



Devonshire Primary Academy Medical-First Aid Policy



Implementation Date: January 2015
Adopted by Governors/HT: HT
Review period: 1 Year
Last review date: February 2021
Person responsible for policy: Mrs Drummond

MEDICAL POLICY

PLEASE SEE ANNEX FOR COVID19 RELATED INFORMATION

Philosophy

In line with the overall aims and ethos of Devonshire Primary Academy, and our Equal Opportunities Policy, it is our philosophy to respond positively, calmly and caringly to our pupils' medical needs, enabling all pupils to receive care with dignity, and in privacy where appropriate.

Aims

We aim to:

- develop a whole academy approach to medical issues;
- provide clear lines of communication between the academy, parent, pupil and outside agencies;
- develop a clear chain of responsibility including the appointment of a medical co-ordinator;
- use formal systems and procedures;
- use a clear and concise system of record keeping, including an up to date medical register;
- liaise effectively with Physical Difficulties Outreach Team/School nursing service/NHS etc.

Audience

The audience for this policy includes teaching staff, classroom assistants, welfare assistants, cleaning staff and office staff.

Formal Systems and Procedures

The Headteacher requires **prior written agreement** before any medication can be administered by staff and the child must have a care plan written following a meeting with parent, medical co-ordinator and school nurse if appropriate.

Long Term Medication (e.g. asthma inhalers) which can be self-administered: these are accepted in school, with self-administration by the pupil after completion by the parent of the medical form.

Short Term Medication (e.g. for infectious diseases): these should **not** generally be administered by academy staff. If necessary, parents may choose to bring medication into the academy if needed to enable parental administration of medication.

Storage of Medication:

Long term - to be administered by pupils: these items (mainly inhalers) to be stored within classrooms in clearly labelled and accessible medical container.

Long term - to be administered by designated member of staff (D. Nixon / L. Graham): to be stored securely in a locked central store - i.e. the designated medical cupboard in L Graham room.

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Note: Medication for short term illnesses generally should not be stored in the academy, these often require refrigeration or other specialist storage, which the academy cannot offer. When this is unavoidable, medication will be stored in the medical cupboard.

Information Gathering on Medical Conditions

On admission to the academy, all parents should complete:

- a medical form if necessary,
- admission form,
- health care plan as issued by local Health Authority / School Nurse if necessary.

Copies of forms should be sent by the office to:

- SENDCO

At the beginning of each term (3x per year) parents via Parent App & Academy Social Media platforms will be sent a reminder asking for up to date medical and contact information. This information should then be passed to all relevant personnel, including SENDCO & catering providers.

Updated information by whomever received should be sent to the main office, and records will be updated.

Medication

Staff should be aware of the agreed procedures within this policy document and should ensure that long term medication information is supplied to:

- SENDCO

Illness

If a pupil becomes ill during teaching time the following procedure is required:

- Assess the degree of illness, and if after a short period of time the pupil does not appear to recover, teacher /TA to contact a member of SLT and request authorisation for the child to be sent home.
- Once agreed then office staff to telephone **agreed contacts** only.
- If no contact found, pupil should be returned to class if they are fit enough or remain in a designated room with a member of staff if clearly unwell until home time or contact found.
- If pupil's health deteriorates the Headteacher would make a decision regarding further action.
- When parent collects pupil from the academy they must be signed out by office staff.
- Office staff inform class teacher that pupil is now off premises.

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If a pupil becomes ill during playtime the person on duty will ensure the pupil is taken to the first-aider, who then follows the same procedure as above.

If the pupil becomes ill during the dinner hour the member of staff will bring the pupil in and the above procedure will operate.

Accident or Injury

If serious injury occurs within the classroom or teaching environment the teacher should send for a senior member of staff dependent upon the injury.

If serious injury occurs at playtime or dinnertime the staff on duty should send for a senior member of staff, dependent upon the injury. In the event of any bump to the head, including facial bumps, a 'head bump' letter should be sent home with the pupil. If necessary, the office will telephone to inform parents to make them aware that their child has had a head bump and give them opportunity to come to school to assess their child. All minor accidents should be recorded in the class first aid book.

Serious injuries should be recorded on the LEA accident form, obtainable from the office. This form should be signed by the Headteacher or investigating officers before being forwarded to the LEA.

First Aid

A first aid box is kept in the Year 6 building for use at break and dinner times, together with an accident book. The accident book should be completed following use of any first aid equipment.

Two travelling first aid bags are kept in the main staff room. These are to be kept fully stocked and should be taken out to accompany pupils on sports fixtures and visits.

Each classroom has a small kit for minor cuts etc.

A kit is also kept in the staff room, in the Deputy Head's room, the Year 6 staff room and the main office for staff use.

There are a number of staff trained in first aid. These named staff should be sent for in the event of a serious accident or for first aid advice.

