



FOREST SCHOOL

First Aid Policy

Whole School including EYFS

v1.3

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1 Scope

This policy is applicable to the whole Forest School community including EYFS.

2 Objectives

- 2.1 This policy aims to identify effective systems for ensuring the provision of adequate and appropriate first aid equipment, facilities and personnel at Forest School both on and off-site.
- 2.2 To identify the first aid needs of Forest School in line with the Health & Safety (First Aid) at Work Regulations 1981.
- 2.3 To ensure that first aid provision is available at all times whilst there people on site or during off-site visits.
- 2.4 To ensure that there are an appropriate number of suitably trained first aiders on site and maintain a training log.
- 2.5 To provide awareness and training to staff, students and visitors on First Aid arrangements within Forest School.
- 2.6 To keep records as appropriate and report accidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. (RIDDOR, 2013).

3 Guidance

The School has in place procedures for:

- 3.1 carrying out first aid risk assessment;
- 3.2 training staff in first aid and refresher training prior to expiration dates (Every three years);
- 3.3 first aid equipment/supplies and stock management.

- 3.4 This policy should be read in conjunction with;

[Medical Policies](#)

[Health and Safety Policy](#)

[Safeguarding and Child Protection Policy](#)

[HS004 Accident Management and RIDDOR](#)

[Educational Visits Policy](#)

[Health and Safety: responsibilities and duties for schools](#)

4 Definition

- 4.1 First aid is defined as the immediate or initial treatment given to someone taken ill or injured prior to the arrival of other medical services.

5 Summary

- 5.1 Whilst on site or involved in a Forest School activity the care of our pupils is paramount. With adequate information we endeavour to help our pupils to remain healthy, enabling them to continue to access their education without stigma or exclusion. In order for this to occur, parents, pupils and staff need to work closely together. The school employs two full time RGNs (Registered General Nurses, Hereafter referred to as the Matrons) to cover the medical/health needs of the members of the School and qualified first aiders, including paediatric first aiders.
- 5.2 At Forest School and during related off-site activities, including sports, there are sufficient numbers of trained personnel, equipment and information available to ensure that someone competent in emergency first aid techniques can rapidly attend an incident.

6 References

- 6.1 Medical policies including the Admissions of medicines policy, List of First Aiders, First Aid box locations. DfE Guidance for Infection Control in Schools.

7 Practical Arrangements

- 7.1 Forest School employs two full time Matrons based in the Whitmore Block. (Refer to the [Medical Policies](#) for information on medical conditions).
- 7.2 Forest School provides a properly equipped medical base and a dedicated first aid room in the Sylvestrian Leisure Centre.
- 7.3 A qualified nurse is available between 8.15am and 6pm Monday to Friday term time to attend an incident, in the unlikely event that no matron is available, alternative arrangements will be made. Outside of these hours qualified first aiders are present within the Sylvestrian Leisure Centre during the following times: Monday – Friday Term time and holidays (7am – 10pm) Saturdays (8am – 6pm) Sundays (8am – 6pm) not including Bank Holidays. Between 6am and 7am weekdays, term time only First Aid is available within the kitchen (6572).
- 7.4 Appropriate first aid arrangements are made for staff and students engaged in fieldwork via the Co-Curriculum Office. Within the Leisure Centre, at least one member of staff will be on site that holds the 3-day first aid at work qualification. PE staff are trained to emergency first aider standard. Science teachers are trained in remedial measures as recommended by CLEAPSS.

The Park

- 7.5 The Park is a short walk from the main buildings. The Park is equipped with a first aid kit and AED. PE and Games Staff always taken with them a portable first aid box. All staff will have means of communication (telephone or radio) to contact the main School.
- 7.6 PE staff are trained in Emergency First Aid as are the groundsman on site.

8 EYFS (Pre-Prep only)

- 8.1 For Pre-Prep children, the School will obtain up-to-date medical information on pupils as they join the School, and annually thereafter or until they leave EYFS (which may include giving permission for certain over-the-counter medication, and for emergency medical treatment in the event that a parent cannot be contacted).
- 8.2 For Pre-Prep children, staff will be given particular training for any child with a condition in their class e.g. Auto-injectors. A record of those trained is kept on the intranet.
- 8.3 During School hours, there will be always be at least one person on site with paediatric first aid training and always on outings. This will be the full Paediatric First Aid training, 2 days, as specified in EYFS Framework April 2017. A list of trained staff is available on the staff intranet and upon the parents' notice boards.
- 8.4 Parents will be informed the same day or as soon as reasonably practicable if their child is given any medication (with details of the timing given to avoid overdosing)
- 8.5 Parents will be informed the same day or as soon as reasonably practicable of any accident or injury, and the first aid treatment given.

