

# ALAMEDA MIDDLE SCHOOL



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## FIRST AID POLICY

### COVID-19 Appendix

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## COVID

### 1.1 Guidance

For more information, refer to Public Health and DFE [Guidance for Schools](#) on Coronavirus.

### 1.2 General Principals

If a pupil or member of staff displays the following symptoms, however mild, or you have received a positive coronavirus (COVID-19) test result, then you should immediately self-isolate and stay at home for at least 10 days from when your symptoms started. The rest of the household does not need to isolate if they are:

- Under 18yrs and 6 months and/or
- Double vaccinated, at least 14 days since the 2nd dose and/or
- Part of a COVID-19 Vaccine trial and/or
- Cannot have a COVID-19 vaccine for medical reasons (as confirmed by a medical professional).

If none of the above apply, household contacts must isolate until test result is known. Please follow [stay at home guidance](#) for further information:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a 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 of sense of taste and smell

Pupils and their families are eligible for testing. Pupils over 5 can access via 111 online and under 5 through 111 helpline.

If a pupil displays these symptoms in school, the leader of the group takes the child, maintaining a 2m distance at all times to the COVID-19 room and then tells the member of staff on first aid duty or reception. Ask the child to stay there and not leave until a first aider arrives. Tell the teacher in an adjacent room that you are leaving for a brief time and ask them to listen out for your group.



The procedure (checklist) at the end of this appendix will then be followed by the first aider.

### 1.3 First aid room

- Is the area by resources/C5
- The COVID isolation area is the alcove, now sealed behind a door, by A6

### 1.4 Dealing with ill pupils or staff

- Members of staff dealing with any ill pupil or member of staff should wear PPE (FFP2 mask, gloves and apron) as a precaution. Any waste resulting from administering first aid to non-Covid19 illnesses will be disposed of as usual by cleaning staff.
- In the event of a pupil or member of staff presenting with COVID-19 symptoms the COVID-isolation room by A6 is the dedicated room for them to wait to be collected.
- Open a window for ventilation. The pupil or staff member (if they are unable to leave the premises alone) should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow. The room will need to be cleaned once they leave.
- The Site agent or Cleaning Supervisor must be notified when the COVID-19 isolation area and toilet in that corridor (reserved for use in the event of a suspected case) has been used for a COVID-19 incident so that the appropriate waste disposal and cleaning regime can be undertaken.
- If the pupil/member of staff need to go to the bathroom whilst waiting for medical assistance, they should use the toilet in the A6 corridor.
- Call 999 if they are seriously ill or their life is at risk. First aid team aware via employee update & staff protocol.
- Dispose of all waste that has been in contact with the suspected case, including used tissues, and masks if used. These should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and put in the normal waste.
- Clean down area where pupil or adult has been following cleaning in non healthcare settings guidance



<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

- The school will remain open and will only need to close if there has been a confirmed case and are advised to close by Local Public Health Protection Team.
- Appropriate PPE is provided for first aiders (mask, disposable gloves and disposable aprons).
- First aiders are aware of the control measures in place:  
<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- The rota is set and reviewed daily to ensure sufficient first aiders on site.
- First aiders and those administering medication are to maintain social distancing where possible.

### 1.5 The Lead First Aider – Key Roles

- The lead first aider will ensure that pupils in school have up to date medication onsite and their allergen information is also up to date. There will be a system detailed in a letter to ask parents to contact school office to arrange any medication to be brought in.
- The Lead first aider will check that epipens & inhalers are not out of date and contact home where this is an issue.
- The Lead first aider will liaise with the catering company to check any menu/ingredient changes (due to food shortages/changes) against pupils with allergens.

### 1.6 Lateral Flow Device (LFD) Testing

This is a government initiative to identify those who are COVID-19 asymptomatic launched in January 2021, offering the lateral flow test to secondary aged children, our year 7 and 8 pupils and staff members. Although voluntary, everyone is encouraged to participate.

The LFD testing for pupils, takes the form of two rapid tests, no early than 3 days and no later than 5 days apart. Staff are tested once a week.

The staff performing all elements of the process will have undertaken the government training, become familiar with all stages and confidently perform the testing of pupils and staff.

The extensive risk assessment becomes part of the whole school COVID-19 risk assessment and adhered to.



MAINTAIN SOCIAL DISTANCING AT ALL TIMES

## COVID-19 First Aider in School Actions CHECK LIST



Patient Name .....

First Aider: .....

Notes:

Pupil/Adult feels ill whilst in school

☐

Teacher to ESCORT the pupil to reception and then to first aid room to isolation area

☐

First aider to go to be made aware.

☐

Use medical curtain to contain pupil

☐

PPE to worn at all times

☐

PPE—apron, mask, gloves, face visor. FFP2 mask to be worn

☐

TAKE THEIR TEMPERATURE using the Temperature gun

☐

If no temperature check for other COVID-19 symptoms  
New continuous cough, loss or change to the sense of smell or taste

☐

If the person displays any of the symptoms FOLLOW THE FLOW CHART—  
RESPONDING TO A SUSPECTED CASE OF COVID-19  
AND CALL HOME PCR ADVISED. CLEAN AREA AFTER PUPIL VACATED

☐

You MUST NOW CLEAN and LABEL YOUR MASK as it is now yours

☐

Dispose of your gloves, apron and mask—if no covid-19  
SYMPTOMS then this can be in the pedal bin provided  
If SUSPECTED—THEN DOUBLE BAG PPE equipment (not visor)  
AND any tissues. Tie both bin liners and put in the normal waste

☐

Record on Medical tracker. Make attendance officer ware for spreadsheet

☐
