

Leading Learning Trust – First Aid at school

Date reviewed:	May 2020
Reviewed by:	Leadership team
Next review planned for:	Ongoing due to Covid-19
Guidance Note ratified by Executive Head teacher (as per Scheme of Delegation):	May 2020



**Leading
Learning Trust**



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1. OVERVIEW OF THE GUIDANCE NOTE MANAGEMENT PROCESS

1.1. Document history

Date	Document title	Version
Sept 2016	Guidance Note issued to support Trust Health and Safety Policy	1.0
May 2020	Updated in relation to Covid-19 pandemic and phased return from the 1st June 2020. Advice from both Judicium Education and gov.uk incorporated into this Guidance Note. Updated and approved version published on both school websites.	2.0

1.2. Review and approval

The CEO of the Leading Learning Trust trustees has overall responsibility for this Guidance Note.

The Head teachers are responsible for the operation of the Guidance within the schools, as well as for the maintenance of a record of concerns raised.

This updated Guidance Note has been put in place as part of the Trust's coordinated response to the Covid-19 pandemic. It will be reviewed on an ongoing basis and staff will continue to receive the most up to date information.



2. THE GUIDANCE NOTE

2.1. Introduction and context

This Guidance Note forms part of our Health and Safety Management System across the Leading Learning Trust.

First aiders at both Portway and Selwyn Primary School deal with any accident or illness in accordance with Standard Procedure SP022 - first aid in Schools and Other Educational Settings (May 2013).

Further information (for internal use) is provided in a first aid Guidance Note which outlines the management of first aid at school, and lists all those trained in first aid. All staff must be familiar with this guidance, a copy of which can be found at the front reception desk, in the staffroom, and in the new starter induction pack. In addition, further guidance is available in the [Guidance on First aid in Schools booklet published by the DfE](#) (published in August 2000).

2.2. Procedure at school

In summary, a record is kept and parents informed, whenever a child or member of staff requires first aid treatment. Appropriate records are kept in the School Office, including documentation of the incident - a copy of which is sent home with the child. Parents/carers are also advised by phone when such treatment is administered, and, where appropriate, asked to collect their child from school. Children will be placed in a quiet area which is close to a toilet, and drinking water, and is easy to supervise.

2.3. Staff qualification and training

Any member of staff who has attended and passed the statutory four-day first aid course will be regarded as a first aider. (NB the one-day Emergency First aid course is not sufficient).

A list of first aiders will be prominently displayed in the School Office and staffroom, along with their training renewal dates.

The Head teacher will nominate a member of staff to ensure that first aid materials are inspected on a regular basis, not less than once per half term and stocked up. A list of first aid boxes will be prominently displayed in all rooms.



All staff may treat children for minor ailments and accidents. Children and visitors may not give any treatment to other children, other than in life-threatening situations. Before applying adhesive plasters staff must check that children are not allergic to these.

It is vital that staff do not administer any medication however common, unless specifically instructed to do so. Doing so may constitute a serious disciplinary issue and may endanger the life or health of the child.

2.4. Our management of first aid on school trips

On every school trip, we have a trained first aider, who is available at all times. Staff to pupil ratios ensure that this person is also able to accompany any child who takes ill/is injured, should they need to leave the trip prematurely.

A fully stocked first aid bag must be taken on school trips. Any inhalers and medication for specific children must also be taken.

Should an incident or illness occur whilst on the visit, the responsible adults on the visit should ensure that appropriate action is taken (e.g. administer first aid, contact school to arrange contact with the child's parent/carer, call an ambulance etc.) On return to school, the usual documentation must be completed, a copy of which is passed to the child, so as to inform his/her parent/carer.

Note that should a serious incident/illness occur on a visit ('serious' is defined as either (a) requiring treatment by paramedics at the scene and or (b) hospitalisation for any length of time), a School Incident Form (SP137) must be completed on return to school. The form should be passed to the Educational Visits Coordinator with a copy of the Risk Assessment and a record of the event.

2.5. Procedure for administering first aid at school during the school day

As part of our duty of care to our children, we have (a) arrangements in place for dealing with first aid at school, (b) a list of designated first aid contacts (by year group) and (c) a listing of all staff who have received first aid training. The notes below provide further detail.

