



The Sutton Academy

Medical Attention of Children Policy

Status	Statutory
Responsible Governors' Committee	ALT
Date last approved by GB	10/11/2018
Responsible Person	Mr J Brian
To Review Date	September 2021
Last Amended Date	September 2020

Covid 19 Pandemic

What to do if you are required to come into close contact with someone as part of your first responder duties

Personal protective equipment (PPE)

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. [Guidance on putting on and taking off PPE is available.](#) Use and dispose of all PPE according to the instructions and training provided by your employer or organisation.

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov#what-to-do-if-you-are-required-to-come-into-close-contact-with-someone-as-part-of-your-first-responder-duties>

All first aiders should watch the video of how to use PPE
https://youtu.be/-GncQ_ed-9w

Medical Attention of Children in the Academy

Inevitably children will be taken ill or have accidents in the academy, it is important that all staff are familiar with the procedures to be followed if such an event should occur in a class of which they have charge.

- **If a child is taken ill and you are convinced that it is genuine, you should report it to on call who will assess the situation and report it to the Head of year if necessary. The child should then be escorted to the student reception and arrangements made to be sent home if appropriate.**
- **If a child display the symptoms of Covid 19. They must be moved to the isolation room on E block top floor. A parent/carer should be contacted and arrangements made to be sent home. The symptoms include a temperature, loss of taste or a continuous cough. Please refer to appendix 1**
- No pills or medicines are to be given to any student without a written request from the parent. This includes over the counter medication such as aspirin/paracetamol.
- All staff should be aware of the whereabouts of first aid supplies, such as the medical room, all staff work areas and main staff room: especially those departments which are more likely to have minor accidents, eg science prep room and design technician room, food technology dry goods store room.
- First aid treatment is only intended to make a patient more comfortable. Staff should not attempt to give medical advice.
- If a child is ill, the illness is judged to be temporary, eg stomach ache, headache, it may be felt that the child should remain in school until the condition passes off. We should not attempt to cope with conditions which continue longer than an hour or more without trying to consult the parent or ask them what they wish to have done. We should always be prepared to send a child to hospital if the pains are in any way suspicious or we fear the existence of a broken bone, but always an attempt must be made to contact the parent/carer and advise them of the situation.

If a child is ill and it is decided immediately, or subsequently, that they should go home or to the hospital, authority for this can only be given by a member of the academy leadership team or Head of Year. **Parent/Carer should be contacted and, whenever possible, a parent/carer should collect the child from school.** If hospital treatment is thought necessary, arrangements can be made for a parent to meet their son/daughter at the hospital. At times it may be necessary to send for an ambulance. At other times, a member of staff may use their own car with another member of staff present. We should try to arrange for a parent/carer or relative to assume responsibility for the child. It is not expected that the member of staff should spend hours waiting by a child in hospital but if the family cannot be contacted, then we must be seen to act as a good parent might act in those circumstances. (If this places the member of staff in difficulty telephone the academy for assistance).

FIRST AID PROCEDURES

Minor Injuries

Students should be sent, with a note and an escort if appropriate, to Student Reception, for the Appointed Person - Mrs Suzanne Jennings to render first aid.

First aid kits are also available in all staff work areas for first aid trained staff to administer first aid. In such circumstances, the member of staff administering first aid should ensure details are entered into the first aid/accident log kept in reception or an online accident report form available from Mrs Suzanne Jennings is completed. If there is any doubt as to which documents should be completed the member of staff should consult with the Appointed Person - Mrs Suzanne Jennings. If an online accident report form is completed it must be immediately passed to the Estates Manager for entry of details onto the St Helens Local Authority online accident reporting system.

Serious Injuries

Do not move casualty more than is necessary. Inform Mrs Suzanne Jennings or another first aider who will assess the situation. If an ambulance is required, the main office should be contacted for the office staff to arrange. First Aider and at least one other member of staff to remain with casualty. Parent/carer to be contacted.

An online accident report form must be completed and passed to the Estates Manager immediately for entry of details onto the St Helens Local Authority online accident reporting system.

Ambulances

If an accident occurs which results in a casualty being transported to hospital, we would ensure that a student is either:

- Accompanied in the ambulance at the request of paramedics.
- Followed to a hospital by a member of staff to act in loco parentis if a relative cannot be contacted.
- Met at hospital by a parent/carer or relative.
- If an ambulance is called, the Principal or a member of the leadership must be informed.

