



This Addendum must be read in conjunction with the School's own First Aid procedures and Supporting Pupils with Medical Conditions Policy and procedures, brought to the attention of those currently employed or volunteering in the school and shared with those individuals upon induction to the setting.

St JOHN HENRY NEWMAN CATHOLIC SCHOOL

FIRST AID PROCEDURES AND SUPPORTING CHILDREN WITH MEDICAL CONDITIONS COVID 19 ADDENDUM

August 2020

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1. Introduction

This addendum should not be used as a stand-alone document and must be read in conjunction with the existing **First Aid procedures** and **Supporting Pupils with Medical Conditions Policy and procedures**. It sets out the expectations of delivering first aid and supporting pupils with medical needs at our school in light of the COVID-19 pandemic. It describes the additional measures put in place to minimise risk to pupils and staff and specific details on handling a suspected case of COVID-19.

This addendum follows the advice and guidelines provided by the DfE.

Overarching this Addendum and our Policy and procedures on supporting pupils with medical conditions is the request to parents to keep their child/children at home if they are feeling unwell (whatever the reason) or they have a medical condition which deteriorates.

If a pupil who has attended, or is attending the school or anyone else in the household is experiencing symptoms of COVID-19 (fever (temperature of 37.8°C or higher), new continuous cough, loss of or change in normal sense of taste or smell), they should remain at home and the parent must inform the school as soon as possible.

2. Administering first aid

Wherever possible and depending on the age and understanding of the child, children are expected to wipe any wounds themselves with a disposable towel or cloth wipe. Should they need a 'plaster, many children will be able to put them on themselves and should be encouraged to do so. Staff must ensure that they are aware of any child in their class who is known to be allergic to plasters or other first aid item.

When delivering first aid, PPE is available and staff are asked to wear what is appropriate to deal with the situation. PPE is disposable and includes aprons, masks and gloves. If there is a significant amount of blood, staff should use a fluid resistant mask. All equipment used must be disposed of in the correct manner and in line with our risk assessment control measures. Visors are available for members of staff to use and are personal to them. These can be cleaned after each use, but should only be used if there is a significant risk of bodily fluids entering the eyes, nose or mouth.

Each department where there is a first aid kit is responsible for ensuring first aid kits are restocked when needed. PPE items are to be requested from Finance.

In the event of an emergency situation with a child or a member of staff (i.e. serious risk of injury or ill-health), press on call for a first aider to be called to class. In such cases, immediate help will be sought from the emergency services by dialling 999 and following normal school procedures.

First aid notices will be updated to ensure that all staff and other adults working in school at a particular time are aware to press on call for a first aider. This practice will continue until staff are informed otherwise.

3. Children with auto-injector pens or inhalers

Staff must ensure that children who have been issued with an auto-injector pen and/or an inhaler have them and that they are easily accessible to those who need them. As staff may have unfamiliar children with them, they must access SIMS to ensure that they have any additional information that they may need in order to support the children correctly and in an emergency situation. Anyone who requires additional training in the administration of auto-injector pens/inhalers must inform a senior member of staff immediately so that arrangements may be made to assist with this training need.

4. Administration of medication to children

As per the existing Policy, the school will only accept prescribed medicines that are:

- In-date;
- labelled with the child's name;
- provided in the original container, as dispensed by the pharmacist, and include instructions for administration, dosage and storage.

If they have not already done so, parents will be required to complete and sign the administering medicine form (Appendix C1/C2 of our existing Supporting Pupils with Medical Conditions Policy and procedures) and leave the form and medication with reception. A staff member will collect and store the medicine correctly (in a fridge children cannot access or an alternative secure area).

Careful consideration must be given by parents to a situation where the child or young person is prescribed antibiotics or steroids, as their resilience will be lowered due to infection or medication. Parents are advised to discuss such cases with the Senior Assistant Headteacher for Student Welfare or SENDCo.

Where staff have to administer medication in the form of liquid (those with SEND), they will wear disposable gloves which can be disposed of immediately after use in the manner outlined in the school risk assessment. Any spoon used must then be appropriately cleaned in warm soapy water.

5. Emergency pain-relief

N/A

6. Children with Individual Healthcare Plans (IHP)

In line with our existing Policy and procedures, the SENDCo is responsible for ensuring the development of IHPs. As a child returns to school we will check if they have an IHP and advise individual staff in charge of the various classes where this is the case. The senior team will then review the plan with the family remotely to see if any adaptations or changes are required in light of the current COVID-19 pandemic.

7. Children with underlying health conditions

Children with underlying health conditions are identified and highlighted to staff to ensure that they follow all the safety procedures put in place.

8. Supporting children who present with COVID–19 symptoms

If a child becomes unwell with symptoms of COVID-19 whilst at school they will be moved to the previously identified isolation room which is the medical room as soon as possible to avoid contact with others. We will contact the parents and ask them to collect their child as soon as possible.

If the child needs the toilet they will use the nearest accessible toilet to the medical room and have sole use of it.

If the child needs direct personal care until they can return home and a distance between the child and supervising adult of 2 metres cannot be maintained, a disposable fluid-resistant surgical face mask, apron and gloves must be worn by the member of staff. All items will be disposed of following the procedures in the school risk assessment.

When a child or staff member develops symptoms compatible with COVID-19, they will be sent home and advised to self-isolate for 10 days and arrange to have a test to see if they have COVID-19. They can do this by visiting NHS.UK to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting and display symptoms of coronavirus (COVID-19), are encouraged to get tested in this scenario. The Head teacher or other senior manager will alert the Public Health Call centre on **0800 783 1968**. Further guidance on the procedures to follow in the event of an individual displaying symptoms is available in the Public Health Resource Pack for Educational Settings in Cumbria available on the KAHSC website.

Where the child or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their bubble within the school will be sent home including the teacher and supporting staff and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or school, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

Once a child or adult with COVID-19 symptoms has left the premises arrangements will be made to take the isolation room/area out of use until appropriate cleaning can be carried out.