



WESTFIELD
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**First Aid Policy and Procedures
2020-2021**
with covid-19 addendum in green

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1. Scope and Personnel:

First Aid Policy 2020-2021 covid-19 addendum

In addition to the other standard governmental guidance and employment laws this addendum makes use of advice from the Health and Safety Executive: <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

Additions to the standard First Aid policy whilst the risk of covid-19 remains are given in green throughout.

The First Aid Policy and Procedures at Westfield Academy are in operation to ensure that every student, member of staff and visitor (including our First aiders) will be well looked after in the event of an accident or illness, no matter how minor or major.

The Covid-19 procedures addendum will supplement the policy for as long as the pandemic has an impact on the way the Academy operates due to DfE guidance.

On site primary care is provided by First Aiders who hold a valid First Aid at Work or Emergency First Aid certificate. Training for this must be updated every three years. The rolling programme to ensure renewal of this training is overseen by the First Aid Officer.

Lists of the appropriately qualified persons are on display throughout the School and are updated as necessary by the First Aid Officer. Whenever students are on the school site, at least one qualified person shall be present and contactable by a two-way radio [“walkie-talkie”].

Name	Qualificatin	Date completed	Expires	Reason
Lucy Waryszniuk	First Aid at Work (FAW)	16th January 2018	16 th January 2021	
Christine Magee	(FAW)	25th January 2018	25 th January 2021	PE
Vince Mazurek	Emergency (FAW)	14th December 2018	13 th December 2021	Lettings
Pat Keeler	Emergency (FAW)	15th February 2019	14th February 2022	Lettings
Chris Chalk	Emergency (FAW)	15th February 2019	14th February 2022	PE
Brad Allen	Emergency (FAW)	28th October 2019	27th October 2022	after school c
Chloe Green	Emergency (FAW)	28th October 2019	27th October 2022	after school c
Declan Meale	Emergency (FAW)	28th October 2019	27th October 2022	after school c
Roland McNally	Emergency (FAW)	28th October 2019	27th October 2022	after school c
Donna McGowan	Emergency (FAW)	28th October 2019	27th October 2022	Beauty dept
Simone Clissold	Emergency (FAW)	28th October 2019	27th October 2022	Beauty Dept
Kelly-Anne Keating	Emergency (FAW)	28th October 2019	27th October 2022	
Ilona Nowakowska	Emergency (FAW)	28th October 2019	27th October 2022	

First aid certificate extensions

If you hold a first aid certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus, you may qualify for an extension. This applies to:

- Offshore Medic (OM)
- Offshore First Aid (OFA)
- First Aid at Work (FAW)
- Emergency First Aid at Work (EFAW)

How you qualify for the extension

To qualify for the extension, you must be able to:

- explain why you haven't been able to requalify
- demonstrate what steps you have taken to access the training, if asked to do so

Requalification training in England

The first aid training industry in England is confident that enough courses will now be available for all required requalification training to take place. HSE has therefore agreed a final deadline for requalification for these qualifications of **30 September 2020**.

In the event of an accident all members of the school community should be aware of the support available and the procedures available to activate this.

The purpose of the Policy

- To provide effective, safe First Aid cover for students, staff and visitors.
- To ensure that all staff and students are aware of the system in place.
- To provide awareness of Health & Safety issues within school and on school trips, to identify, prevent or minimise, where possible, potential dangers or risk of accidents.

2. Roles and Responsibilities

a) First Aiders will:

- Ensure that their qualification is always up to date.
- Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible. This includes wearing appropriate protective equipment where any loss of blood or bodily fluid is evident, calling for help from other First Aiders or Emergency Services.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Take charge at any incident requiring first aid attention.
- Insist that any casualty who has sustained a significant injury is seen by professionals at the hospital, either by sending them directly to hospital or by asking parents to pick up students to take them to hospital;
- Ensure that parents are aware of all injuries, or other medical concerns promptly.
- Contact as soon as possible the parents of any student who experiences a significant injury or illness.
- Ensure that a student who is sent to hospital by ambulance is either:
 - Accompanied in the ambulance.
 - Followed to a hospital by a member of staff to act in loco parentis if a parent or carer cannot be contacted.
 - Met at hospital by a parent or carer.
- The member of staff accompanying the casualty to hospital need not be the First Aider, however, an appropriate person should be sent. Liaison must occur with the Senior Deputy Headteacher to ensure that lessons are covered in the event of an absent teacher.
- Ensure that all contaminated or used items are cleared away, using gloves, and every dressing etc. must be put in a yellow bag (available in Medical Room) for contaminated/used items and sealed tightly before disposing of the bag for collection by the authorised clinical waste disposal contractor.
- Any bloodstains on the ground must be washed away thoroughly with an appropriate agent.
- Ensure that a record of each student attended to, the nature of the injury and any

treatment given. This includes any sports related injuries that occur at weekends or during out of hours activities.