Transport to hospital by ambulance must not be delayed pending arrival of parent/carer at the academy.

Accidents

Staff who are involved in an accident either at the academy or whilst accompanying an academy party must complete an online accident report form available from the Appointed Person and academy office.

All accident report forms should be completed by the person in charge of the child.

Notifying Parents or Carer

Parents or carers will be notified:

- **When an ambulance has been called for their child.**
- When there has been a head injury (any blow to the head area including i.e. jaw, ear, nose etc.) these are all head injuries that may lead to further complications.
- When there has been a reaction to any substance ingested.
- When there has been an Asthma attack, even when the inhaler has been used and it has subsided.
- When the use of Anti-Histamines have been used as part of an allergy kit left by parent (all instructions are in the care plans).
- When there has been a seizure of a student who has been diagnosed with Epilepsy. **First seizures need an ambulance.**
- Any cut to the body which is judged to need steri-strips/further medical treatment.
- Any query with medication left for the child to take at the academy.
- The first aider should contact the Parent/Carer if whenever they feel it is necessary.

A text message may be sent to a parent or carer if they are unable to pick their child up.

If a parent or carer decides it is unnecessary for the child to be picked up, a text message will be sent confirming their decision.

Qualified First Aiders

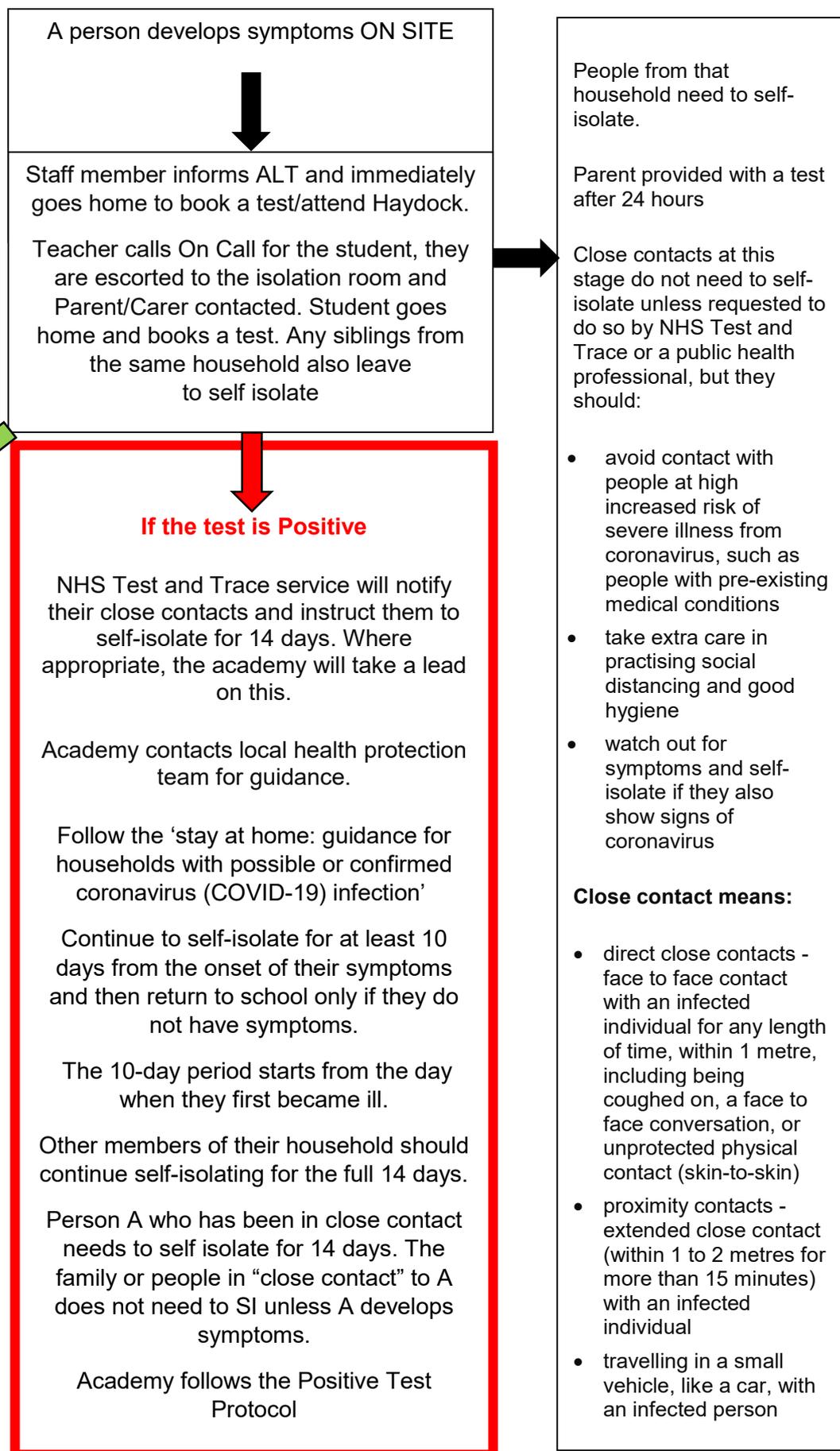
A list of first aiders is contained within the staff handbook and the academy Health, Safety, Welfare and Educational Visits Policy. An updated list is held in the academy main office and Estate Managers office and is detailed below

