



## First Aid Policy Appendix: First Aid Procedures During the Coronavirus (COVID-19) Pandemic

This appendix has been created to help schools outline the first aid procedures they will have in place during the coronavirus (COVID-19) pandemic. This appendix was created in accordance with the latest government guidance. Please amend this appendix as necessary to ensure it suits your school's circumstances.

We have used certain names for policies, procedures and roles throughout this appendix. Find and replace the following terms with what they are known as in your school.

### Policies

- First Aid Policy
- Infection Control Policy

### Roles

- Headteacher

**Please note:** The majority of the responsibilities assigned to roles are recommendations only – you must amend them to suit your school's circumstances.

## First Aid Procedures During the Coronavirus (COVID-19) Pandemic

Date appendix last reviewed: \_\_\_\_\_

Signed by:

\_\_\_\_\_ Headteacher

\_\_\_\_\_ Chair of governors

## **Statement of intent**

The school aims to act in accordance with the First Aid Policy as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the school observes infection control guidelines during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the school is taking.

The information in this appendix is under constant review and kept up-to-date to reflect any changes to national or local guidance.

### **1. Legal framework**

This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:

- HSE (2021) 'First aid during the coronavirus (COVID-19) pandemic'
- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'

The policy is implemented in conjunction with the following school policies:

- Infection Control Policy
- First Aid Policy

### **2. Enforcing new procedures**

The school has carried out a risk assessment specific to the provision of first aid during the coronavirus pandemic, taking into account factors such as the needs of clinically vulnerable individuals. The school has also undertaken a needs assessment to inform any changes to first aid provision, including the number of first aiders needed on site.

These risk assessments are periodically reviewed and kept up-to-date in line with changes to government guidance.

The school ensures that additional first aid procedures are communicated effectively to all pupils. Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place. The school informs parents of any changes to provision outlined in this policy.

The school acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in section 1 of the First Aid Policy must be followed.

All first aiders shall be informed of the results of the risk assessment to ensure that they are confident with providing the right assistance, including knowing what equipment they can use to minimise the risk of infection transmission.

### **3. Social distancing and infection control measures**

The government has removed the requirement to maintain social distancing in most workplace situations; however, when administering first aid, the school's first aiders act in line with the following precautions:

- Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
- Dispose of any waste in a suitable bin.
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
- Keep a safe distance from others, where practicable.
- Minimise the time they share a breathing zone with the casualty.
- Limit the number of people administering first aid in each incident.
- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

No additional PPE is needed to deliver first aid to individuals who do not have coronavirus symptoms. If an individual requiring first aid has symptoms of coronavirus, appropriate PPE is worn by the first aider.

### **4. First aiders**

The school ensures that there is a minimum of two trained first aiders on site during school hours and that there is a minimum of two trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.

Where a first aider must be sent home due to showing symptoms of coronavirus, the school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.

Where cover must be arranged, the school ensures that:

- Adequate cover is in place before the member of staff leaves the premises.
- In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the school's social distancing and infection control measures.
- Symptomatic individuals strictly do not administer first aid.
- Alternative arrangements are in place to minimise the need for a symptomatic first aider to administer first aid or where first aid provision is compromised, e.g. high-risk activities are suspended.

The school ensures that the needs of first aiders who are clinically vulnerable have been taken into account as part of its risk assessments and that no clinically vulnerable first aider engages in close-contact first aid where they are not supported to do so safely by these risk assessments, or where there is another suitable trained staff member available to undertake the first aid instead.

## **5. First aid training**

First aiders' training is kept up-to-date.

If first aiders are unable to get annual face-to-face refresher training during the coronavirus pandemic, HSE supports the use of online refresher training to ensure their skills are kept up-to-date. The practical elements of the First Aid at Work, Emergency First Aid at Work and requalification courses are taken face-to-face by first aiders.

If a member of staff could not complete their first aid training due to the pandemic, they are able to restart at a later date so long as:

- There is a full recap of the training delivered before the pandemic prior to moving onto undelivered modules.
- The training provider is satisfied the staff member can display:
  - A full understanding of all aspects of the course content.
  - The knowledge and competencies required at the end of the training.

## **6. Emergencies**

Accidents and emergencies are managed in line with section 6 of the First Aid Policy.

When administering emergency first aid, social distancing restrictions do not apply; however, clinically vulnerable first aiders are offered PPE when administering close-contact emergency first aid.

A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk. Parents who must collect their unwell child from school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.

In the case that someone becomes seriously ill and CPR is required, the responding staff member should adhere to the following procedure:

- Call 999 immediately - tell the call handler if the patient is exhibiting any coronavirus symptoms
- If a portable defibrillator is available, ensure that it is used by someone who has been trained to operate it
- Before starting CPR, use a cloth or a towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- Use PPE, including a fluid-repellent face covering, disposable gloves, eye protection and an apron or other suitable covering
- Deliver CPR by using chest compressions and a defibrillator, if available and appropriate - do not use rescue breaths
- After delivering first aid, ensure that any disposable items are discarded, and reusable items are thoroughly cleaned
- Wash hands thoroughly with warm, soapy water

## **7. Monitoring and review**

This appendix is reviewed by the headteacher in reaction to any new government advice and at least every half term

Once the school resumes regular activity, and if deemed appropriate by the headteacher, all sections within this appendix will expire.