



King's Schools

TAUNTON

First Aid Guidance During Covid-19

Responsibility

Individual: Director of Finance and Operations

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Introduction

This guidance is provided to help schools and other educational settings who still have direct contact with staff, pupils, visitors and parents on their premises, to consider practical, safe working arrangements for first aid cover in the workplace during the Covid-19 pandemic.

Much of the guidance comes from the Resuscitation Council UK, whose guidance may change with current developments. Under the circumstances, it is advisable to keep checking the Covid-19 web pages for the most up to date Information.

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-crisis-conversations/>

<https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/>

Guidance for this document has also been taken from the HSE website.

General guidance of first aid actions to be taken are detailed in **Appendix 1 – First Aid Protocol**.

Calling the Emergency Services

During the Covid-19 pandemic, anyone needing the assistance of the emergency services must dial **999** and direct them to the appropriate location at either School.

King's Hall – Postcode to site **TA2 8AA**, entrance via Taunton Road or Cheddon Road.

King's College – Postcodes to site **TA1 3AR**, Holway Avenue, **TA1 3LA** South Road,
TA1 2EY Holway Road entrance gate and **TA1 3EB** Greenlands, grounds department gates.

Out of hours at **King's College** the automatic gates at Holway Avenue and the main gates on South Road will be locked, so the code for the locks will need to be passed to the ambulance call operator. Key staff have the number for these locks or during the day a member of staff will be sent to open.

Trained Staff

First aiders should:

- Be aware of the type of Injuries or Illnesses that have been identified in the School.
- Know enough about the School environment and its first aid facilities.
- Be able to get to anywhere in the workplace in good time if needed.
- Ensure that everyone is clear on who will respond to first aid emergencies.
- How to record using the Incident/Accident Form. **See Appendix 2**
- Where first aid kits and defibrillators are kept.

It is important that changes to Information are updated and communicated using the most appropriate means for the setting.

A list of first aiders can be found in the King's Schools First Aid Policy.

First Aid Certificate Extensions

If Staff hold a first aid certificate that expires on or after 16th March 2020 and cannot access requalification as a direct result of Covid-19 and the related government guidance, the validity of certificates can be extended temporarily by up to 3 months. HSE therefore agreed a final deadline for requalification for these qualifications of 30th September 2020.

- First Aid at Work (FAW)
- Requalification
- Emergency First Aid at Work (EFAW)
- Paediatric First Aid

Staff are advised to continue using the e-learning packages supplied by educare on first aid.

- First Aid Essentials (2018)

Also keep updated by following advice from the Resuscitation Council UK

<https://www.resus.org.uk/resuscitation-guidelines/>

Paediatric First Aiders – KHS

Early years foundation stage (EYFS) normally requires at least one person who has a current paediatric first aid certificate to always be on the premises and available when children are present. However, with the wider risks around Covid-19 reducing numbers of staff, Children and First Aiders, it is likely that Schools will be able to maintain a safe environment with a lower than usual level of first aid cover.

As a reasonably practicable measure during the pandemic, where qualified first aiders are willing to treat paediatric aged children, they need to be confident and aware of the difference between adult and paediatric techniques. Some guidance can be found on the following link:

<https://www.resus.org.uk/resuscitation-guidelines/>

Maintaining Social Distancing Whilst Providing First Aid

- It is always good practice to wear gloves when administering first aid. These are provided in first aid kits.
- With minor Injuries you may be able to Instruct a person in what to do, or pass them the items that they need and stand at a distance if it is age appropriate to do so.
- Always maintain good hand hygiene after administering first aid by washing your hands for 20 seconds.
- If first aid such as CPR is required and you suspect the Individual has symptoms of Coronavirus, the Resuscitation Council UK guidance advises that you do not administer rescue breaths, use chest compressions only. It is recognised that some first aiders will still choose to administer rescue breaths or Instinctively respond in this way. This is personal choice. Please refer to CPR Guidance during Covid-19 on page 6.
- **PPE** – The Resuscitation Council UK has not been Involved in the PHE guidance regarding personal protective equipment (PPE). If the first aider has access to PPE, (e.g. FFP3 face mask, medical mask, disposable gloves, eye protection), these should be worn.

Defibrillator Trained

A number of staff at both schools have received basic awareness training in the use of the Schools' Automated External Defibrillators (AED's). There are certain Staff who have had advanced training in the use of the AED's which is certificated. The public access defibrillators at both Schools can be used by members of the public and staff who have not been trained in their use. The defibrillator will give them Instruction on how to use.

Defibrillators

In King's Hall School the AED is located in the Staff Common Room and in King's College one AED is located in a cabinet near Reception and the other in the Medical Centre. Due to the Increased use and bookings of our sporting facilities both schools have purchased a public access defibrillator located on the outside wall of the swimming pool at King's College and on the wall of the Pelican Nursery at King's Hall. The defibrillators are stored in a cabinet and to release the defibrillator the person wanting to use it must dial **999** first. If the

defibrillator is deployed the user must contact Phil Musgrove who is the guardian and he will ensure the defibrillator is ready for operational use.

