

Portland Spencer Academy

First Aid Policy COVID-19 UPDATE

The Local Governing Body of Portland Spencer Academy adopted this policy statement in May 2020

It will be reviewed no later than May 2022

Contents

1 Aims	3
2 Legislation and guidance	3
3 Roles and responsibilities	3
4 First aid procedures	4
5 First aid equipment	5
6 Record keeping	6
7 Training	7
8 Monitoring arrangements	7
9 Links with other policies	8

1 Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and Safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2 Legislation and guidance

This policy is based on the [Statutory Framework for the Early Years Foundation Stage](#), advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The School Premises \(England\) Regulations 2012](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils
- [Coronavirus \(COVID-19\): guidance for educational settings](#), which outlines how schools can address Coronavirus in a safe and appropriate way.
- [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#), which provides guidance on effective infection protection and control measures school can put in place.

3 Roles and responsibilities

3.1 The Executive Principal and Governing body

The Executive Principal and Governing Body are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

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May 2020



3.2 Appointed person(s) and first aiders

Appointed person

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First Aider

- To ensure the safety of the First Aider and the injured or ill person by wearing appropriate personal protective equipment (PPE) at all times when assessing and administering first aid.
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident

In the event of minor injury, once treated, the class teacher must be informed so that they can liaise with Parents/Guardians /Carer at the end of the school day.

Should the child be feeling unwell or have been sick in school, the class teacher must be notified so that an informed decision may be made.

Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Informing the Executive Principal or their manager of any specific health conditions or first aid needs

4 First aid procedures

4.1 In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present within a groups bubble will assess the seriousness of the injury and seek the assistance of a qualified first aider, if necessary via Radio, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- If emergency services are called, the Executive Principal or if not available the School Administration team will contact parents immediately
- The relevant member of staff will remove used PPE and dispose of it in the appropriate bin. Blooded items should be placed in a bag and disposed of in the yellow bin in the main toilet and in the ASPIRE room.

- They shall then complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury

4.2 Suspected Coronavirus procedures

In the event of a person developing Coronavirus (COVID-19) symptoms (e.g. a new continuous cough and a high temperature) at Portland Spencer Academy they must be sent home and advised to follow the staying at home guidance.

- If a child is suspected to have Coronavirus symptoms they must be taken to the ASPIRE room in the first instance. If a member of staff is suspected to have Coronavirus symptoms they must go straight home and follow the [staying at home guidance](#).
- The child's parent/ carers will be contacted to collect the child due to having coronavirus symptoms and explained that we would not expect the child to return until 14 days later in line with [Government guidance](#).
- Whilst child is awaiting collection a First aider shall wear appropriate PPE found in either the ASPIRE room or the resource corridor and check the temperature of the child.
- The child will remain in the ASPIRE room with a member of staff monitoring them until their parent/ carer collects them.
- A deep clean of the ASPIRE room shall be conducted as soon as it is free to do so.
- Upon collecting their child, the parent/ carer will be given a home testing kit, if there is one available, and be asked for this to be completed as soon as possible. The parent/ carer is to send this to a testing centre as soon as possible and inform school of the result.
- If the result is Negative and the child is feeling better they may return to school.
- If the result is Positive the child and their family must self-isolate for 14 days.

4.3 Medical Emergencies

All members of staff who have contact with pupils who have medical conditions will be informed about the best course of action if a child becomes seriously ill and needs emergency treatment. The child and the parents will be informed about the school's arrangements and there will be details in the plan if appropriate. The school will call an ambulance before contacting parents if a child becomes seriously ill – this applies to all children and not only those with health care plans. The school will arrange for a competent member of staff to travel to hospital in an ambulance and act in loco parentis until the parents arrive. The member of staff in loco parentis will have the right to sanction emergency procedures as advised by medical staff in the ambulance or at the hospital.

4.4 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider with a current first aid certificate on school visits

5 First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves + other PPE equipment
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are located in:

- The main office
- Main corridors
- The ASPIRE room
- Key Stage 1 intervention room
- Lower Key Stage 2 intervention room

6 Record-keeping and reporting

6.1 First aid and accident record book

- A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time and a note is sent home
- In the event of any head injury a call home will be made to inform parents/ carers
- As much detail as possible should be supplied when reporting an accident.
- All accidents are recorded on the schools Medical Tracker database.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979

All major incidents relating to pupils, parents and staff are to be recorded on TAM, the Trust's on-line accident reporting system.

6.2 Reporting to the HSE

The Executive Principal will keep a record of any accident, which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Executive Principal will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion

Information on how to make a RIDDOR report is available below:

<http://www.hse.gov.uk/riddor/report.htm>

6.3 Notifying parents

The class teacher or teaching assistant will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

6.4 Reporting to Ofsted and child protection agencies

The Executive Principal will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Executive Principal will also notify local authority child protection agencies (MASH team) of any serious accident or injury to, or the death of, a pupil while in the school's care.

7 Training

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

At all times, at least 1 staff member will hold a current first aid at work certificate and at least 2 staff members will have a current paediatric first aid (PFA) certificate. In addition, all staff who have completed level 2 and / or level 3 qualification on or after 30 June 2016 hold a current PFA certificate. This meets the requirements set out in the Early Years Foundation Stage statutory framework and is updated at least every 3 years.

8 Monitoring arrangements

This policy will be reviewed by the Executive Principal in conjunction with the Health & Safety Governing committee every 2 years.

At every review, the policy will be approved by the full governing board.

9 Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Risk assessment policy
- Administration of medicines and medical conditions policy