

Guidance on Managing Healthcare in Colindale Primary School Addendum June 2020

Scope

This addendum applies until further notice.

Unless covered in this addendum, our Guidance on Managing Healthcare in Schools and Settings updated February 2020 continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

First Aid Team

- The first aid team consists of: Cathy Payne, Ruth Foreman, Jasmine Edmondson and Nimo Dagal. Lourdes Celi is based in the school office and provides advice and guidance when needed.
- The first aid team is based in the medical room.
- The team provide advice to the staff in the Bubbles for minor medical concerns and supervise the administering of regular medication e.g. asthma pumps, from outside the Bubbles.
- They look after children with COVID 19 symptoms in the second medical room and in the established medical room care for children with more serious first aid needs and those who need to go home.
- The team are responsible for ensuring the medical boxes in the Bubble are well stocked, liaising with the staff of each Bubble; staff in bubbles will call 1st aider on duty in medical room to ask them to replenish stock when needed or running low.
- The team look after the medical needs of the Key Worker Bubbles during their lunchtime -12 to 1pm.

First Aid in Bubbles

- Every Bubble (classes of a maximum 15 pupils. Refer to Re-opening Plan for further details) has a first aid kit, including disposable ice packs.
- Staff in every Bubble know the medical needs of every child in their Bubble.
- In many Bubbles there is a qualified first aider. In these Bubbles the qualified first aider administers and records any first aid given.
- In Bubbles where there is not a qualified first aider, if a child needs first aid, a member of staff within the Bubble will call the medical room and ask for the assistance of one of the first aid team.
- The first aider will go to the Bubble and, without entering, offer advice as to the first aid needed for minor illnesses e.g. tummy and headaches and accidents e.g. grazes.
- If the child warrants more intensive first aid the first aider will take them out of the Bubble and provide further care in the medical room.
- Children will be issued with a 'green slip of paper' which notes if the child has had an injury from the neck up.

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- If a child has a head injury, staff in bubbles need to call the medical room so that a phone call can be made to the parent/carer so that they can monitor the child when at home.
- If the child needs to go home, parents will be called, and they will be taken by a member of the staff Bubble to the parent once arrived.
- If a child develops a symptom of COVID 19 (temperature, persistent cough, loss of taste or smell) the Bubble staff will call the medical room and a member of the first aid team will take the child to the designated second medical room. Where they will be supervised with any siblings until they are collected by their parents/carers.
- PPE is available in the second medical room and the first aid team have been trained in how to use it.

The role of parents

- If a child develops symptoms of COVID 19, parents/carers will be expected to collect them immediately (and their siblings) organise a test for them – as set out in the parental agreement. The child will be isolated at home until the results of the tests are known and the school informed ASAP.
- The advice following the results of the tests will be followed by the parents/carers and the school informed.
- If there is a confirmed case of COVID 19, the school will inform Public Health England and advice followed.

The role of the office

- When the first aider is asked to go to a Bubble, or if they are in the second medical room, they will divert the medical room telephone to the office.
- If another Bubble needs first aid advice and the member of the first aid team is busy, the qualified first aiders in the office (Daniela Zunic and Lourdes Celi) will provide the advice following the procedures in this addendum.

Lucy Rodgers and Lindy Napthine 8/6/2020