

**CVS07 - First Aid Protocols – Providing first aid and support for students and staff
with or without Covid-19 symptoms**

This guidance is based St John's Ambulance information, accessed 18/05/2020 and reviewed for any changes 12/08/2020

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Please note: this guidance is of a general nature and should be treated as a guide, and in the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail.

In our schools we will follow the following procedure for Covid related illnesses:

- Students showing symptoms of illness that are not first aid related will be escorted to the designated quarantine area/room by a member of SLT or office staff, remembering to tell the student to keep 2 meters away from anyone they pass and not to touch anything.
- They will have been alerted by class/duty teacher and will come to collect the student.
- Head of Site to be informed and a member of senior staff will be found to take over.
- They will, with the support of a first aider if necessary, document clearly the symptoms being experienced by the student via a **'Symptom form'**.
- SLT will make the decision to send the student home if necessary and the specific guidance that needs to be passed on to the parent.
- The parent/carer will be contacted by SLT, or member of office staff and the student will be supervised safely until parent/carer arrives.
- The student will be collected from either the outside door of the quarantine room or via main reception whichever is appropriate.

'Symptom Forms' are to be completed for all secondary students, including first aid /injuries each time a first aid or injury is reported to staff. The forms will be available in quarantine area / room and main office to complete and make any notes, they must be brought to the office to put in folder next to 'Home Diary'. **For primary pupils the Symptom Form is not needed unless covid symptoms are suspected or reported.**

The diary will be completed and signed by senior staff dealing with student.

General first aid will be carried out in Reception

The 'Symptom Form' must also be completed first when treating our secondary students for general first aid in reception too (unless it is an emergency and therefore not priority). This should be put into the folder in the office. **First aiders should always wear PPE (mask, apron and gloves) if they are likely to be within 2m of a child to deal with their injury.**

For primary pupils, gloves and aprons should be worn when carrying out simple first aid tasks (e.g. bumped heads, grazed knees), and masks worn when the first aider is likely to be close (within 1m) of the child for more than a minute. The symptom form need not be completed unless a covid case is suspected.

First aid incidents NOT involving suspected Covid will be put onto SIMS/First Aid Book as usual by first aider. Where relevant accident book will also need completed by the First Aider.

Actions related to First Aid and illnesses in school should always be considered alongside social distancing guidelines – unless absolutely necessary, do not go within 2m of anyone without additional PPE, particularly if they are showing symptoms of Covid.

All First Aiders MUST watch the video linked below:

https://youtu.be/-GncQ_ed-9w

Advice for first aiders

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

1. Be aware of the risks to yourself and others
2. Keep yourself safe
3. Give early treatment
4. Keep yourself informed and updated
5. Remember your own needs

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.

Our guidance

1. *Be aware of the risks to yourself and others*

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets. PPE should be worn as appropriate – see section below.

2. *Keep yourself safe*

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. [You can read their full advice on their website here.](#)

Don't lose sight of other cross contamination that could occur that isn't 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
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

3. *Give early treatment*

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

4. *Keep yourself informed and updated*

As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

- [Click here to visit NHS 111](#)
- [Click here to visit Gov.uk](#)
- [Click here to visit Resuscitation Council](#)

5. Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

Personal protective equipment (PPE)

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. [Guidance on putting on and taking off PPE is available](#). Use and dispose of all PPE according to the instructions and training provided.

PPE including fluid resistant surgical masks, disposable plastic aprons, disposable gloves and face shields will be available for use by staff providing first aid.

WHO Guidance on using Surgical Masks:

- Before putting on a mask, clean hands with alcohol-based hand rub or soap and water.
- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.
- Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.
- Replace the mask with a new one as soon as it is damp and do not re-use single-use masks.
- To remove the mask: remove it from behind (do not touch the front of mask); discard immediately in a closed bin; clean hands with alcohol-based hand rub or soap and water.

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Wearing and Removing PPE

COVID-19 Putting on your PPE

www.nhs.uk
Illustration by James Fox Creative for NHS



COVID-19 Removing PPE Safely

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PPE appropriate for general contact with confirmed or suspected Covid-19 case

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Cleaning

Cleaning protocols should be followed once the person has left the area. See Cleaning guidance for more information. **Spray the cloth, not the surface!**

Waste

Waste from possible cases and used in the course of first aid provision (including disposable cloths and tissues):

1. Should be put in a yellow plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second yellow bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known (SB and AT to arrange suitable place that is secure, e.g. compound at Beacon Hill and tower at Solway).

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.