheshire West  
and Chester**  
**FIRST AID IN EDUCATIONAL ESTABLISHMENTS**

<b>Policy Written</b>	<b>September 2012</b>
<b>Reviewed &amp; Agreed by Governors</b>	<b>September 2021</b>
<b>Next Review</b>	<b>2022</b>

## **1. INTRODUCTION**

1.1 First aid can save lives and prevent minor injuries becoming major ones. This policy outlines the first-aid arrangements in place at Whitby Heath Primary School.

## **2. FIRST AID PROVISION**

2.1 At Whitby Heath regular risk assessments are carried out to consider the likely risks to staff, pupils and visitors. We provide appropriate equipment, facilities and trained first-aiders.

2.2 The First-aid provision is available at all times on the premises and also off the premises whilst on school visits.

## **3. FIRST AIDERS**

3.1 Mrs D. Bell is the designated First Aid lead, and in her absence Mr R. Biddle. Her role is to oversee the provision of first aid around the school, ensures the appropriate equipment is available and identifies training for staff. She monitors the data of first aid administered and reports this each term to the Head Teacher and Governors of the Building Health and Safety Committee. In addition, Mrs Bell informs the Head Teacher of any first aid concerns that may need addressing.

3.2 The majority of staff are trained, in both one and three day, as emergency first aiders. In addition, there are a minimum of 2 Paediatric First Aiders in EYFS trained across the phases including MDAs to cover lunch time supervision. Whitby Heath places a high value on first aid provision and seeks to keep up to date training.

## **4. UPDATES IN RESPONSE TO COVID-19 (Coronavirus)**

### **4. 1.Critical Incident Plan for Preventing and Managing Sickness including outbreaks and COVID-19 (Coronavirus) Risk Procedures and Risk Assessment.**

<b>Specific Issue</b>	<b>Actions including messages</b>	<b>Who</b>	<b>Notes</b>
Suspected case in school (staff or pupil)	<ul style="list-style-type: none"><li>- Anyone displaying symptoms (new, continuous cough, high temperature, loss of taste, smell) is to be moved to isolation room</li><li>- Supervising staff to wear PPE.</li><li>- Contact parents/emergency contacts - child/staff member to leave site and to be asked to arrange to be tested (via nhs.uk) and notify school of the outcome of this test.</li><li>- Track and trace will then continue and confirm all contact</li></ul>	HT/SLT All Staff on site	

	tracing.		
Confirmed case in school	<ul style="list-style-type: none"> <li>- Deep clean core areas – contact relevant agencies to perform deep clean if needed.</li> <li>- Reiterate information re Track and Trace service.</li> <li>- Public Health England as appropriate (as per guidance)</li> </ul>	HT/SLT	
Suspected case in a family – Families living in same household or being in close contact with anyone suspected of and diagnosed with COVID-19	<ul style="list-style-type: none"> <li>- Increase monitoring of pupils – absences and reasons</li> </ul>	Families; HT/SLT; Staff; Admin	
Confirmed case in a family (including staff)	<ul style="list-style-type: none"> <li>- Follow Track and Trace advice.</li> <li>- Self-isolate – 10 days. ONLY if they are over the age of 18 and have not have both vaccines.</li> </ul>	HT/SLT Site	
Teacher shortage	<ul style="list-style-type: none"> <li>- Supply / Splitting classes / SLT Cover</li> <li>- Where too many – partial closure for certain classes or part time / AM / PM classes</li> </ul>	HT/SLT	
Support staff shortage	<ul style="list-style-type: none"> <li>- Supply / Prioritise families according to Government guidelines/ classes with remaining staff</li> <li>- School to follow Government and DfE guidelines for class/bubble plans</li> </ul>	HT/SLT	
Protection for most vulnerable children/adults	<ul style="list-style-type: none"> <li>- Identify who these children/adults who are vulnerable e.g. underlying health conditions that may be affected by the current threat</li> <li>- Provide individual risk assessments as necessary and continue to support any alterations to role as necessary to support.</li> <li>- Discuss with parents/staff the</li> </ul>	HT/SLT Parents/SENDCo SEND Team	

	initial steps and agree key actions re. isolation		
Staff/Relatives with health issues (e.g. Heart)	<ul style="list-style-type: none"> <li>- Ask them to contact their consultants to seek advice on their condition</li> <li>- Consider working from home where possible</li> <li>- Discuss with HT/SLT</li> <li>- Provide individual risk assessments as necessary and continue to support any alterations to role as necessary to support.</li> </ul>	HT/SLT Governors Staff	
Staff with symptoms	<ul style="list-style-type: none"> <li>- Follow Track and Trace advice.</li> <li>- Self-isolate – 10 days. ONLY if they are over the age of 18 and have not have both vaccines.</li> </ul>	HT/Governors	
Pregnant staff	<ul style="list-style-type: none"> <li>- Contact their midwife to seek advice;</li> <li>- Consider working from home</li> <li>- Follow advice on <a href="http://www.rcog.org.uk/en/women">www.rcog.org.uk/en/women</a> (Information for pregnant women)</li> </ul>	HT/SLT Governors	

