



**COVID-19 school re-opening
arrangements for**

First Aid / Isolation

(Addendum to 2019 H&S Policy)

June 2020

Context

From 1st June 2020, schools were asked to prepare for wider re-opening for priority groups. This included early years, year 1 and year 6 children. This is in addition to the children of workers critical to the COVID-19 response and children who are vulnerable.

This addendum of the James Montgomery Academy Trust Health and Safety policy contains details of our First Aid procedures at this time of national emergency.

Our responsibility

It is a mandatory requirement that staff working within the James Montgomery Academy Trust are fully conversant with the Health and Safety Policy. Within this period of national crisis this is extended to include this addendum to the H&S policy, outlining the needs of both staff and pupils in recognition of the increased risk posed by the pandemic in delivering First Aid.

The importance of First Aid in saving lives is recognised, and preventing of minor injuries becoming major ones. To this end and in line with JMAT responsibilities under health and safety legislation, our schools must provide adequate resources to provide first aid in the workplace to staff and to pupils.

Risk Assessment

Schools must ensure that appropriate levels of First Aid provision is provided, including numbers of trained staff by assessing the types of injury/accident likely in the setting, taking into account any such pandemic (COVID).

Schools should ensure that individual pupil and staff needs are assessed and a judgement as to whether they can be safely accommodated in school should be made.

Schools must ensure:

- First Aid stocks are suitably resourced
- PPE and equipment is provided including:-
 - Gloves
 - Apron
 - Goggles/ Visor
 - Face Masks
 - Medical Bin with a Clinical yellow bag inserted
 - Hand Sanitiser / Washing facilities
 - Nappy Sacks
- First Aid Qualified staff are available within each setting (designated)
- Isolation area (medical room) is established for use in preventing the spread of infection

A CHILD WITH SUSPECTED COVID-19

If a child shows any of the following symptoms the following procedure must be followed:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Schools must use an area of school, preferably large enough for adequate supervision of pupils while awaiting collection (maintaining COVID-secure protocols). During the pandemic if a pupil is identified as being symptomatic or becomes unwell, they should be removed from their bubble and placed in the isolation room (medical Room).

Appropriate supervision must be maintained with a staff member from the bubble in full PPE. The internal door to the room should be closed but the external door should be propped open where it is safe to do so and windows should be opened to provide ventilation until the parent of the pupil arrives to collect him/her. The child should be seated as near to the ventilation as is safe to do so.

Another member of the bubble must inform SLT who will contact the parent to collect the child and book a COVID-19 test.

Booking a test – In line with the Infection Control Policy, the parent or staff member will be instructed to book a test by ringing 119 and then inform school of the time of the test.

The parent/staff member must inform school of the results of the test upon receipt and the pupil will be assessed in terms of return to school in accordance with those results. If positive – Government guidance must be followed with the extension of the pupil not being allowed to return to setting until 14 days have elapsed.

The staff member in PPE escorts the child to the front of school using an outdoor route. A member of SLT will be waiting with the parent. Once the child has been safely collected by the parent, the member of staff in PPE returns to the medical room via the external door. They remove the PPE and place it all in the medical lidded bin. Then don new gloves and mask to begin cleaning the areas and equipment thoroughly that have been used with disinfectant. The bin must be tied up and emptied immediately into the outdoor bin bay.

Other guidance:

The best defence against spreading infectious disease is to ensure regular and thorough handwashing, ensuring adequate signage is displayed e.g. Catch it, Bin it, Kill it.

Pupils and staff, in line with the behaviour/positive handling addendum and Staff Code of Conduct policies must be encouraged to wash their hands regularly for 20 seconds a time.

Cover all breaks in the skin with waterproof plasters

Where splashing is possible, protect eyes and mouth with a visor

Avoid hand-mouth contact and hand-eye contact

For blood spills:

Use disinfectant to cover the area.

Cover with disposable towels

After 2 minutes mop up using more disposable towels
Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag and seal it
Wash hands thoroughly with antibacterial soap and water

For vomit and excreta spills:

Remove the child from the bubble

Take them into the medical room if empty.

Escort to the parent using an outdoor route

Remove gross contamination using plenty of paper towels

Clean affected area with disinfectant

Dispose of all waste into a clinical yellow bag and seal the bag

Wash hands thoroughly with antibacterial soap and water

For Urine Spillages:

Do not use bleach as this may result in a dangerous chemical reaction

Use paper towels to mop up the urine

Clean the area with detergent

Dispose of all waste into clinical yellow bags

Dispose of any used gloves, aprons, mop heads and cloths into the clinical yellow bag and seal it

Wash hands thoroughly with antibacterial soap and water

Any other items that may be contaminated by blood or body fluids should be disposed of into a yellow clinical waste bag and sealed

Wash hands thoroughly with antibacterial soap and water

Monitoring and Review

The current COVID-19 pandemic is an evolving situation. Thus, this policy addendum will be regularly monitored and reviewed. Any updates will then be communicated with school staff via Designated Safeguarding Leads and Headteachers.

Date of Addendum: 27th May 2020