



# Morley Memorial Primary School

## First Aid Policy

Policy Name	First Aid Policy
Person Responsible	Katy Kowalska
Reviewed by	Full Governing Body
Date of Review	July 2020
Frequency of Review	2 years
Next Review Date	July 2022

This policy is written as an extension of the School's Health and Safety Policy, endorsed by its Governors.

## **Policy Statement**

Morley Memorial Primary School will undertake to ensure compliance with the relevant legislation with regard to provision of first aid to all children and members of staff and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities or injured on School premises.

### **1. Aims/Objectives**

The aims and objectives of this policy will be achieved by:

- Ensuring there are a sufficient number of trained First Aiders on duty and available for the numbers and risks on the premises as identified in individual risk assessments.
- Ensuring there are suitable and sufficient facilities and equipment available to administer first aid at all times, and in all relevant locations, and that an accident book of legally required design is available in which to record first aid administered.
- Ensuring the above provisions are transparent and clear to all who may require them.

#### **Page 5**

**See Annex A for additional procedures in the event of a child or adult displaying symptoms associated with Covid-19**

#### **Page 8**

**See ANNEX B Amended Guidance for First Aid organisation and procedures from September 2020 (July 2020)**

#### **Page 9**

**Local Authority Draft Guidance: Update for Covid 19 (21.5.20)  
UK Resuscitation Council Guidance**

### **2. Responsibilities**

- The Head Teacher will ensure that the First Aid Policy and Procedures are regularly reviewed.
- The Head Teacher will ensure that suitable and sufficient assessments are carried out to ascertain first aid needs.
- A sufficient number of teaching and non-teaching staff will be offered First Aid training, including Midday Supervisors.

- The Head Teacher will ensure that First Aiders are offered training to a competent standard, which includes refresher training.
- The school's Office Manager will, in conjunction with the Business and Community Development Manager and Resources Committee, ensure that arrangements are in place for a suitable budget for training and re-training of First Aiders.
- The school's office staff will ensure that suitable first aid equipment is provided.
- The school will ensure that a first aid notice is displayed in the school office which lists the names of First Aiders and their contact details.
- First Aiders will ensure that all first aid treatments are recorded in the legally prescribed accident book.
- Confidential details of all pupils must be recorded and stored correctly as per data protection guidance.
- Teachers will ensure that the policy is followed and that first aid arrangements are catered for during activities such as project work in the school grounds, play times and field trips.
- The Head teacher will notify the relevant organizations of any serious accident or injury to, or serious illness of, or the death of, any child whilst in the school's care and act upon any advice given.
- First aid boxes will be available at all times with the appropriate content to meet the needs of children.

### **3. Arrangements/Procedures for administering first aid**

- Records of the risk assessments will be held centrally.
- First aid course booking forms will be processed by the school's Office Manager.
- Trained Teaching assistants are responsible for administering first aid to the pupils within the class in which they are working.
- *During break times, the responsibility for administering first aid is the first aider on duty (teaching assistants or midday supervisors)*  
[See ANNEX B Amended Guidance for First Aid organisation and procedures from September 2020](#)

### **4. Recording accidents and injuries**

- All accidents and injuries will be recorded in a written form and such records will be kept for a minimum of three years.
- A written accident slip be provided to the parent when a child has received any first aid in school.

- Serious or significant incidents will be reported to parents by direct contact with the parent or carer.
- In case of head injuries, the parent or carer will be notified by phone as well as provided with a written record.
- In the case of a head injury the child will be given a green wristband to act as a reminder of the injury to the collecting adult
- In an emergency involving outside medical professionals or services the Head Teacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

## **5. Hygiene and infection control**

**[See also ANNEX B Amended Guidance for First Aid organisation and procedures from September 2020](#)**

All staff will:

- follow basic hygiene procedures;
- be made aware as to how to take precautions to avoid infections, e.g. Covid 19, HIV and AIDS.
- All staff will have access to single use disposable gloves and hand washing facilities. Disposable gloves will be worn at all times when dealing with blood or other body fluids or when disposing of dressings or other potentially contaminated equipment.

## **6. Reporting accidents to the HSE**

- The following types of accidents will be reported to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):
  - accidents resulting in death or major injury (including those that result from physical violence);
  - accidents that prevent the injured person from doing their normal work for more than seven days.

## **Annex A ADDITIONAL GUIDANCE FOR COVID19 PROCEDURES (May 2020)**

All staff are required to follow the guidance for educational settings as outlined in the document:

[Coronavirus \(Covid-19\): implementing protective measures in education and childcare settings](#)

This guidance sets out protective measures that should be taken to help prevent and minimise the risk of transmission of coronavirus.

These include:

- “minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times”

*Coronavirus (Covid-19): implementing protective measures in education and childcare settings  
DfE May 2020*

In addition, all staff are required to take the protective actions outlined in our school recovery plan and risk assessment.

### **If someone becomes unwell with possible symptoms of coronavirus in school**

- In the event of a child becoming unwell with possible symptoms associated with coronavirus we will follow the guidance as outline in the government guidance contained in [‘Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment’](#) 14 May 2020
- Symptoms may include a new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell.
- In the event of a child displaying such symptoms the child will be sent home. While awaiting collection the child will be removed to a separate room (the Pupil Support Room) where they can be kept isolated. A window will be opened for ventilation.
- In an emergency, the school will call 999 if the child is seriously ill or injured or their life is at risk.

