



# **POLISI CYMORTH CYNTAF**

## **FIRST AID POLICY**

PARATOWYD PREPARED	Medi 2014 / <i>September 2014</i>
CADARNHAWYD RATIFIED	Medi 2014 / <i>September 2014</i>
ADOLYGWYD REVIEWED	Rhagfyr 2020 / <i>December 2020</i>
CYLCH ADOLYGU REVIEW CYCLE	2 flynedd / <i>2 years</i>

# COVID Addendum at back of policy for Agreed protocol for Handling Suspected Cases of COVID

## YSGOL GYMRAEG LLUNDAIN The London Welsh School

### First Aid Policy

#### 1. First Aid Personnel

- 1.1 The Lead Teacher will carry out a yearly assessment of the first aid requirements of the school.
- 1.2 A First Aider must always be present on site, and on an off-site school visit. The school will ensure that a sufficient number of staff are qualified to administer first aid. Staff are trained on a rolling programme every three years.
- 1.3 Staff must volunteer to train in first aid as it is not a statutory or contractual requirement.
- 1.4 It is the responsibility of the staff with first aid qualifications to tell the Lead Teacher when the qualification expires (after three years). The Health and Safety Officer will keep a record of training expiry dates and ensure necessary refresher training is available as needed.
- 1.5 There is a list of certified first aiders on the wall in the staff room. The nominated first aider at work is also displayed on the Parents/Visitors Notice Board.
- 1.6 Refer to the Health and Safety policy (Section 4.2) and the Medical Needs Policy for dispensing of medicines.

#### 2. First Aid Equipment

2.1 The school provides a First Aid Box which is situated on the shelf in the staff room. The items kept in the box are a recommendation made in the DfES publication 'Guidance on First Aid for Schools' point 58. There is no mandatory list of items for a first-aid container. *However, the HSE recommend that, where there is no special risk identified, a minimum provision of first-aid items would be:*

- ▼ *a leaflet giving general advice on first aid);*
- ▼ *20 individually wrapped sterile adhesive dressings (assorted sizes);*
- ▼ *two sterile eye pads;*
- ▼ *four individually wrapped triangular bandages (preferably sterile);*
- ▼ *six safety pins;*
- ▼ *six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings;*
- ▼ *two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings;*
- ▼ *one pair of disposable gloves.*

*Equivalent or additional items are acceptable.*

2.2 Used items must be replenished as soon as possible. Any staff members who have used an item from the box must inform the Health & Safety officer who will keep the contents of the First Aid Box up to date.

2.3 When staff use the Medical Area it is their responsibility to leave the area clean and tidy as they found it.

2.4 Any spillages (whether body fluids or others) must be cleaned up immediately using gloves and appropriate detergents and disinfectants.

### **3. Reporting Accidents**

3.1 All accidents, dangerous occurrences, and diseases as a result of any incident in school or on school land, to any member of staff, child, parent, or visitor must be recorded by the Health & Safety Officer. All pupil accident reports should be emailed to parents and carers as soon as possible on the same day. The Health & Safety Officer should be included in these emails and a printed copy placed on the Childs' file.

3.2 If any incident requires to be notified to the HSE, this will be undertaken via the HSE online F2508 form for Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) – <https://www.hse.gov.uk/forms/incident/index.htm> within 10 days.

The incidents to be reported to the HSE are those detailed in the HSE information sheet "Guidance for Employers – Incident reporting in schools (accidents, diseases and dangerous occurrences) - <http://www.hse.gov.uk/pubns/edis1.pdf>

A copy of any completed F2508 forms will be kept, secure in the H&S file, locked in the office cupboard.

3.3 Any member of staff, visitor or contractor who has been injured as a result of an accident, disease or dangerous occurrence must also fill in the above form.

3.4 Any member of staff who administers first aid to a child is responsible for reporting the incident to the parent / guardian by email. A copy of the email should be sent to the Health & Safety Officer.

3.5 All serious accidents and injuries must be reported at once to the parents/ carers by the Class Teacher. The Class Teacher must telephone the parents/ carers and then confirmed in writing using the Serious Incident Form.

3.6 The First Aider is not a nurse or a doctor. Their responsibility is to take quick evaluation of the situation and call an ambulance when necessary or in doubt.

**The named person for First Aid at Work is Sharon Thomas**, who reports to the Lead Teacher.

**The named person for Paediatrics First Aid is Angharad Roberts, Sharon Thomas and Ruth Tremain** who reports to the Lead Teacher.

ARWYDDWYD GAN: <b>SIGNED BY:</b>		
M Jones	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Rhagfyr 2020 <i>December 2020</i>
S Rees Jones	Athrawes Arweiniol Weithredol Executive Lead Teacher	Rhagfyr 2020 <i>December 2020</i>
G Roberts	Cadeirydd Bwrdd y Cyfarwyddwyr <i>Chair of the Board of Directors</i>	Medi 2021 <i>September 2021</i>
T Sugg	Athro Arweiniol <i>Lead Teacher</i>	Medi 2021 <i>September 2021</i>

COVID Addendum: Agreed protocol for Handling Suspected Cases of COVID

1. Ensure all staff, parents and pupils are familiar with the government guidance on what to do if child/ren or member of household is displaying symptoms of COVID-19. **Pupils, parents/carers or staff are not to attend school if they have a high fever and/or a new continuous cough, loss of taste or sense of smell and the entire household is to follow the guidance to self-isolate.**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

2. If a child/ren or member of staff begins displaying symptoms during the school day, they will immediately be isolated within a separate room (staff office) with adequate staff supervision, PPE, ventilation, access to water and toilet facilities whilst they await for parent/carer. Parents/carers will be informed and asked to collect their child and any sibling/s immediately, and staff will follow similar procedures for end of day collection. Contact Public Health England local Health Protection Team on 020 3326 1658 (out of hours 01895 238 282) for further direction.

3. School will then follow procedures within the risk assessment to sanitise all contact areas.

4. Should any child/staff test positive for COVID-19, the whole school will be informed and shut for 14 days or the current recommended period of time for a deep clean.

5. Follow 'track and trace' guidelines and procedures at all times.