- Accidents should be reported to the First Aid Officer and an accident form completed; this and all other treatment undertaken should be given in writing to the First Aid Officer either via email or as hard copy, it must include the date, time and place of the incident and the name of the ill or injured person. Also what happened to the person immediately afterwards must be entered (i.e. hospital, home) and whether the parents were contacted straight away or at a later time. The First Aid Officer will ensure that they record and retain sufficient information for the annual report to the Governors.
- First Aiders will ensure that they always obtain the history relating to a student not feeling well, particularly in the cases of headaches, to ensure that no injury has caused the student to feel unwell.

The Academy covid-19 Risk Assessment takes due consideration of this HSE guidance ([risk assessment](#))

Safer working practices: guidance for First Aiders

- Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.
- If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. **Remember the 3P model – preserve life, prevent worsening, promote recovery.**

Preserve life: CPR

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- If available, use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering

- Only deliver CPR by chest compressions and use a defibrillator (in main reception) **do not do rescue breaths**

Prevent worsening, & promote recovery: all other injuries or illnesses

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- If giving first aid to someone, you should use the recommended equipment listed above if it is available
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible

First aiders to be aware of advice on CPR from The Resuscitation Council

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

i) First Aider responsibility with regards to Testing

Anyone who experiences any coronavirus (COVID-19) symptoms can access a test at a testing site or at home using the online booking portal. This includes all pupils, teachers, and staff.

The Academy has been provided with an initial supply of 10 home test kits however governmental guidance is that home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere. **“The best and fastest way for students or staff to access a test is to visit a testing site.”**

- The First aider or receptionist will ascertain from the parent collecting the student if they will be able to access a testing site or use the booking portal.
- A member of SLT should be consulted before a home-testing kit is issued to a parent.

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.

Wash hands before / after treatment.

Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE.

b) In addition to the above the First Aid Officer will:

- Ensure that at the start of each academic year Heads of Year and Form Tutors are provided with a list of students who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.
- The First Aid Officer will maintain a file of up to date medical consent forms for every student in each year.
- The First Aid Officer will maintain sufficient records to provide reports as required by the Headteacher and/or The Governing Body.
- The First Aid Officer will ensure at the start of each term that all portable first aid kits (bum bags), including first aid kits in vehicles and Departments are adequately stocked.
- In the event of a notifiable accident or other occurrence reportable under the provisions of the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) the accident form must be completed by the First Aid Officer who is responsible for reporting all such occurrences to the HSE and for keeping the Health and Safety Officer of The Foundation fully informed. The **Headteacher** should be informed of all incidents being reported to HSE.

c) Reception/Office Staff will:

- ~~Call for the First Aid Officer or qualified First Aider to treat any injured student unless they hold an approved qualification themselves. This is done using radio (walkie-talkie)~~
- Support the First Aiders in calling for an ambulance or contacting relatives in an emergency.
- Be aware that medications of any sort can only be administered under the supervision of the First Aid Officer. First Aiders are not permitted to offer any medication

d) Teachers and other adults will:

- Familiarise themselves with the first aid procedures in operation and ensure that they know who the current First Aiders are.
- Be aware of specific medical details of individual students when publicised by Heads of Year/First Aid Officer.
- Never move a casualty until they have been assessed by a qualified First Aider unless the casualty is in immediate danger.
- ~~Send for help to Reception as soon as possible either in person or by medical on-call email, ensuring that the messenger knows the precise location of the casualty. Where possible, confirmation that the message has been received must be obtained.*~~
- Reassure, but never treat a casualty unless staff are in possession of a valid Emergency Aid in Schools Certificate or know the correct procedures; such staff can obviously start emergency aid until a First Aider arrives at the scene or instigate simple airway measures if clearly needed.

- Ensure that they have current medical information for every student that they take out on a school trip which indicates any specific conditions of which they should be aware or medications they will need to take with them, for example asthma pumps or anaphylaxis pens.