Staff Name	Date of Course/Course Name	Dept./Location	Certificate Number	Certificate Date	Certificate Expiry Date
Joanne Swift	QA Level 3 in Paediatric First Aid (St Helens College)	Gold/DofE	1800025760	30 January 2018	29 January 2021
Suzanne Jennings	First Aid at Work	Admin	1800089745	17 April 2018	16 April 2021
Barry Asson	First Aid at Work	D & T Technician	1800113841	15 May 2018	14 May 2021
Rob Smith	First Aid at Work	PE	1800277233	12 Dec 2018	02 Dec 2021
Drew Johnson	First Aid at Work	Gold/DofE	1900056179	05 March 2019	01 March 2022
Adrian Cawley	Requalification (1 and 2 July 2019)	PE	1900151725	02 July 2019	01 July 2022
Dean Courtney	Emergency First Aid at Work (1 Day) British Red Cross	Maths	343085-FA1	29 June 2018	29 June 2021
Heather Worrall	Emergency First Aid at Work (1 Day) British Red Cross	English	343086-FA1	29 June 2018	29 June 2021
Mark Higginbottom	Emergency First Aid at Work (1 Day) British Red Cross	Humanities	343088-FA1	29 June 2018	29 June 2021
Rachel Caldcleugh	Youth Mental Health First Aider (2 Days).	Safeguarding	Certificate of Attendance	N/A	N/A

Staff Name	Date of Course/Course Name	Dept./Location	Certificate Number	Certificate Date	Certificate Expiry Date
Emma Whiteside	First Aid at Work (3 Days)	PE	1900076378	28 March 2019	27 March 2022
Simon Crowder	First Aid at Work (3 Days)	MFL	1900076384	28 March 2019	27 March 2022
Clair Pilling	First Aid at Work (3 Days) 1 - 3 July 19	Admin Office	1900152529	03 July 2019	02 July 2022
John Brian	Emergency First Aid at Work Refresher - (RCS Consultancy Ltd)	Estates		28 November 2018	27 November 2021
Nicola Egerton	Emergency First Aid at Work Level 3 St Helens Council	P.E.	2184817	07 June 2019	7 June 2022 Annual refresher due 7 June 2021
Robert Hodgson	First Aid at Work Apollo Training & Consultancy Ltd	PE		13 July 2017	12 July 2020

Procedure for suspected or confirmed cases of Covid 19 ON SITE

Appendix 1



If the test is Negative

If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating.

They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.

Other members of their household can stop self-isolating.

If the test is Positive

NHS Test and Trace service will notify their close contacts and instruct them to self-isolate for 14 days. Where appropriate, the academy will take a lead on this.

Academy contacts local health protection team for guidance.

Follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms.

The 10-day period starts from the day when they first became ill.

Other members of their household should continue self-isolating for the full 14 days.

Person A who has been in close contact needs to self isolate for 14 days. The family or people in "close contact" to A does not need to SI unless A develops symptoms.

Academy follows the Positive Test Protocol

People from that household need to self-isolate.

Parent provided with a test after 24 hours

Close contacts at this stage do not need to self-isolate unless requested to do so by NHS Test and Trace or a public health professional, but they should:

- avoid contact with people at high increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions
- take extra care in practising social distancing and good hygiene
- watch out for symptoms and self-isolate if they also show signs of coronavirus

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person