

Part 5 – WA Risk Assessment – March 2021

COVID-19 Procedure for First Aid & Medication

First aid boxes are located:

The First Aid Coordinator (Adam Thorpe) is responsible for regularly checking with First Aiders that the contents of first aid boxes are complete and replenished, as necessary. A check should be made at least weekly during phased re-opening of the academy from September 2020.

All first aid boxes to be wiped with antibacterial spray and thoroughly cleaned after use.

Staff to wear gloves whenever handling first aid boxes and follow PPE guidelines for administering first aid.

First Aiders:

The academy has sufficient numbers of first aiders (includes Initial First Aid at Work, Paediatric and Emergency First Aid)

A list of first aiders is displayed in the staffroom, in each classroom and the reception office.

The Central Estates Team will ensure that first aiders have a current certificate and that additional persons are trained in response to COVID-19. Due to requirement to meet social distancing measures, training will be conducted online via ATT LMS system, with three levels of training provided for staff working in the academy during COVID-19:

- First Aid at Work three-year refresher
- First Aid appointed person
- First Aid/Riddor

Administering First Aid

Staff must wear the following items of PPE when administering first aid and are unable to meet social distancing requirements:

- Face mask
- Face visor
- Gloves
- Apron

Once the process is completed, staff must remove all items and place in a disposable bag. Staff must immediately wash their hands after use and use available hand sanitiser within the academy. Until hands have been washed, staff must ensure they do not touch their face

PPE used to administer first aid must only be used once and then disposed of immediately within a closed lid bin.

Performing CPR

If a significant injury or case of illness occurs always contact emergency services. However, if CPR is required, mouth to mouth contact should be avoided and chest compression techniques employed or use of defibrillator where they are available.

Managing spillage of bodily fluids

In the event of bodily fluids being spilled within the academy, ensure that you keep people away from the area. Use a spill-kit if available and use the PPE provided by Academy Transformation Trust and follow the ATT Supply and use of PPE procedure. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive or complete Deep Clean (using onsite dedicated cleaning staff) when the injury is minor and does not warrant emergency service involvement.

COVID-19 Symptoms

Where a pupil falls ill or has symptoms of COVID-19:

- New, continuous cough
- High fever
- Loss of taste/smell

Staff must isolate the student and wear PPE to take their temperature using a forehead temperature gun.

Parents must be informed immediately and the process for dealing with COVID-19 outbreak must be followed as detailed within ATT Procedure - Management of Symptomatic Pupils and Confirmed Cases of COVID-19.

Transport to Hospital:

If the first aider or Principal considers it necessary, the student/member of staff will be sent directly to hospital. Parents/Carers will also be informed. No student should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Administration of Medicines

All medication will be administered to pupils in accordance with the DfE document

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions-3>

The only medication kept and administered within academy are those prescribed specifically for a pupil (long term health needs only) at the request of the parent/carer and with the consent of the Principal.

Records of administration of medicines will be kept by the office staff. These records will be reviewed and updated prior to re-opening. All staff working on site during the COVID-19 re-opening will be made aware of the pupils' medical needs and receive training via the ATT LMS system in managing medications.



No member of staff should administer any medicines unless a request form has been completed by the parent/carer. All medications kept in academy are securely stored with access strictly controlled.

Where children need to have access to emergency medication, i.e. asthma inhalers, Epi-pens, the following has been put in place:

All asthma inhalers are kept in the pupil's classrooms clearly marked with their name and cleaned with antibacterial products after use. If a member of staff handles these items, gloves must be used and then disposed of after use.

Epi-Pens are kept within a safe place in the pupil's classrooms. These will be cleaned with antibacterial products after use. If a member of staff handles these items gloves must be used and then disposed of after use.

Designated staff have received the appropriate training for administering medicines.

Health Care Plans

Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis, etc.)

These plans are reviewed annually, and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of pupils and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.