### **Core Control Measures**

<b>Control Measure</b>	<b>Notes / Action</b>	<b>Who</b>	<b>Review</b>
Tissues for Each Class – Catch it, Bin it, Kill it	<ul style="list-style-type: none"> <li>- Ensure adequate stock levels of tissues for each class / office</li> <li>- Replenish as needed</li> <li>- Staff to also self-replenish from stock</li> <li>- Lidded pedal bins in all classes, and key areas clearly labelled.</li> </ul>	Admin Staff Staff	
Alcohol based gel (60% alcohol)	<ul style="list-style-type: none"> <li>- To use hand sanitiser in addition to washing hands.</li> <li>- Check any allergies to alcohol based substances</li> </ul>	All Staff  DB to monitor stock	
Additional cleaning of core areas – door handles. surfaces etc	<ul style="list-style-type: none"> <li>- Cloths, gloves and spray for this are provided in bubble staff cleaning packs in each bubble.</li> </ul>	HT/SLT Staff	
Other users of	Visitors to be informed of usage	HT/SLT	

Control Measure	Notes / Action	Who	Review
the building	expectations: - Clean hands or use gel before entering and leaving building - Restrictions or suspensions of usage	Admin Staff	
Monitoring daily any child or staff absence	- Daily report to the HT of number of absences and symptoms - Submitted daily by HT to DfE	Admin Staff HT	

#### 4. 2. Administering first aid to pupils or staff.COVID-19 (Coronavirus)

Advice for first aiders

As a first aider, in addition to following the schools complete first aid policy; to be effective you need to:

1. Be aware of the risks to yourself and others
2. Keep yourself safe
3. Give early treatment
4. Keep yourself informed and updated
5. Remember your own needs

#### **Be aware of the risks to yourself and others**

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred.

#### **Keep yourself safe**

Make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them. PPE can be worn (gloves, aprons and where necessary visors) when dealing with a first aid incident.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. **You can read their full advice on their website here.**

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/>

Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

### **Give early treatment**

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

### **Keep yourself informed and updated**

Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

- [Click here to visit NHS 111](#)
- [Click here to visit Gov.uk](#)
- [Click here to visit Resuscitation Council](#)

### **Early Years Foundation Stage (EYFS)**

Early Years Foundation Stage (EYFS) requires at least one person who has a current paediatric first aid certificate to always be on the premises and available when children are present.

## **5. FACILITIES**

5.1 Whitby Heath has a number of designated first aid areas which are accessed by children with adult supervision only. Located here are additional resources or

equipment. Each classroom has a first aid bag which is regularly replenished. These are used outside during break duty when the class teacher is on duty and by the MDA during lunch time supervision. A first aid bag is also located in the hall - Children are not permitted to have access to these.

## **6. INFORMATION**

6.1 Staff are regularly updated of first aid requirements through staff meetings and one to one discussions as appropriate. In addition, first-aid notices are displayed in prominent places. First-aid information is a part of the staff and student induction..

## **7. EDUCATIONAL VISITS**

7.1 Each school trip will have a designated first aider. The school party will include a competent person to carry out first aid, either via a registered first aid course or the emergency aid course.

7.2 The leader will ensure all attending the trip has a consent form including permission to access emergency first aid from paramedics or hospital if deemed necessary. In the case of permission not being granted a discussion will be had with the Head Teacher who will make the decision for the individual to attend- this will be dependent on the risk to the individual, others, the position it places the staff leading the trip – a risk assessment will be undertaken and staff briefed.

7.3 On a local day educational trip the group leader or designated first aider will have a good working knowledge of first aid and will ensure that adequate first-aid supplies are taken.

7.4 Point 6.1 & 6.2 are particularly important on visits that involve adventurous activities, visits abroad or residential visits where the accommodation being used does not provide 24 hour first aid cover. Whitby Heath will endeavour to ensure a more experienced / trained First aider attends these trips. A more substantial first aid kit is taken on residential in addition to the small first aid bags.

