

APPENDIX to the administration of medication and first aid policy

In the current climate with the prevalence of the COVID-19 pandemic, these skills become even more important and here is how you can apply these skills when managing a first aid incident or administering medication.

Safe Working arrangements Avoid close contact in the first instance. Consider where you may be able to instruct a person about what to do, or pass them items that they need in order to treat minor injuries. Stand at a distance if this is age-appropriate.

As a first aider, in addition to high quality clinical skills, to be effective you need to:

Be aware of the risks to yourself and others

When approaching a pupil there is always a risk of cross contamination – especially when you may have to get close to the pupil (within 2m) to assess what is wrong or to check their breathing.

Keep yourself safe

In line with government advice, make sure you wash your hands thoroughly, before and after treating a pupil, ensure that you do not cough or sneeze over a pupil when treating them.

Do not lose sight of other cross contamination that could occur that is not related to COVID-19.

Wear gloves or cover hands when dealing with open wounds

Cover cuts and grazes on your hands with waterproof dressing

Dispose of all waste safely if not Covid-19 related – in sanitary bins located at all first aid stations.

Do not touch a wound with your bare hands wear gloves at all times.

Do not touch any part of a dressing that will come in contact with a wound.

Give early treatment

The vast majority of incidents may not involve you getting close to a pupil where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat pupils effectively.

-Can the pupil wash their own graze or cut independently?

-If contact is required, can you, where possible ask that the face is directed away from the 1st aider.

The administration of medication:

Revisions to administering medication practice:

- Any medication brought in from parents needs to be cleaned.
- Medication must be in a zippy bag with name on.
- Parents to provide dosage equipment for medication e.g. spoon
- Office staff must then store medication in office fridge.
- Family group's leader/TA will administer medication during the day.
- Medical forms in the staffroom must be read by the family group lead/TA administering and complete appropriately.

- The family group lead/TA administering the medicine should be wearing gloves.
- Medication at the end of the day will then be returned to the parent, via school office.
- Zippy bag must be removed and disposed of by the school.
- Lead first aider to monitor daily records and support where required. (2M rule)

Revisions to First aid practice:

- all classrooms will have their own 'family group' first aid kit
- Ice packs to be stored in staff room freezer – cleaned after each use by family group lead/TA
- Family groups will contact First aider for assistance via school office.
- Medication such as epi pens (safe storage in container away from pupils), inhalers (accessible) will all be stored in the class.
- Recording of first aid using first aid books.

If a person has suspected COVID-19, move that individual to one of the nearest isolation rooms Nurture room for ks1 and Mr Peach office for ks2 Follow Trust Covid-19 guidelines.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Where a close contact response is needed (for symptomatic people), the following equipment is required:

- Disposable gloves
- Plastic apron
- Fluid repellent surgical mask
- Disposable eye protection (where there is an anticipated risk of contamination with splashes, droplets of blood or body fluids)
- Hand sanitiser
- Two bin bags
- Disinfectant wipes (for cleaning first aid box)

Public Health have confirmed that PPE is not required for first aid for non-symptomatic people.