Medical Procedures for Staff

Any medical conditions which could affect a teacher's ability to work should be reported to the Headteacher as soon as possible.

If any member of staff needs to have medication in school, even proprietary items such as paracetamol, he/she has the responsibility to ensure it is kept safe and secure away from pupils.

An accident form for any accidents/near misses to staff should be recorded. Accident forms are held in the main office.

COVID19 Procedures

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

Statement of intent

The academy aims to act in accordance with the Medical-First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while the academy observes social distancing and infection control guidelines. This appendix sets out the additional actions the academy will take once phased reopening begins.

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

1. Enforcing new procedures

- 1.1 The academy carries out a risk assessment which is used to inform any changes to the first aid provision, including the number of first aiders needed on site.
- 1.2 Staff and pupils are informed about their responsibilities regarding first aid and the additional procedures in place.
- 1.3 The academy will inform parents of any changes to provision outlined in this policy.

2. Social distancing and infection control measures

- 2.1 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.
- 2.2 The school acknowledges that the use of full PPE is **not** required to administer first aid in most circumstances, with the exception examples referred to in 6.3 of this policy.

3. First aiders

- 3.1 The school ensures that there is a trained first aider on site during school hours.
- 3.2 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.
- 3.3 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.

4. First aid training

- 4.1 First aiders' training is kept up-to-date.
 - Undertake any training that can be done online where face-to-face training is not required or available.

5. Administering and handling medication

- 5.1 When administering medication, staff are expected to wear a face mask and the PPE provided where necessary:
 - 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.
- 5.2 The school acknowledges that the use of full PPE is not required to administer medication in most circumstances, with the exception of paragraph 6.3.
- 5.3 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.

6. Ill health and infection

- 6.1 Where an individual must wait on the school premises to go home when showing symptoms of coronavirus, staff ensure that:
- 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, e.g. toilets, desk surface.
- 6.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in [section 2](#) of this appendix.
- 6.3 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.
- 6.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.
- 6.5 In the event that a first aider develops coronavirus symptoms, the procedures outlined in paragraphs [3.3](#) and [3.4](#) are followed.

7. Emergencies

- 7.1 Accidents and emergencies are managed in line with [section 5](#) of this policy.
- 7.2 When administering emergency first aid, social distancing restrictions do not apply.
- 7.3 A member of staff calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 7.4 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.

8. Monitoring and review

- 8.1. This appendix is reviewed by the DPA Headteacher in reaction to any new government advice
- 8.2. Once the school resumes regular activity, and if deemed appropriate by the DPA Headteacher, all sections within this appendix will expire.

Academy Procedure

- Any pupil who arrives at school unaccompanied and presents with Covid – 19 symptoms will be taken to the isolation room (Dragonflies room). Parents/carers will be contacted and the pupil will be sent home with guidance on isolation.
- Staff must follow the guidance below if a child becomes unwell during the school day with:
 - a new continuous cough and/or
 - a high temperature and/or
 - a loss or change in their normal sense of taste or smell
- Pupils must be removed immediately if they show any symptoms and be taken to the Dragonflies/breakfast club room. Pupils should take all personal belongings with them, ready for collection.
- Staff must use their radio to contact the office or a member of SLT on call so that parents/carers can be contacted.
- The pupil must remain in the room until collection and be supervised by a member of staff who must socially distance themselves by a minimum of 2 metres. Ideally, windows should be open to provide ventilation.
- If the pupil needs to use the bathroom they must only use the disabled toilet located next to the pupil changing rooms next to the hall.
- PPE is available for staff to wear while they wait for the child to be collected. PPE used must be bagged immediately, placed in a separate bag, tied and disposed of in line with the waste disposal in non-healthcare settings guidance outlined below.
- All areas that the pupil has been in contact with will require immediate cleaning by classroom staff or site supervisor if on site. Cleaning procedures should be followed in line with the cleaning and disinfection in non-healthcare settings guidance outlined below.
- All cleaning products and PPE will be available in each area being used by staff and pupils.
- Staff must wash their hands thoroughly for 20 seconds following any contact with anyone who is unwell.
- Staff and pupils must follow the guidelines for frequent handwashing throughout the day.
- Bodily fluids such as vomit, blood, nasal and eye discharges should be cleaned up immediately using detergent. Spills kits are available in staff rooms for use in designated areas. Staff must wear PPE and dispose of it immediately along with any paper towels etc. PPE used must be bagged immediately, placed in a separate bag, tied and disposed of in the outside bin located in the bin store.

Public Health England

Guidance – COVID-19: Cleaning in non-healthcare settings

Please note: this guidance is of a general nature and should be treated as a guide, and in the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail.

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

Use a detergent and follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste Disposal

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. Storage should take place in the bin store outside – site staff should be made aware that waste has been stored.

- if the individual tests negative, this can be put in with the normal waste.
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste.