



Appendix to First Aid Policy during Covid-19 Pandemic

As part of the plan for the phased return to school, children will be put into small 'communities' of 5 or 6 children with 2 members of staff. Social distancing will be observed within these groups, and the communities will not mix to prevent the risk of cross-contamination.

Therefore, each community should be given an accident book and an administration of medication log sheet, which will need to be stored securely when not in use in order to comply with GDPR.

Should any first aid be required or medication need to be administered, a member of staff from that community should contact the Receptionist Administrator on duty by walkie talkie to request the items that they are needing and then go and wait outside the office door. The Receptionist Administrator will collate the items and, once the staff member has arrived at the office, they will need to step back at least 2 metres whilst the Receptionist Administrator opens the office door, places the items on the floor and closes the door again. The staff member is then able to pick up the items and return to their community to deal with the pupil.

Any member of staff administering first aid or medication must wear gloves and a face mask. Once medication or first aid has been given, any reusable items must be thoroughly cleansed using antibacterial cleaner before being returned to the office for safe storage. Anything disposable must be put into the First Aid bin in the disabled toilet. The staff member must then wash their hands and change their gloves.

When returning items to the office, staff must ensure that the Receptionist Administrator is free to receive the items, which must then be left on the floor outside the office door. The member of staff must then step back at least 2 metres so that the office door can be opened and the items collected.

At no point must any medication be left unattended by an adult.

All accidents and incidents requiring first aid must be recorded on an accident slip and on CPOMS. In the case of bumps to any area of the face or head a parent must be contacted by telephone. To make this call, staff must use the telephone in the PPA room, which must then be cleaned after use with antibacterial cleaner.

Any medication which has been administered must be recorded on an Administration of Medication log.

On the last day of term before school closes for the summer holidays, all medication logs and accident books must be returned to the school office for safe storage.