9 Responsibilities under the policy

Heads of Departments and Managers are responsible for:

- 9.1 Ensuring first aid needs within their areas of operation are assessed and addressed, including stock levels within their first aid boxes.
- 9.2 Ensuring appropriate first aid cover is available for field work and any additional sessions, events held on site out of hours.

Matron and Matrons Department are responsible for:

- 9.3 Assessing first aid needs of their department
- 9.4 Ensuring sufficient numbers of Matrons/Nurses are available
- 9.5 Organising provision and replenishment of first aid supplies across the school in conjunction with HoD's requests
- 9.6 Recording any accidents, incidents and informing the Health & Safety and Compliance Director of any dangerous occurrences in lines with Procedure HS 004
- 9.7 Liaising with the Bursar and the School's Health & Safety and Compliance Director on first aid/medical issues
- 9.8 Attending the Health & Safety & Risk Committee and reporting on recent trends or updated procedures

First aiders and Matrons are responsible for:

- 9.9 Responding promptly to calls for assistance within their area
- 9.10 Providing support within their competence and qualification for pupils, staff, visitors and contractors.
- 9.11 Summoning further help, if necessary
- 9.12 Reporting details of treatment provided
- 9.13 Ensure first aid boxes are re-stocked

The Health & Safety and Compliance Director is responsible for:

- 9.14 Monitoring the list of qualified first aider across site and arranging for training to be carried out within the three-year expiration period
- 9.15 Risk assess and review the first aid provisions for the School
- 9.16 Ensuring sufficient numbers of suitably trained first aiders are available during times that children/staff/visitors/contractors are on site.
- 9.17 Induct new members of staff on first aid procedures and periodically review the first aid arrangements to staff
- 9.18 Ensuring information on obtaining first aid is made available and is up-dated
- 9.19 Ensure that any training given (other than specific/tailored courses) meet the Ofqual criteria

EYFS Pre-Prep Staff (Paediatric First Aid trained) are responsible for:

- 9.20 Providing minor first aid with the younger children and report via the accident reporting system. Anything where they feel they need support or a second opinion then they take the children to matron who will diagnosis.

The Leisure Centre Manager is responsible for:

- 9.21 Ensuring first aid cover is available at sports facilities whilst in use for school and community use.
- 9.22 Specialised Lifeguarding equipment is available and fit for use including a defibrillator.

The Co-Curriculum Office are responsible for:

- 9.23 Ensuring that all educational visits are risk assessed, with specified focus upon first aid requirements, equipment and availability of trained staff to ensure the safety of staff and pupils including those with medical conditions.

10 Implementation of Policy

- 10.1 Please refer to Health & Safety Manual, section HS004 for procedure relating to accident management and reporting. At least one Matron will be on site during normal School hours up until 6pm. At weekends and after 6pm First Aid will be provided by staff within the Sylvestrian Leisure Centre, where at least one member of staff is qualified during the operating hours.
- 10.2 Should both Matrons be away from School for any reason alternative arrangements will be made.
- 10.3 In order to ensure parents, know what to do if a child is ill or infectious, this is passed to them through the parent information booklet for the Preparatory School and Pre – Prep. Senior School are advised via the Matron through email or per individual query.

11 Training

- 11.1 Forest School is dedicated to ensuring all staff have the opportunity to attend, refresh or update their first aid qualifications. Training is either provided internally or externally sourced at regular intervals during the year and upon request if it is deemed necessary. First aid qualifications expire three years from the date of the course taken.
- 11.2 The individual member of staff, in conjunction with the Health & Safety and Compliance Director will monitor their qualifications so all staff may retake or complete a refresher course before the qualification expires.
- 11.3 Please refer to Appendix A for details of members of staff currently qualified, date they qualified and when their certificate expires. This register also holds details of staff qualified in Paediatrics to cover the Ofsted requirements for the Pre-Prep and Preparatory School. The Head of the Preparatory School is responsible for ensuring these regulations are adhered to.
- 11.4 All staff have been enrolled on an e-learning package that covers Anaphylaxis and how to treat in an emergency.

12 First Aid Boxes

- 12.1 First Aid boxes are located in high risk areas and across the school depending upon use of classrooms and locations. First aid kits are designed to be used by first aiders only unless the treatment is minor and requires a simple plaster or temporary bandage. First aid boxes are stocked in reference to '[Basic advice on first aid at work" INDG 347](#)'.
- 12.2 It is the responsibility of Department Heads to ensure first aid boxes are in date and have sufficient stock. Matrons or another competent member of staff conduct a termly check on all kits. The Health & Safety and Compliance Director also conducts regular inspections. A full list of locations can be found in Appendix B.
- 12.3 A Travel First Aid Bag will be taken on all School visits and sports fixtures off-site along with any emergency medication that may be required.
- 12.4 Parents are responsible for advising staff if their child will require medication on a School trip. No medication is to be carried by a pupil unless discussed with the teacher in charge.
- 12.5 The teacher in charge is responsible for informing the Matrons of the trip and requesting the provision of the First Aid Bag, Auto-Injectors (two per pupil) and any medicines which are then to be returned to the Medical Centre on completion of the trip by a member of staff.

13 AED – Automatic External Defibrillator

- 13.1 The School has four AED's located around the site. Please refer to the AED location map situated on the Intranet under Medical>AED. Forest School has a number of first aiders trained in the use of AED's, notably the Matrons, Leisure Centre Staff, PE, Chartwells (for covering late events), grounds staff and maintenance. All Emergency First Aiders are invited to the AED top-up session held throughout the year.
- 13.2 Locations of the AED's are: Swimming pool entrance (first aid room, not in a cabinet), entrance to kitchen past Main Reception – outside wall – cabinet code 9999, outside Gilderdale Building – opposite tennis courts - cabinet code 9999, outside Pavilion in the

Park - cabinet code 9999. The codes are written on the boxes within the School grounds and on staff prompt cards.

13.3 Staff involved in helping the casualty should do the following:

- Dial 999 for an ambulance. Send someone (if available, if not go yourself to collect the nearest AED). Commence CPR if required. Alert Matrons or Leisure Centre on 020 8509 6515 / 6526 respectively for trained AED users to attend incident.
- Alert Reception informing them of the arrival of an ambulance and specific location within the School site.
- Alert Leadership Team.

14 General Hygiene

14.1 Spillage of blood and vomit should be cleared up as quickly as possible by calling the cleaning department, Chartwells. A granular chemical is used that absorbs and sanitises the area allowing the spillage to be swept up.

14.2 If paper towels are used, it is preferable to treat them as infected waste. Gloves and aprons should be discarded as infected waste.

14.3 Clothes and linen that are stained with blood or vomit should be washed in a washing machine at 95 degrees centigrade for 10 minutes or boiled before handwashing.

14.4 Crockery and cutlery can be cleaned by handwashing with hot soapy water or in a dishwasher or dish steriliser.

15 Staff Precautions

15.1 As a general policy, if staff who themselves have cuts or abrasions give physical care to children, these injuries should be covered with waterproof or other suitable dressings, disposable gloves etc.

15.2 Injuries should be covered with waterproof or other suitable dressings, disposable gloves etc.

15.3 Staff taking prescribed medicines, please refer to the Forest School Staff Code of Conduct.

16 Waste Disposal

16.1 Urine and faeces should be eliminated or discarded into the toilet in the normal manner. Disinfectant is not always necessary.

16.2 Soiled waste, including protective disposable gloves or aprons should be 'double bagged' in yellow plastic bags and effectively secured. Arrangements should be made with the responsible local authority for collection of this waste for incineration.

16.3 Non-infected waste is discarded into bin liners or dustbins. This should be collected and disposed of in the usual manner by the local authority cleansing department.

16.4 When work is completed, hands should be washed thoroughly using hot water and soap.

17 Reporting, accident/incident investigation

- 17.1 Full details of our reporting procedure including RIDDOR can be found within the Health & Safety manual Section HS004.
- 17.2 All accidents and incidents to pupils are recorded on ISAMS by the Matrons where the matrons have been required to treat or by the first aider in the matrons absence. All serious accidents that either were transported to hospital and/or potentially requiring investigation, are passed to the Bursar and the Health & Safety and Compliance Director.
- 17.3 Any accident or incident investigation will be tailored to the severity of the incident. This may involve witness statements, interviews, gaining evidence of testing or inspections, evidence of training records and level of competency and underlying causations. The school uses the accident investigation template available from the Health & Safety and Compliance Director.
- 17.4 Every term, a full report is issued by the Matrons to the Health, Safety & Risk Management Committee to discuss any trends and investigate potential solutions to prevent accidents as far as reasonably practicable. Any investigation or near-miss is reported by the Health & Safety and Compliance Director.