Contact details for Phil Musgrove are pjmusgrove@kings-taunton.co.uk or 07813 153116.

CPR Guidance During Covid-19

A useful video that explains the procedure to follow when administering CPR in times of COVID can be found at the following link:

<https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>



1. If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.
 - **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance or the current guidance set by the Government.**
 - If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
 - Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.



2. **Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.**

Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

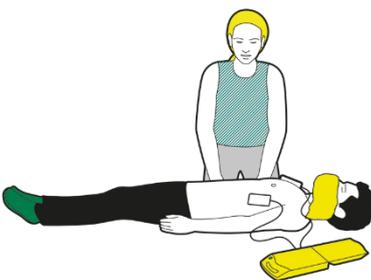
Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

- Saying “1, 2, 3, 4, 1, 2, 3, 4” can help you keep the right speed
- **Do not give rescue breaths. Compressions must be continuous with no break.**



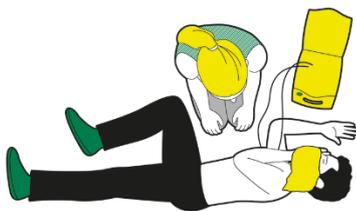
3. Continue to perform CPR until:

- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.



4. If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Wherever possible, the helper should keep a distance of 2m.**



5. If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.
- If you have used a defibrillator, leave it attached.

Once the casualty has gone to hospital ensure you wash your hands as per the guidance, any equipment used must be disposed of correctly. If the school's defibrillator was used this needs to be bagged and returned to Phil Musgrove for cleaning and pad replacement.

- Phil Musgrove (mobile number 07813 153116 or pjmusgrove@kings-taunton.co.uk)
- Incident/Accident Form needs to be filled out if applicable. **See Appendix 2**

HYGIENE PROCEDURE FOR SPILLAGE OF BODY FLUIDS

The First Aider should take the following precautions to avoid the risk of infection:

- Cover any cuts and grazes on their own skin with a waterproof dressing
- Wear suitable disposable gloves when dealing with blood or other bodily fluids
- Use suitable eye protection where splashing may occur
- Wash hands after every procedure

If the First Aider suspects that they or any other person may have become contaminated with blood and other bodily fluids which are not their own, the following actions should be taken without delay:

- Wash splashes off skin with soap and running water
- Wash splashes out of eyes with tap water or an eye wash bottle
- Wash splashes out of nose or mouth with tap water, taking care not to swallow water
- Record the details of the contamination and if concerned contact own GP or get advice from NHS 111

APPENDIX 1 - FIRST AID PROTOCOL

This Protocol is a general guide to immediate actions in case of a medical emergency or situation:

Assess the situation and make the area safe

When a child or adult is found to be in need of first aid care/treatment, the person who is first in attendance must assess the situation and decide on the appropriate course of action quickly and calmly. They should do what they can to protect the casualty or anyone else from any further danger. Remember the 3P model – Preserve Life, Prevent Worsening, Promote Recovery.

Assess the casualty

1. If the child or adult is mobile and the injury sustained is considered to be minor, treat as necessary and advise the next course of action.
2. If the injury appears to be more serious, or the first aider is unsure about movement of the child or adult, they should remain in situ with the casualty, sending a bystander to phone the emergency services **999**.

Give emergency aid

If any member of staff believes that someone is suffering from a serious or life-threatening event, accident or immediate illness, an ambulance is to be called by dialling **999**.

The list below provides guidance on when an ambulance must be called for but is not exclusive and, if in doubt, an ambulance or paramedic should be requested.

- Cardiac Arrest (Each school has access to automated external defibrillators (AED's) and key staff have been trained in their use)
- Anaphylaxis
- Unresponsive hypoglycaemia (diabetic)
- Unresponsive asthma attack
- Someone choking
- Serious breathing distress
- Suspected heart attack
- Suspected stroke
- Suspected spinal injury
- Suspected broken limb, causing immobility
- Unconsciousness

If a life-threatening situation, then remember the priorities of first aid:

- Dangers
- Response
- Shout for Help!
- Airway
- Breathing, if breathing place in recovery position, if not breathing call for help **999**.
- CPR
- Defibrillation

APPENDIX 2 – INCIDENT/ACCIDENT REPORT FORM

Incident/Accident Report			
Name of Person Involved		Date	
Nature of Incident/Accident & Location			
Details of any first aid given			
Sent to Medical Centre/A&E – Delete as applicable			YES / NO
Treatment by Medical Centre or sent to A&E			
Action to be taken to avoid similar incident			
Name		Date Copy sent to H&S Officer:	
Signature			
Date		Date Filed:	

Procedure

1. Complete the form as required
2. Person filling out form sign & date
3. Copy to H&S Officer (pimusgrove@kings-taunton.co.uk)