



Appendix to Administering Medicines Policy:

Safe working arrangements for providing first aid in school during the COVID-19 Pandemic

27th May 2020

- Where possible close contact is to be avoided in the first instance and the adult administering first aid should consider whether it is possible to instruct a pupil how to deal with minor injuries themselves, pass items to them or how they can stand at a distance if this is age appropriate to do so.
- An isolation room has been created for first aid in the office. All soft furnishings, cushions and soft toys have been removed. The chair is plastic and wipe clean.
- If there is any possibility that the pupil injured is displaying symptoms then the casualty should be moved to the isolated area, away from others in order to be treated. The first aider will wear full PPE including gloves and mask. Parents will be called to collect their child who will be taken outside to the parent and signed out by a member of staff. The isolation room will then be thoroughly cleaned and disinfected. All PPE and cleaning wipes will be disposed of in a lidded biohazard bin.
- All staff around school will encourage children to use tissues for sneezing and coughing.
- A box/medical bag of basic first aid equipment will be placed in each classroom/learning space and the responsible adult in that room will deal with minor cuts and bumps in the classroom.
- All classrooms will have a bin for tissues and used medical equipment such as medical wipes and plasters.
- First aid incidents will be recorded in individual class note books. The first aider will wear disposable gloves. First aiders will wash their hands between administering first aid to each child.
- Only severe cuts, head bumps, diarrhoea and vomiting cases and children displaying symptoms of COVID-19 will be notified to the office, whereby an immediate phone call home will be made, and further support will be offered. PPE will be used where required.
- All staff should wear disposable gloves when carrying out first aid. Clothing does not have to be changed after administering first aid unless that clothing has become contaminated or soiled as a result of close contact. However once at home that clothing should be changed and washed using detergent.