*First Aid Procedures whilst the Academy is implementing covid-19 measures:

Staff should be familiar with the 3 main covid-19 symptoms

1. a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
2. 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)
3. a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Staff procedures to gain medical support:

- Teachers should take reasonable steps to distinguish between a student being unwell (headache, stomach ache) and those requiring first aid (injury). Furthermore if the student has been unwell since they were at home then their parent has deigned they are well enough to be in school. If a student has a new illness, more than one of the 3 covid-19 symptoms or an injury then follow these procedures.
- In an emergency situation staff should gain the assistance of another adult by the quickest means possible. They may leave their classroom and ask another teacher to join them. They may shout in to the corridor to gain assistance from the head of year on duty or other adults.

In all other cases:

- Teachers should make contact with the Head of Year or member of SLT on their corridor. The teacher should ask the unwell student to pack up and make their way to the Head of Year base. Teachers should follow this up and receive a response that the HoY/SLT has received said student.

In the event of a suspected case whilst working on site, staff must ensure that they notify their Line-manager, who will then inform the Senior Deputy Headteacher (PC).

The coronavirus email ("Covidconcerns" covidconcerns@westfield.academy) still to remain in place, to support any staff concerns.

If either staff or students show symptoms, the individual goes home immediately (if awaiting collection by their parent, isolate child in the medical isolation room in main reception; behind a closed door, and self-isolate.

- **HOY/SLT will contact First Aid by radio to alert them that a student has been placed in medical isolation room or is being brought down to the new medical room.**
- If the student has suspected covid-19 symptoms they should be placed in the meeting room in reception with the door left open. The blinds in this room should be kept drawn back to allow for adequate supervision of the student during this time.
- In all other cases the student should be brought to the new Medical Room to meet the First Aider

e) Headteacher and Senior Leadership Team will:

Ensure that first aid cover is available throughout the working hours of the school week.
Ensure all new staff are made aware of First Aid procedures in school.

f) The Governing Body will:

Ensure that sufficient resources are provided to fulfil adequate First Aid cover as outlined in the Health & Safety [First Aid] Regulations 1981.

Monitor and respond to all matters relating to the Health and Safety of all persons on school premises.

g) Trip leaders for any off-site activity will:

First Aid Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details (written, use of Go4Schools cannot be relied upon)

Risk assessments will be completed by the trip leader and checked through **the XX trip system** prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one nominated adult acting as first aider on school trips and visits.

3) Record keeping and Reporting

Monitoring arrangements

THE EXECUTION OF THIS POLICY will be monitored by the Westfield Academy Health and Safety Committee.

Reporting to the HSE

- The **First Aid Officer** will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).
- The **First Aid Officer** will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.
- Reportable injuries, diseases or dangerous occurrences include:
 - Death
 - Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs
 - Serious burns (including scalding)
 - Any scalping requiring hospital treatment
 - Any loss of consciousness caused by head injury or asphyxia
 - Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
 - Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
 - Where an accident leads to someone being taken to hospital
 - Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - The collapse or failure of load-bearing parts of lifts and lifting equipment
 - The accidental release of a biological agent likely to cause severe human illness
 - The accidental release or escape of any substance that may cause a serious injury or damage to health
 - An electrical short circuit or overload causing a fire or explosion
 - Information on how to make a RIDDOR report is available here:
- [How to make a RIDDOR report, HSE](#)

Links with other policies

This first aid policy is linked to the:

- Health and safety policy
- Risk assessment policy
- Policy on supporting pupils with medical conditions
- Covid-19 Risk Assessment; September 2020

APPENDIX 1: Location and make-up of First Aid kits

<https://schoolleaders.thekeysupport.com/policy-bank/health-safety/first-aid-sample-policies-and-guidance/#section-2>

First aid equipment

A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

Portable first aid kits contain (in addition)

First aid kits are stored in:

Locations of First Aid boxes

The First Aid Room (small and large rooms)

Admin Office/Sick bay

Food Tech Rooms (each)

Science Laboratory prep rooms (each)

Design Technology rooms (each)

Art Department Office

Premises Office

On board each minibus

The school kitchens

PE Office

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

The first Aid at work needs assessment has ascertained the following needs to be added to usual First Aid practice:

- Additional portable first aid kits (bum bags) are available for each member of PE staff and for the Hoy/SLT Year Group offices.
- Full medical PPE is available for each member of PE staff in their grab bags and for the HoY and SLT in each Year Group office.

