



Greenfield Primary School

First Aid and Medication Procedure

Post Covid-19 Recovery Procedure

First Aid

- A member of staff with a paediatric first aid qualification will be on site at all times pupils are present.
- The school will use its best endeavour to ensure that a qualified First Aider at Work is present on site at all times adults are working on site. Where this is not possible, a nominated person will be on site: this may be a member of staff with a paediatric first aid qualification or member of the SLT.
- Staff working within a 'group/bubble' must be aware of the medical needs and allergies of pupils within that 'group/bubble'.
- A basic set of basic first aid supplies, including wipes and plasters, will be located in each corner shared area or (in the case of Donaldson and Upstairs classrooms) in the room itself. The TA assigned to the shared area must check each day that they have sufficient supplies and inform the School Admin if they are running low so that they can be replaced.
- The use of Ice packs is reserved for significant bumps where there is risk of bruising. A central supply of reusable cold packs will be kept in the KS1 freezer. If required, the adult in the 'group/bubble' must inform the shared area TA who will bring an icepack to the classroom, observing social distancing. Used cold packs must be thoroughly cleaned with disinfectant before being placed back in the fridge. Where the bump is minor, a cold compress (wet paper towel) can be applied.
- Each 'group/bubble' will be supplied with its own personal protective equipment (PPE) including gloves, aprons, face masks and face shields.
- A first aid kit and set of PPE equipment must be taken to the playground by the team assigned to support at break times and lunchtimes.
- Wherever possible, for minor injuries, pupils will be encouraged to manage their own first aid needs e.g. wiping their own graze. The member of staff will supervise from an appropriate distance (at least 2m). This restricts the need for other adults to be introduced into the 'group/bubble'.
- Where a pupil needs more support or the injury needs further assessment/treatment, the adult in the 'group/bubble' must first ascertain if it is an injury they can deal with or whether they need assistance from a paediatric first aider. If they decide that they can treat the injury, appropriate PPE must be worn whilst working in close proximity of the pupil. Gloves, apron and facemask are to be worn as a minimum, although the member of staff may also wish to wear a face shield if there is risk of bodily fluids spraying into the face.

- If assistance is required from a paediatric first aider, they must be alerted through the agreed communication channel. The paediatric first aider must put on appropriate PPE (as described above) before entering the room when the 'group/bubble' is accommodated. Contingency arrangements must be agreed to ensure appropriate levels of supervision for the bubble in which the paediatric first aider is based.
- Where a pupil has received first aid, this must be recorded on the first aid record sheet and a minor injury letter sent home to inform the parents/ carers. Each 'group/bubble' will have its own supply of letters.
- Where a pupil suffers an injury where, under normal circumstances the parents would be called and asked to attend to make a decision about whether the pupil should remain in school, the parent will be called and asked to collect the child and take them home.
- In case of emergency the school's regular procedures are to be followed for summoning medical help (9-999) observing social distancing as appropriate.

Medication

- If a child is unwell, it is unlikely that they will be attending school at the current time.
- Attendance of a pupil requiring medication will be considered on a case by case basis. The decision about whether the child attends remains with the school. Where it is deemed that the pupil can attend, the following procedures apply.
- Pupils who require medication should follow the school's usual procedures. Wherever possible, medication should be managed so that it is spaced to avoid the need to give it during the school day. Where this cannot be avoided, the standard permission form needs to be completed.
- Wherever possible, the medication will be self administered under the supervision of the member of staff leading the 'group/bubble'. Where this is not possible, procedures will be agreed with the parent/carer.
- EpiPens (and inhalers) will be kept with the pupil along with a copy of the care plan where appropriate. Parents are expected to provide a spare epiPen and emergency inhaler and it is the responsibility of parents/ carers to ensure all medication is in date.