

REDROOFS SCHOOL FOR THE PERFORMING ARTS

FIRST AID POLICY

SEPTEMBER 2020-JULY 2021

Purpose

The School recognises its responsibilities to provide First Aid and will ensure that pupils, staff and visitors will be well looked after in the event of an accident, no matter how minor or major, and have access to appropriate facilities and materials at all times during the working day. At all times when pupils are on site a trained First Aider will be on duty.

General Guidance

At Redroofs School for the Performing Arts we provide the necessary equipment and facilities to ensure that adequate first aid cover is available to staff, pupils and visitors. This provision is available at all times while people are on the school premises, and also off the premises whilst on school visits. This provision is supplemented with a risk assessment to determine any additional provision that may be necessary.

Under the Health and Safety at Work Act, Redroofs School must ensure the health, safety and welfare of its employees, so far as is reasonably practicable. The provision of first-aid facilities is based on an assessment of the First Aid need within the workplace, appropriate to the circumstances. The School recognises the need for trained First Aiders and Appointed Persons, in sufficient numbers and throughout the school staff. Also, there must be adequate first aid supplies at suitable locations to enable first aid to be administered to pupils, staff and visitors without delay.

The School provides training and updates the training of teaching and support staff for valid First Aid at Work and Appointed Persons and Emergency Aid certificates.

Staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Anyone bringing temporary or contract staff onto the school premises are responsible for ensuring that the First Aid Policy is adhered to.

Role of First Aid Administrator

- To ensure that first aid cover is available throughout the school day.
- To be called upon to give help and assistance for major and minor injuries with care, compassion and courtesy.
- To keep updated students medical records.
- To provide staff with lists of students who are known to be asthmatic, anaphylactic, diabetic, and epileptic or have any other serious illness.
- Provide the school with correct and regularly stocked first-aid containers, which are green and marked with a white cross.
- Provide travelling first aid kits for school outings.

- Ensure that there are Accident Books that comply with the Data Protection Act 1988 and they are used correctly.
 - Keep a written and signed record of those attended to, the date, the time, and the nature of the injury or ailment and any treatment given.
 - Provide updated lists of the First Aiders, and other trained personnel and the locations of the first aid boxes.
 - Maintain strict hygiene at all times, use of gloves readily available, ensure the safe disposal of contaminated waste in yellow bags and bins.
 - Ensure that first aid is covered throughout every day.
 - Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible (wearing gloves where loss of blood or bodily fluid is evident).
 - Ensure that an ambulance or other professional medical help is called when necessary.
 - Help fellow First Aiders at an incident and provide support during the aftermath.
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Role of the Appointed Person

- Must have completed Emergency First Aid training.
- Takes charge when someone is injured or becomes ill.
- Summon other professional medical help when appropriate.

First Aid Procedures

In the case of Serious Injury

- Please check the safety of the area before caring for a seriously injured person.
- Check for a response from the patient. Assess the situation and the condition of the patient. At the same time send two people to find a First Aider or an Appointed Person to give the appropriate first aid.
- If necessary, call for an ambulance.
- Send a person to School Reception to ask that parent(s) or next of kin are contacted immediately
- Send the rest of the class out of the room to a suitable safe place, e.g. the library.
- *At all times stay with the patient.*
- If the person is taken to hospital by ambulance, make sure that a member of staff accompanies the patient.

- The School's Accident Form must be completed at the first opportunity by all directly involved in the incident. These are held by **Eloise Wadie**. The forms can be located at the front reception area.

In the case of minor injury or ailments

- In the case of minor injuries e.g. small cuts, minor burns, send to an appropriate First Aider.
- For more serious injuries call for help from School Office.
- The School's Accident Form must be completed for all accidents at the first opportunity by all directly involved in the incident (as above).
- Any accident or first aid treatment must be recorded in accident book and parents informed through a phone call from a member of staff.

Off-site Activities and Trips

The member of staff in charge of the activity or trip should obtain a first aid kit from the Reception Area. Staff should ensure that they have any specialist equipment that may be required as detailed in the activity risk assessment. One member of staff should have a current first aid qualification. It is the responsibility of the person organising the activity or trip to ensure there is adequate cover.

Pupils with Special Medical Needs

The tutor in conjunction with the SENCo will draw up an individual health care plan for pupils with medical needs. Parents are responsible for supplying information about medicines that their child needs to take while at school, and for letting the school know of any changes in the prescription or the support needed. All prescription medications must be kept in the original pharmacy packaging.

The parent or doctor should provide written details including:

- Name of medication Dose Method of administration
- Time and frequency of administration
- Other treatment required
- Any contra-indications and side effects In addition, parents must provide written consent for the treatment and administration of medication by a member of staff.

Hygiene/Infection Control

All staff should take precautions to avoid infection and must follow basic hygiene procedures.

Single-use disposable gloves are to be found in all first aid containers and at the front reception.