18 Pupils with Particular Medical Conditions

- 18.1 Pupils with particular medical conditions such as asthma, epilepsy, diabetes will be included upon the medical conditions document issued by the Matrons at the start of every year and updated where appropriate.
- 18.2 Specific information on medical conditions can be found within the Medical Policy on the staff intranet.
- 18.3 Pupils with particular medical conditions have individual care plans kept within the Matrons' Office.
- 18.4 Staff have access to pupil medical information that is appropriate to their role or responsibility to that child. In an emergency staff can access this information.

19 Reporting – Educational Visits

- 19.1 Any injury/illness sustained by a pupil should be reported to the School Matron on return from the visit. An accident form must be completed by the first aider /teacher in charge of any educational visit.
- 19.2 Every attendance to the Medical Centre is recorded on the Database with name, date, time and description of incident, treatment and outcome.
- 19.3 The Forest School Accident form is completed for more serious injuries and incidents for pupils. The Accident Book HSE BL510 is used for staff and visitors and is kept in the Medical Centre Office.
- 19.4 A RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulation) form is completed following the guidance provided ([HSE Information Sheet No1](#)). For more information on when to report an incident/accident to the HSE please read HS004

within the Health & Safety Manual located on the Intranet. This is completed by the Health & Safety and Compliance Director or the matron in his absence.

20 Severity of Injury

- 20.1 Most injuries and illnesses will be dealt with by the Matrons in the Medical Centre.
- 20.2 A note will be sent home with the pupil if they have sustained a head injury in case of a delayed reaction. Any pupil who sustains a head injury on any educational visit including sporting activities should either be sent to the Medical Centre on return to school if further treatment is required or handed over by a member of staff to a Parent/Guardian with WRITTEN Head injury instructions.
- 20.3 Notes should also be sent home if medication has been required and given.
- 20.4 The parents are contacted by telephone if the injury/illness requires further medical treatment or if the pupil would benefit from resting at home.
- 20.5 Parents are contacted if a pupil needs to go to Casualty, and are asked to transport them.
- 20.6 Where a pupil suffers from a severe head injury off site, either taking part in a school activity or in their own free time, they should report to the Medical Centre as soon as possible after the event. They will be signed off PE/games until they can be assessed or are able to provide written evidence from another medical professional confirming when they are fit to resume sport.

21 Emergency procedures – when to call an Ambulance

- 21.1 In the case of severe accident or incident at the School, the first member of staff to arrive will call 999 if they can immediately see that an ambulance is required. The Matron or first aiders will then be called to deliver initial/immediate treatment. The School Office and Reception will be informed to expect an ambulance. The School Office or Matron will contact the parents. A member of staff will be sent to the front of School to meet the ambulance. The casualty will be accompanied to hospital by one of the School Matrons, member of staff or parent/guardian.
- 21.2 In the unlikely event that neither the parents nor the named emergency contact can be contacted, and where an ambulance is unavailable to transport a pupil to the hospital, the Matron(s) will inform a member of the Leadership Team of a decision to be made and acted upon, which we believe to be in the best interests and welfare of the child. i.e. using School transport to take the pupil to hospital or to leave the pupil on site and await further developments.

22 Infection Control - Whole School including EYFS

- 22.1 The aim of this Policy is to prevent communicable diseases and their spread whilst interfering as little as possible with the attendance of children at School. The following guidance deals with First Aid procedures, good hygiene practices, the safe disposal of clinical waste and pupils with an infectious disease. Because infections can be passed on before a person is unwell, it is important that high standards of basic hygiene are always maintained.

22.2 All blood and body fluids should be treated as potentially infectious. Infections can be passed on even when a person looks and feels well. Reasonable steps should therefore be taken to protect against exposure to blood and body fluids at all times regardless of an individual's infection status. These will provide protection against those diseases where infection may be spread by direct or indirect contact e.g. on hands or contaminated objects.

22.3 These basic precautions include:

22.3.1 The use of proper handwashing procedures

22.3.2 Safe treatment of soiling and spills

22.3.3 The correct management of incidents involving blood or other body fluids

22.3.4 The safe disposal of clinical waste and sharps (any sharp instrument like a needle).

23 First Aid Procedures

23.1 Under normal circumstances, disposable gloves should be worn for all tasks involving blood, vomit or urine. Disposable plastic aprons may also be required in certain situations.

