



SHREWSBURY HOUSE  
PRE-PREPARATORY SCHOOL

**First Aid Policy**  
**Covid-19 Addendum**

## **Context**

From 23<sup>rd</sup> March 2020, parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

On 10<sup>th</sup> May 2020 schools were asked to prepare for the partial reopening. From Monday 1<sup>st</sup> June, Shrewsbury House Pre-Preparatory School will reopen to children in Nursery, Reception and Year One, as well as vulnerable children, and children of keyworkers. We aim to maintain a secure, caring and stimulating environment in which children are encouraged to have respect for themselves and each other. Whilst expectations in the current First Aid Policy remain pertinent, it is necessary, in light of the Covid-19 pandemic, to make some adjustments for the safety of all pupils and staff. These adjustments are set out below. This addendum applies to those children in school.

## **Accidents & Emergencies**

These are dealt with immediately if a member of staff feels that urgent medical attention is required. Parents/guardians are informed on the same day or as soon as practically possible, including details of any first aid treatment given. This will be via telephone call or email.

Staff members will call for an ambulance if they have any concern whatsoever relating to a pupil with a potentially serious injury, illness or any other serious medical condition (e.g. when an adrenaline pen is administered, if a pupil is unconscious or is experiencing an unexplained loss of consciousness - even if temporary, or exhibiting symptoms of concussion, an allergic reaction or a serious asthma attack). The parent will be notified immediately.

If a pupil needs to be taken to hospital by ambulance in an emergency, a member of staff from their 'group' will accompany them and will stay with them until a parent/guardian arrives. The member of staff will adhere to social distancing guidelines where possible whilst providing appropriate support and comfort to the child. Staff members who cannot adhere to social distancing measures in order to provide first aid will be provided with PPE to wear.

If a pupil experiences an accident that does not require hospital treatment, parents/guardians will be advised and, if appropriate, arrangements will be made to collect them directly from the school whilst maintaining social distancing measures. Office staff will call the parents to remind them of social distancing measures and will call the class teacher upon the parents' arrival. The parent will remain outside the school whilst a staff member from the child's 'group' will accompany the child to the front door to pass the child to their parent.

Minor first aid eg cuts and grazes will be dealt with by staff in the child's 'group' using the first aid equipment stored in the red first aid bags. PPE for staff will be available in the red first aid bags. Waste containing bodily fluids will need to be disposed of in the hazardous waste bin in the medical room. Office staff should be informed via telephone call or email so that the incident can be recorded on the school medical database and parents can be informed. Red first aid bags will need to be taken out to play and lunch break to avoid staff and children coming in to the building unnecessarily.

## **Pupil Sickness Policy**

If a pupil feels unwell during the school day, he/she will:

- Tell the adults in their 'group'.
- Alternatively, a Teacher/Teaching Assistant may notice that a pupil seems unwell. This includes displaying symptoms of Covid-19.
- The Teacher will assess them and in consultation with the Head via telephone call will decide whether or not they should go home.
- The Teacher or the School Office will contact parents/guardians to come and collect their child who will be waiting in the Medical Room with a member of staff from their 'group'.
- If it is not possible to make contact with a parent/guardian for whatever reason, the emergency contact supplied by the parent will be contacted to collect the pupil concerned.
- The child and adult will remain in the medical room with the door closed and the window open. When the parent arrives to collect the child, they will be taken to the front door for dismissal. The medical room and any areas where the child has been will be cleaned.

## **Toileting & Intimate Care**

Should a situation arise where a pupil requires any kind of intimate care, due to an injury or an infection or in an emergency situation, this will be provided by the two members of staff in the child's 'group'. PPE will be worn by both staff members as social distancing measures will be unable to be enforced.

## **Contagious diseases & illnesses**

Parents/guardians are asked not to send their child to school if their child is displaying any symptoms of illness including symptoms of Covid-19.

In the case of leakage or spillage of bodily fluids, rigorous hygiene procedures are followed, including wearing protective gloves/aprons/eye shields and face masks.

## **Hygiene**

The School strives to provide a high standard of hygiene in its day-to-day work with adults and children.

- Regular and effective hand washing with soap and water is encouraged among both staff and children as one of the most effective ways of controlling the spread of germs including Covid -19.
- Children are regularly reminded to wash their hands: on arrival at school, after using the toilet, after dealing with waste/ spillages, before and after playtimes, before eating or handling food, before leaving school at the end of the day.
- Warm soapy water and an anti-bacterial liquid soap is available to wash hands and children are encouraged to rub their hands vigorously together to ensure that both sides are thoroughly cleaned and rinsed under warm, running water for at least 20 seconds.
- Hands are then thoroughly dried with a disposable paper towel. Bins are provided for the paper towels. Bins are emptied regularly throughout the day.

- Hand wash basins and toilets are kept clean, regularly checked and not used as a source of drinking water.
- If coughing or sneezing, children are encouraged to cover their mouths with their elbows using the 'catch it, bin it, kill it' guidance.
- The School ensures that the first aid equipment is kept clean, replenished and replaced as necessary. First aid bags for each 'group' will be stored in classrooms / sports hall. PPE equipment for staff will be stored in the red first aid bags.

## **Preventative Measures**

Every 'group' in school will have at least 1 staff member trained in paediatric first aid.

## **Sun Safety**

In order for all pupils to safely enjoy the sun we follow the guidance below:

- Pupils will be regularly reminded of the importance of sun protection and will be encouraged to wear sun hats, play in the shade and drink lots of water.
- Children are advised to wear hats which must remain in school for the duration of the term.
- Parents will apply sunblock to their child before school. Staff are unable to assist with application of sun block due to social distancing measures in place. Parents are advised to apply 'all day' sun protection to their children in the morning before school.

## **Administration of Emergency Medication**

All pupils at the School with medical conditions have convenient access to their emergency medication e.g. adrenaline pens and inhalers, which will be administered by staff in the child's 'group'. These will be stored in the red first aid bags in the child's 'group'.

## **Administration of Medication, (Both Prescribed and Other)**

The importance of medication being taken as prescribed or required and the importance of storing medication safely is well understood. All medication is handed to the class teacher who will be welcoming the child to school. This will be stored as appropriate. Details of dosage will be emailed to the school office and the class teacher.

A record is kept of all administration of medicine. It includes: confirmation of the date medication is administered; the time it is administered; dosage; as well as two staff signatures when each dose is given. Parents and staff will electronically sign to agree with medications given.

It is the parent's responsibility to ensure new and in-date medication comes into school when their child returns on or after 1<sup>st</sup> June 2020. This must not be sent in with the child but needs to be given to the person who is welcoming the child into school whilst adhering where possible to social distancing guidance.

## **First Aid Materials & Equipment**

First Aid kits are kept in the Classrooms and Sports Hall where Reception will be based. These are checked by the staff member responsible for that area and if required, items for restocking are requested via email or telephone to the school office.

## **What happens if there is a confirmed case of coronavirus in a setting?**

If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. The areas that the child has been in contact with will have a deep clean.

## **Responsibilities - May 2020**

- Senior Leadership Team:
  - Head – Mr Jon Akhurst
  - Deputy Head – Mrs Kirsty Davies-Duddy
- Designated Safeguarding Lead (DSL) – Mrs Kirsty Davies-Duddy
- Deputy Designated Safeguarding Lead (DDSL) – Mr Jon Akhurst
- Learning Enrichment – Mrs Odile Trier
- Nominated First Aider - Mrs Claire Webb

This policy was approved by the Board of Governors.

This policy is reviewed annually by the Head and Director of Communications and Compliance.

This policy was updated in May 2020.