At MMPS we will enact the following procedure:

- The supervising adult will alert the Office promptly so that parents and carers can be contacted promptly and advice will be sought from Public Health England.

- Staff and children in the affected bubble (class, year group or phase) are not to move from their designated bubble areas unnecessarily.
- The supervising adult (first aid trained) will escort the child to the one of the designated isolation spaces taking a route via an external door and re-entering the building via the entrance closest to the isolation room. The child will be asked to walk at an appropriate distance from the escorting adult.
- The child will be asked to enter the isolation room and take a seat on an un-upholstered chair, while the adult remains outside the door to don PPE in accordance with guidance.
- The member of staff caring for the child will wear PPE as provided by the Local Authority. All first aid trained staff must watch the [video](#) and [read the guide](#) to donning and doffing PPE in order that it is effective.
- Once protected the adult may enter the room and provide necessary care.
- The collecting parent/carer will be escorted to the KS2 main gate, or nearest external exit, to collect their child. Escorting staff will maintain 2m distancing.
- Once the child has left the member of staff caring for the child will remove their PPE in accordance with the guidance double bagging the discarded items for disposal.
- If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom, which will be cleaned and disinfected using standard cleaning products before being used by anyone else. The child will be escorted by the supporting adult and other bubbles will be informed that the toilet cannot be used until it has been cleaned by the placing of a sign on the front of the door
- At MMPS the designated isolation spaced are:
  - 1a) Garden outside activity hall (weather dependent)  
Exit for parent/carer collection ASC door
  - 1b) Pupil support room  
Exit for parent/carer collection KS2 Main gate
  - 2) Music practice room  
Exit for parent/carer collection KS2 Main gate
  - 3) Meeting room  
Exit for parent/carer collection KS2 Main gate

The designated toilets are:

ASC Activity Hall toilet

Adult disabled toilet in the KS2 corridor,

Larger of the two adult toilets at the Community Room entrance.

Staff are to escort the child to the toilet nearest to the isolation room being used.

- If a member of staff has helped someone with symptoms, current government guidance (May 2020) states they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact

with someone who is unwell.

- At MMPS staff have access to shower facilities onsite and staff are advised that they may wish to keep a spare set of clothing in school for use if necessary. Otherwise, subject to safe supervision levels being maintained, the supporting adult may go home for a shower and clothing change before returning to work.
- The areas affected will be cleaned with normal household disinfectant after the child with symptoms has left in order to reduce the risk of passing the infection on to other people.
- The school will then follow the guidance for [cleaning non-healthcare settings](#).

## **ANNEX B Amended Guidance for First Aid organisation and procedures from September 2020 (July 2020)**

Staff and children will be following guidance for minimal contact, and movement around the school will be restricted as far as is practical.

In order to ensure that first aid can be administered swiftly in order to ensure the safety of children the following precautions have been put in place:

### **Day to Day First Aid**

Inhalers for children in each are kept in a labelled drawer/box in that class, and the location of this will be clearly indicated.

Epi-pens continue to be stored in the main staff kitchen in clearly named containers.

All staff have current asthma and epi-pen training (Feb/March 2020).

All classrooms to have their own first aid kit and accident book.

Sufficient gloves will be provided and staff should wear them when administering first aid.

All staff have been reminded that any adult can administer minor first aid e.g. wiping a graze and applying a plaster.

Children should be encouraged to self-manage and administer minor First Aid where possible as appropriate to their age, i.e. wiping a cut and putting on a plaster themselves.

### **Break and Lunch times**

Minor injuries such as small cuts or grazes may be treated by any supervising bubble adult i.e. wipe & plaster, but children should be encouraged to self-manage whenever possible.

More serious injuries should be treated by a trained First Aider from within the class bubble or the bubble year group where a class first aider is not available.

Where necessary a child may be removed to the main entrance lobby according to the professional judgment of the first aider and the nature of the incident.

At lunch time the Midday Supervisors may continue to support children across class and year group bubbles.

**The safety of the child is always the priority.**

### **Local Authority Draft Guidance: Update for Covid 19 (21.5.20)**

The Local Authority has recommended the following in their draft guidance for schools:

#### **Day to Day First Aid Procedures**

When dealing with first aid incidents on a school site, there is a clear expectation that all normal measures with regarding PPE should be followed.

For most simple first aid incidents the wearing of appropriate gloves is standard first aid practice, with the safe removal and appropriate disposal of all items used after treatment. Therefore please check your supplies of gloves and ensure that all first aid kits have gloves in them, with a plastic bag for a safe disposal routine.

At MMPS we recognise that it is extremely unlikely that a member of staff will be in the position of having to administer CPR. However, should such an event occur we will endeavour to follow the following guidelines from the UK Resuscitation Council:

### **UK Resuscitation Council Guidelines in the case of possible Covid19 infection**

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

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives.
- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999.
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast.
- Early use of a defibrillator significantly increases the person's chances of survival and does not increase risk of infection. **[There is no defibrillator at Morley Memorial Primary School]**
- If the rescuer has access to any form of personal protective equipment (PPE) this should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.