2.5.1. A summary of the steps we follow is outlined below:

- During lunchtime the qualified first aiders are the staff based in the School Office, as well as a designated first aider in the playground.
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- If the designated first aider decides that the child needs first aid, then they will take them to the office.



- Apart from lunchtime, the responsibility for the welfare and safety of children in their class lies with the class teacher.
- It is the class teacher's responsibility to ensure that the children in their care receive first aid treatment if necessary.
- If a child has a major injury during teaching time, then the teacher should seek help from another adult, and call a qualified first aider to come to the classroom immediately.
- If a child should have a minor injury, the teacher should send the child to a designated first aider. Children should go to the designated first aider accompanied by a responsible child or an adult.
- After treatment, the designated first aider will take the child back to the class and inform the teacher.
- If the child is sent home, or taken to hospital, then the designated first aider will inform the class teacher.

2.6. Arrangements for phased return to school post Covid-19 mandated closures

2.6.1. Cover and qualifications

At the Leading Learning Trust, we are following the recent (May 2020) [guidance provided by the HSE \(Health and Safety Executive\)](#) regarding (a) cover and (b) qualification during the Covid-19 pandemic. Key points are as follows:

- Due to fewer children than usual being in school, we will review our first aider cover arrangements.
- We have reviewed our listing of all current first aiders, and ensured that those whose training expires on or after 16 March 2020 apply for an extension. Requalification must take place before 30 September 2020.
- Due to the pandemic, the HSE supports online refresher training.

2.6.2. Equipment and health and safety

Our Trust Intimate Care Policy states that all staff providing intimate care are provided with (a) plastic gloves and (b) aprons, which should be placed in designated bins for disposal. In addition, eye protection (visor or goggles) will be provided if there is a risk of droplets. Should resuscitation be required, a face shield will be available, if a decision is made to perform mouth to mouth CPR - as per first aid training procedures. This practice will be followed for ALL first aid treatment during the Covid-19 pandemic. In addition, masks will be available in the first aid area: staff are encouraged to wear these, but are not required to do so.



Any used protective equipment must be disposed of safely in the designated bins provided in the first aid areas.

All first aid staff are reminded to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after removing PPE.

2.6.3. Providing assistance to unwell children or staff showing symptoms of Covid-19

The Trust is following government guidance which details the precautions to take when providing assistance to unwell individuals showing symptoms of Covid-19 and how to effectively clean and disinfect the area:

- the person should be placed away from others (ideally in a designated area to deal with people who has Covid-19 symptoms) and where this is not possible, those not involved should be asked to leave the area or remain at least 2 metres away
- cleaning the area where assistance was provided should follow the advice for [cleaning in non-healthcare settings](#)
- areas where the individual has passed through and spent minimal time, such as corridors, should be cleaned the usual way. All surfaces that the individual has come into contact with must be cleaned and disinfected.

Anyone who has had close contact with the individual must be advised on what to do if they develop symptoms of COVID-19 and to follow the [advice on the NHS website](#).

A copy of the [government guidance available on this page](#) is replicated below - in italicised text. A poster with guidance on how to put on and remove PPE safely is attached as Appendix 1.

What to do if you are required to come into close contact with someone as part of your first responder duties - Personal protective equipment (PPE)

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.



When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. Guidance on putting on and taking off PPE is available - see Appendix 1. Use and dispose of all PPE according to the instructions and training provided by your employer or organisation.



2.7. Appendix 1 - Guidance on putting on and removing PPE



Public Health
England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.


- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.


- 3 Put on your eye protection if there is a risk of splashing.


- 4 Put on non-sterile nitrile gloves.


- 5 You are now ready to enter the patient area.



Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.


- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 3 Snap or unfasten apron ties the neck and allow to fall forward.


- 4 Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.
- 5 Once outside the patient room. Remove eye protection.


- 6 Perform hand hygiene using alcohol hand gel or rub, or soap and water.


- 7 Remove surgical mask.


- 7 Now wash your hands with soap and water.



Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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