



Penistone Grammar School

Addendum Statement:
**First Aid Procedures
during the Coronavirus
(COVID-19) Pandemic**

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Contents:

<u>Statement of Intent</u>	Page 02
1. <u>Legal Framework</u>	Page 02
2. <u>Enforcing New Procedures</u>	Page 02
3. <u>Social Distancing and Infection Control Measures</u>	Page 03
4. <u>First Aiders</u>	Page 03
5. <u>First Aiders' Training</u>	Page 03
6. <u>Administering and Handling Medication</u>	Page 03
7. <u>Ill Health and Infection</u>	Page 04
8. <u>Emergencies</u>	Page 04
9. <u>Monitoring and Review</u>	Page 05

This addendum was reviewed in **June 2021** and has been approved for implementation by the Governing Body on the date as signed below:

..... Dated:

Principal

..... Dated:

Chair of the Governing Body



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 social distancing and infection control guidelines during the coronavirus (COVID-19) pandemic. This addendum sets out what additional actions the school is taking.

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

1. Legal Framework

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

- HSE (2020) 'First aid during the coronavirus (COVID-19) pandemic'
- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'
- DfE (2021) 'Early years foundation stage: coronavirus disapplications'

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

- Infection Control Policy
- Social Distancing Policy
- Administering Medication Policy Appendix V: Administering Medication During the Coronavirus (COVID-19) Pandemic

2. Enforcing New Procedures

The school has carried out a risk assessment specific to the provision of first aid during the coronavirus pandemic, considering 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 students. 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 that is applicable to 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.

In line with temporary relaxation of certain legislative requirements due to the restrictions caused by the coronavirus pandemic, the school will use its 'reasonable endeavours' or 'best endeavours' to comply with any relevant relaxed requirements. The school will define these terms as follows:

Reasonable Endeavours: To identify and pursue a reasonable course of action to fulfil legislative obligations.

Best Endeavours: To identify and take all the steps possible within the school's power which could, if successful, ensure that full legislative obligations are met.



3. Social Distancing and Infection Control Measures

When administering first aid, the relevant staff are advised to:

- 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 at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within a two-metre range.
- Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
- Limit the number of people administering first aid in each incident.
- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

Staff administering first aid are advised to wear a face covering where a distance of two metres cannot be maintained.

The school acknowledges that the use of PPE is not required to administer first aid in most circumstances, with the exception of instances in which:

- Pupils requiring first aid are displaying symptoms of coronavirus.
- It is necessary to perform aerosol generating procedures, for example, chest compressions.
- Staff are required to do so in accordance with the Infection Control Policy.

4. First Aiders

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.
- If 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, for example, 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 Aiders' Training

Where a first aider is unable to complete refresher training due to the coronavirus pandemic, they are instructed to undertake any training that can be done online where face-to-face training is not required or available.

6. Administering and Handling Medication

When administering medication, staff will be expected to:



- Adhere to the school's social distancing and infection control measures as much as possible.
- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible – staff should use side-by-side interaction with others instead.
- Minimise face-to-face contact where side-by-side interaction is not practical.

The school acknowledges that the use of PPE is not required to administer medication in most circumstances, with the exception of instances in which students requiring medication are displaying symptoms of coronavirus or if staff members are required to do so in accordance with the Infection Control Policy.

When handling and storing medication, staff are advised to:

- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
- Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
- Minimise the number of people handling medication.
- Ensure that medication or medical equipment brought in from home is safe to be taken home again.

7. Ill Health and Infection

Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:

- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, for example, paracetamol to combat a high temperature.
- The individual is isolated in a cool, well-ventilated, designated area.
- They adhere to the school's social distancing and infection control measures.
- Areas used by the individual are cleaned and disinfected once they leave, for example, toilets.

If a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff will follow the procedures in [section 3](#) of this addendum. Staff will wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, for example, the student is very young or has complex needs.

If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately. If a first aider develops coronavirus symptoms, they will be sent home immediately and the Principal will ensure there remains a sufficient number of first aiders on the premises.

8. Emergencies

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.

9. Monitoring and Review

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

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





Penistone Grammar School

Achieving Excellence through a Values Driven Education

Never Stop Flying

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