## **8. REPORTING ACCIDENTS AND RECORD KEEPING**

8.1 All accidents should be reported but the level of detail recorded will depend on the severity of the incident. The records are collected by the Lead First Aider.

8.2 First aid incident requiring hospitalisation must be reported on PRIME online Reporting system operated by CWAC

8.3 A member of staff requiring First Aid whilst on the premises or on school related activities must be reported to the Lead First Aider / Head Teacher and reported on the PRIME site.

## **9. LEVELS OF KNOWLEDGE AND SKILLS NEEDED BY FIRSTAIDERS**

9.1 The main duties of a first-aider are to give immediate help to casualties with common injuries or illness and those arising from specific hazards at school, and to call an ambulance or other professional help. Appointed persons are not first-aiders. They should not give first aid treatment for which they have not been trained. An appointed person, in the absence of a first-aider, is someone who takes charge when someone is injured or becomes ill and ensures that an ambulance or other professional medical help is summoned. At Whitby Heath due to the high number of first aid trained staff the first port of call would be a first aider. If one is not available the appointed person would be the HT.

The appointed person on an educational trip (day or residential) would be the Designated Leader of the trip and in their absence the Deputy Designated Lead need to be designated and their names should appear together with those of the First-Aiders on first aid notices.

9.2 First-Aiders and appointed persons are indemnified by the Council's insurance's which apply to all activities carried out by employees on behalf of the Council.

### **Selection and Training**

8.2 Staff who agree to become first-aiders have done so on a voluntary basis. First aiders need aptitude, communication skills and the ability to cope with stressful and physically demanding emergency procedures. At Whitby Heath the first aiders include non-teaching staff, as well as teachers, to ensure that teachers do not have to leave their class unattended to attend a first aid incident.

8.4 All the first-aiders must hold a valid certificate of competence, issued by an organisation whose training and qualifications are approved by the HSE. First-aid at work certificates are only valid for three years and first-aiders will need to attend refresher training and re-testing of competence before certification expires.

8.8 Mrs Bell as Lead First aider maintains a record of first-aiders and certification dates and organises training as required.

### **Hygiene/Infection Control**

8.9 Staff should take precautions to avoid infection and should follow basic hygiene procedures and take appropriate care when dealing with blood or other body fluids. Gloves are available to use when administering first aid. Located in the sick bay is a designated bin for first aid waste.

## **9. SUPPLIES**

9.1 First-aid bags are located in each classroom and in the hall. A larger box is available from the First Aid lead and is also taken on residential trips. These are all



marked with the standard symbol of a white cross on a green background. The minimum stock of first-aid items would include:

- A leaflet giving general advice on first aid
- Two sterile eye pads
- Six safety pins.
- Four individually wrapped triangular bandages
- Disposable gloves.
- Twenty individual wrapped sterile adhesive dressings, assorted sizes.
- Six medium sterile individually wrapped sterile unmedicated wound dressings.
- Two large sterile individually wrapped unmedicated wound dressings.

9.1.1 Additional items that may be required are located in the Large First Aid Box include scissors, adhesive tape, individual moist wipes and disposable aprons.

**9.3 Tablets and medication should not be kept in first aid boxes. – medication to be easily accessible are located in the appropriate classrooms in a clearly labelled box. Medication will be taken on activities out of class as appropriate**

9.4 Contents of first aid bags/boxes are regularly checked to ensure minimum levels are stocked by the Lead First Aider

## **10 RECORD KEEPING**

10.1 Records of any first aid treatment given by first aiders and appointed persons. This should include:

- The date, time and place of incident;
- The name (and class) of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident;
- If injury is a head bump ensure parents/guardian has been formally notified (e.g. head bump letter).

## **11. SUMMARY**

11.1 Regular reviews of the school's first aid needs are undertaken to ensure that current provision is adequate. The review considers:-

- How many first aiders are needed for your particular establishment, with consideration given to out of school hours
- Are the first aiders trained to the appropriate standard;
- Are there adequate facilities and supplies for carrying out first aid;
- Are all building users aware of the first-aid arrangements, especially out of hours users and new staff/pupils;
- Is first aid provision considered when arranging off-site activities/educational visits, especially adventurous activities, residential visits or visits abroad.
- Is first aid treatment recorded in the appropriate manner e.g. First aid book, pupil Minor Accident/Incident Report form, and/or Council Accident Report form for

significant injuries, where a person attended hospital or is off for more than three working days.

11.2 An annual Risk Assessment of the First Aid Provision is undertaken each Autumn.