**COVID-19 Procedure for First Aid & Medication (V1.3)**

First aid boxes are located:

* Each learning area in use
* Main Reception Area

A nominated person is responsible for regularly checking that the contents of First Aid boxes are completed and replenished, as necessary. A check should be made at least weekly during re-opening of ATTFE.

All First Aid boxes to be wiped with antibacterial spray and thoroughly cleaned after use.

Staff to wear gloves whenever handling First Aid boxes and follow PPE guidelines for administering first aid

**First Aiders:**

ATTFE has sufficient numbers of first aiders so that should one need to self-isolate, we have trained staff available to cover each site (includes Initial First Aid at Work and Emergency First Aid)

A list of first aiders is displayed in the Reception office.

Our HR team ensure that first aiders have a current certificate and that additional persons are trained in response to COVID-19. Due to requirements to meet social distancing measures, training will be conducted online via ATT system with three levels of training provided for staff working in ATTFE sites during COVID19:

* First Aid at work three-year refresher
* First aid appointed person
* First aid/Riddor

**Administering First Aid**

Staff must wear the following items PPE when administering first aid and unable to meet social distancing requirements:

* Face mask
* Face Visor
* Gloves
* Apron

Once the process is completed staff must remove all items and place in a disposable bag. Staff must immediately wash their hands after use and use available hand sanitiser within ATTFE. Until hands have been washed staff must ensure they do not touch their face

PPE used to administer First Aid must only be used once and then disposed of immediately within a closed lid bin.

**Performing CPR**

If a significant injury or case of illness occurs always contact emergency services. However, if CPR is required, mouth to mouth can be undertaken but you would need to first cover their nose and mouth with a towel/cloth to reduce the risk of cross-infection, and chest compression techniques employed or use of defibrillator where they are available.

**Managing spillage of bodily fluids**

In the event of bodily fluids being spilled within ATTFE, ensure that you keep people away from the area. Use a spill-kit if available and use the PPE provided by Academy Transformation Trust and follow the ATT Supply and Use of PPE Procedure. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive or complete deep clean (using onsite dedicated cleaning staff) when the injury is minor and does not warrant emergency service involvement.

**COVID 19 Symptoms**

Where a learner falls ill or has symptoms of COVID-19:

* high temperature – this means you feel hot to touch on your chest or back or we record your temperature as 38 degrees or higher
* 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 or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Staff must isolate the learner and wear PPE to take their temperature using a forehead temperature gun. In severe cases provide the learner with paracetamol to ease discomfort and contact emergency services (ensuring consent Is in place to allow the learner to take the medication) and contact emergency services.

Parents must be informed immediately and the process for dealing with the COVID-19 outbreak must be followed as detailed within Please follow steps outlined in COVID 19 - Procedure for Management of Infectious Disease.

**Transport to Hospital**

If the first aider or Principal considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Emergency contacts will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the emergency contacts cannot be contacted.

**Health Care Plans**

Health care plans are in place for those learners with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.)

These plans are reviewed annually, and written precautions/procedures made available to staff.

Staff undergo specific training related to health conditions of learners and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

Document Ownership: Simon Martin

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