23.2 First Aiders should wash their hands before (if possible) and after giving First Aid. Any cuts, wounds, etc. must be covered with a waterproof plaster.

23.3 Disposable gloves are available in all First Aid Boxes.

23.4 After giving First Aid, the gloved hands should be washed with soap and water to remove all traces of blood, disposed of in a yellow bag and the hands washed again.

23.5 Any splashes of blood/body fluids to the eyes or mouth from another person should be washed out immediately with copious amounts of water. Splashes on the skin should be washed off with soap and water.

23.6 Human bites/accidental inoculation (where the skin has been pierced and there has been possible contact with blood from another person): encourage bleeding by gently squeezing the wound. Wash the area thoroughly with water and cover with a waterproof plaster.

23.7 All First Aid incidents must be reported either in person or in writing to the School Matrons. Any incident involving human bites/accidental inoculation or contamination by the blood of another person must be reported to the School Matron immediately and an accident form completed.

24 Personal Hygiene

24.1 Good personal hygiene, including proper hand washing is essential.

24.2 Toilet facilities (including toilet paper) must be provided. Facilities for washing hands with soap and warm water, and drying hands must be available. Children should be encouraged to use them and supervised where necessary.

24.3 Hands should be thoroughly washed (using soap and water) and dried before meals, after using the toilet, after handling pets and whenever they become soiled.

24.4 Visits from travelling farms or visits to farms, will require a separate risk assessment to cover infection control looking at E-Coli, Cryptosporidium, Veils disease, etc.

24.5 Spillages of blood or body fluids:

24.5.1 Again under normal circumstances, disposable gloves should be worn for all tasks involving blood, vomit, faeces or urine. Disposable plastic aprons may also be necessary in certain situations.

24.5.2 Spillages of blood, vomit, urine and faeces must be cleaned up as quickly as possible. Other persons should be kept away from the contamination until it is effectively dealt with.

24.5.3 Any spillages onto clothing, carpet or upholstery must have any excess mopped up with a disposable cloth or paper towels and then sponged with warm soapy water. Clothing should be washed as soon as possible using as high a temperature as possible or dry cleaned.

24.5.4 Any spillages onto a hard surface should have disinfectant (see below) poured onto the spill, covered with paper towels and be left for a short while. Any excess disinfectant should be mopped up with more paper towels and the area cleaned in the normal manner.

24.5.5 Disinfectant solution: Use ordinary household bleach freshly diluted 1:10. Should accidental contact with bleach occur flush with copious amounts of water. Always use freshly diluted disinfectant. Bleach can corrode metal and damage fabric if used at the wrong concentration.

24.5.6 Only cleaners are to deal with cleaning blood or body fluids

25 Safe disposal of clinical waste

25.1 Clinical waste is defined as any materials coming into contact with body fluids, including disposable gloves and aprons. All clinical waste should be disposed of into yellow plastic bags, clearly marked 'clinical waste'. Clinical waste must be sent for incineration and not included with general refuse.

25.2 Forest School has a contract with Initial Medical Services for the collection of clinical waste on a regular basis. Initial also provide the clinical waste unit and large yellow bags. In the event of the waste unit becoming full before the collection date, the bag should be removed, securely fastened & stored until the next collection date.

25.3 'Sharps' must be disposed of into the 'sharps' bin, which is supplied by Initial 'Sharps' waste is collected on an 'as required' basis as very little 'sharps' waste is generated.

26 Infectious Diseases

26.1 From time to time children and sometimes staff may develop an infectious disease. The majority are short lived but some may be long term and the individual may be a carrier of an infectious disease. Pathogens (micro-organisms that can cause disease) can be spread via a number of routes:

26.1.1 Contact – direct or indirect

26.1.2 Airborne

26.1.3 Arthropods

- 26.2 Direct contact – pathogens may be spread through direct contact with the body fluids of an infected individual
- 26.3 Indirect contact – methods of transfer include:
- 26.3.1 Other people e.g. via hands
 - 26.3.2 Animals e.g. salmonella
 - 26.3.3 Water e.g. cholera
 - 26.3.4 Inanimate objects e.g. respiratory equipment, contaminated surfaces
 - 26.3.5 Food
- 26.4 Airborne – pathogens only travel via airborne particles:
- 26.4.1 Respiratory droplets – coughing and sneezing e.g. influenza
 - 26.4.2 Dust, which can contain skin cells and bacteria
 - 26.4.3 Water – via aerosol e.g. Legionnaires disease
- 26.5 Arthropods – these include bugs, flies, fleas, midges, mites, mosquitoes, lice and ticks which can cause diseases such as scabies and malaria.
- 26.6 A child who has developed an infectious disease usually shows general signs of illness such as fever, headache, sore throat or general malaise before the development of a rash or other typical symptoms. They are usually infectious before a diagnosis has been made. Carriers of certain diseases may have no symptoms at all and may not be aware of their infectivity. Some parents, for whatever reasons, may choose not to disclose information about their child's health. With this in mind, all blood and body fluids should be treated as potentially infectious and the precautions stated earlier followed.
- 26.7 Forest School follows Redbridge and Waltham Forest guidelines on the control of infectious diseases. A copy of this guidance is kept in the Medical Room. There are specific exclusion times for specific diseases. If a member of staff suspects an infectious disease, they should contact the School Matron for further advice. In their absence, these guidelines are easily accessible in the Medical Room. If a parent informs the School that their child has an infectious disease, other pupils should be observed for similar symptoms. Parents with pupils returning to School after an infectious illness should be asked to see/contact the School Matron.
- 26.8 The risk of an individual acquiring an infection is influenced by his or her susceptibility. This is determined by age (children have immature immune systems), physical wellbeing, medical interventions (certain drugs lower immunity) and natural immunity. If First Aid procedures and good hygiene practices are followed, the risk of transmission of infectious diseases is greatly reduced.
- <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities> DfE Guide for Schools on Infection Control

27 Staff taking medicines

Matrons on site are not in a position to offer medicines to staff during the school day other than the occasional non-prescription medication. Staff taking prescribed medicines need to ensure they follow the instructions and do not place themselves or others at risk. If taking

medicines impairs your ability to operate to carry out your day to day tasks you must inform the Deputy Warden or the Bursar, as appropriate immediately.

28 APPENDICES

28.1 Appendix A - List of qualified first aiders, include Paediatrics (located on the Intranet under Staff/ Medical)

28.2 Appendix B

28.3 First Aid boxes are located in the following places and are checked regularly (at least once each term) for contents by Department Heads

- Science Building, Prep Rooms (2)
- Food Tech (3)
- Aston 1st floor
- Theatre
- Leisure Centre Reception
- Leisure Centre Workshop, Plant Room* and Chemical Store* (*Eye wash Sinks only)
- Art Office
- DT Workshops (3)
- Reception
- Kitchen
- Preparatory School Office
- Martin Centre
- Sixth Form Centre
- Secure area – SLC
- Gilderdale Workroom
- Gilderdale (Deputy Head Pastoral PA Office)
- Cottage Workroom
- Reception Classrooms (EYFS)
- Each minibus
- Each Pavilion (Field & Park)
- Maintenance Workshop
- Groundsman Workshop (Park)
- School Office
- Music Office
- Medical Centre
- Network Managers Office
- Dining Hall

29 Coronavirus Addendum

In all education, childcare and social care settings, preventing the spread of coronavirus (COVID-19) involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Within Forest School any suspected case or outbreak will follow the [government guidelines](#)

The Medical centre will purely focus on suspected Covid cases (pupils only, Staff must simply leave site immediately or 999 can be called in emergencies). All staff will be informed to take any unwell pupil to the Medical Centre, whilst maintaining 2m distance. Where this is not possible, staff will be provided with PPE during the transition. Staff must then thoroughly wash their hands for 20 seconds.

The medical centre will continue to be the sole location to store and hand out medications for pupils with medical conditions.

Within the Prep School, first aid will be conducted by one of the Paediatric First Aiders and record through ISAMs.

Within PE, Activities or Games for the senior school, First aid will be completed by a qualified member of staff and recorded through ISAMs.

Any other first aid incident or emergency will be dealt with by SLC (6526 or 6561) and recorded through ISAMs.

In the event of a child becoming symptomatic whilst on site

The member of staff will inform the medical centre where possible of a child that is displaying symptoms of COVID-19 and is on their way.

The matrons will put on their PPE (face mask/shield, gloves, apron and where appropriate safety glasses) to assess the child.

If the symptoms are confirmed as potentially that of COVID-19 the child will remain within the dedicated COVID sick bay whilst parents are informed to come and collect their child and any other siblings on site.

Parents will be informed to follow the government guidance in relation to self-isolation for the symptomatic children and for those living in the same house.

The school office will notify the COVID-19 Lead to record the incident within the incident log, track any potential return to school date and liaise with the parents on the test date and results.

The COVID-19 Lead will liaise with Chartwells on any additional cleaning requirements.