APPENDIX 2: Treatment of some specific Medical Conditions

These details are contained within the Health Care plans of any student with the following medical conditions. The plans are linked to the student in Go 4 Schools.

Details of how we treat students with **asthma and anaphylaxis** are contained in a separate **specific policy**, given the prevalence of these conditions among young people of secondary school age.

It is possible that children with medical conditions other than Asthma & Anaphylaxis will attend Westfield – eg Diabetes, Epilepsy Sickle Cell Anaemia, Congenital Adrenal Hyperplasia etc.

All students with serious medical conditions will be encouraged to fully take part in School life whilst maintaining their independence and privacy and the School will always make such reasonable adjustments to its curriculum, facilities and schedules as are consistent with this aim.

In order to achieve this each child will be invited along with their parent/carer for a meeting with the First Aider prior to starting school so that an individual assessment of their condition, needs & treatment can be made and agreed and an Individual Health Plan established. This will include details of treatment regime, consent and full contact details.

This will be made available to all relevant staff via School Nurse and SIMS. The parents will be responsible for ensuring that all supplies of medicines required are in stock along with written administration details.

Staff will be aware of any students with specific medical conditions in their care during off school activity and will ensure that emergency medication required is available for those trips.

The First Aid Officer will be available to advise staff on specific medical needs and issues as they arise.

Diabetes

Diabetes is a long term medical condition in which the level of glucose (sugar) in the blood is too high because the body is unable to use it properly. This happens because:

The pancreas does not make any or too little insulin

The insulin produced does not work correctly

A combination of both the above.

At Westfield all students with Diabetes will be encouraged to fully take part in school life maintaining their independence and privacy. In order to achieve this, the following guidelines will be implemented:

Each student will have a Health care plan specific to their needs in agreement with the parents who will be responsible for ensuring that all details of regime, treatment are updated to the School Nurse including full contact details.

The parents should ensure that all supplies of snacks, glucose therapy, insulin and blood glucose testing are kept in stock and in date.

Staff will be aware of any students with diabetes in their care during off school activity. They should feel confident on how to recognise a Hypo and its treatment.

The School Nurse will provide regular updates to staff on the specific requirements for each child and advise re management of hypoglycemic events.

It is vital that the diabetic student have regular meals and snacks in order to maintain stable blood sugar levels. Teachers understand that the student may need to drink or eat snacks during lessons in order to prevent the possibility of a "Hypo".

~~Priority should be given at lunch time to all students with diabetes and they should be allowed extra portions if required. The catering staff will be issued a list of all students with diabetes alongside their photo for ease of recognition.~~

Students with diabetes should carry their own supplies of extra snacks/drinks when they take part in strenuous activities. Emergency supplies of Glucose drinks, tablets, gel and biscuits will be kept in the Sports Centre & Medical Room.

The School will provide a safe environment where the student can store and administer his insulin if desired. The student may wish to carry his insulin around- in this respect the independence and wishes of the students should be respected.

Sharps boxes will be provided in the first aid room for safe disposal of needles/vials

Epilepsy

Epilepsy is currently defined as a tendency to have recurrent seizures (sometimes called fits). A seizure is caused by a sudden burst of excess electrical activity in the brain, causing a temporary disruption in the normal message passing between brain cells. This disruption results in the brain's messages becoming halted or mixed up.

The brain is responsible for all the functions of the body, so what is experienced during a seizure will depend on where in the brain the epileptic activity begins and how widely and rapidly it spreads. For this reason, there are many different types of seizure and each person will experience epilepsy in a way that is unique to them.

At Westfield all students with Epilepsy will be encouraged to fully take part in school life maintaining their independence and privacy.

In order to achieve this the following guidelines will be implemented:

Each student will have a Health Care Plan specific to their needs in agreement with the parents who will be responsible for ensuring that all details of regime and treatment are updated to the First Aid Officer including full contact details.

The parents should ensure that all supplies of medication required are kept in stock and in date.

Staff will be aware of any students with epilepsy in their care during off school activity and will ensure that emergency medication required is available. They should feel confident on how to recognise a seizure and its treatment.

The First Aider will provide updates to staff on the specific needs of any children with epilepsy and will advise on the management of any seizures.