Location of First Aid Kits at Redroofs School for the Performing Arts Maidenhead, SL6 4JT:

FRONT DESK/RECEPTION

First Aiders and their Training

First Aid Responder – Ellie Wadie

FIRST AID TRAINING

The following staff have completed FIRST AID TRAINING:

Ellie Wadie	Monday, Tuesday, Friday, Saturday
Georgia Ellis	Tuesday, Wednesday, Saturday
Jemima Eaton	Saturday
Benjamin Mundy	Monday, Friday, Saturday
Sarah Arran	Saturday
Sarah Nash	Monday, Thursday, Saturday
Laura Mallowney	Tuesday, Friday
Laura Amer	Tuesday
Colin Zammit	Tuesday

COVID-19 PREVENTION TRAINING

The following staff have completed COVID-19 PREVENTION TRAINING:

Ellie Wadie	Colin Zammit
Sarah Arran	Benjamin Mundy
Sarah Nash	Georgia Ellis
Jemima Eaton	

ANAPHYLAXIS TRAINING

The following staff have completed ANAPHYLAXIS TRAINING:

Ellie Wadie	Benjamin Mundy
Georgia Ellis	Anya Evans
Sarah Arran	Colin Zammit
Jemima Eaton	

ADMINISTERING MEDICATION IN SCHOOLS

The following staff have completed ADMINISTERING MEDICATION IN SCHOOLS TRAINING:

Ellie Wadie	Sarah Arran
Georgia Ellis	Sarah Nash
Jemima Eaton	Laura Amer
Benjamin Mundy	Colin Zammit

COVID-19 IMPORTANT INFORMATION - UPDATED SEPTEMBER 2020

If your child or anyone in your household displays symptoms of coronavirus (COVID-19), you must stay at home (self-isolate) and get a test immediately. You must then inform Redroofs.

Main symptoms:

The main symptoms of coronavirus are:

- a high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. Most people with coronavirus have at least 1 of these symptoms.

If you have any of the main symptoms of coronavirus:

Stay at home (self-isolate) - do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self isolate.

Get a test immediately - get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble should also get a test if they have symptoms.

Temperature checks on arrival* (Covid-19)

All children will have their temperatures checked upon arrival using a no touch thermometer. Guidelines will be updated as the Government advises.

If your child or anyone in your household is showing signs of fever, cough or is unwell, your child should not attend. If your child has a temperature of 38c or more, your child will not be permitted entry.

Any child who becomes unwell during the day or who shows symptoms will be immediately isolated and must be collected straight away by a parent. We expect all parents and families to make provision if they are not based in the local area. The adult supervising the child will wear full PPE clothing when dealing with a suspected case.

In this instance, you will receive a phone call. **We will call the numbers listed in your online medical form. You should have submitted this form prior to your child starting in September 2020.** In this situation, your child must undergo a Covid-19 test at a registered centre and proof of negative result sent to us by email before your child is readmitted.

Parents in your child's class bubble will be advised if the test is positive. Should a child or family member in the child's household test positive, we will be unable to offer a refund of course fees in this

instance.

If a member of a child's household tests positive for Covid-19, the child and the household members must self isolate for 14 days. The other children and staff in the child's bubble do not have to self isolate in this instance.

These actions are non-negotiable.

If a child or someone in the child's household has COVID-19 symptoms, your child must not attend classes. If there is a suspected case in a child or member of staff then they will self isolate for 10 days from when the symptoms started. The rest of the household will also need to isolate for 14 days. The other children/staff members within that bubble will not have to be sent home at this point.

If you or your child is returning from overseas or where the infection rate is high, you must check and observe the government and World Health Authority rules on quarantine and contact Redroofs to let us know by Monday 7th September. If you are even slightly suspicious you may have symptoms, or that anyone in your party has symptoms, please get tested immediately and stay at home.

Drop Off & Collection Protocol

Drop off and Collection should be made by a parent only. If your child is being collected by another person, we will need this in writing handed in to the front desk on arrival, together with a password.

Parents will not be allowed into the building at any time. Only one parent should accompany their child at drop off and pick up. Parents are asked to be punctual and adhere to their scheduled drop off and collection time. Wherever possible, messages should be passed to the office via email:

info@redroofs.co.uk

There is a 15 minute window during which you should drop off and collect your child. The drop off point will be at the front entrance of the building and clearly marked. The collection point will be at the side entrance of the building.

This is to ensure a one-way system when passing through the building.

Parents should not congregate on or around the school site. All adults must maintain social distancing to reduce the chance of transmitting the virus.

Please be aware that at times there will be busy sign in and sign outs. We will do all we can to welcome and release your child promptly however please bear with us that we must do this safely and this may take some time until the children are used to their new routine.

Drop Off System:

1. One parent will accompany their child to the front entrance of the building. Social distancing should be adhered to at all times.
2. When your child reaches the front door, they will have their temperature checked and will be asked to sanitise their hands. Once this is complete, the parent will be asked to leave.
3. Children will be accompanied by staff to their allocated classroom for their class.

Pick Up System:

1. One parent will come to the side entrance of the building. Social distancing should be adhered to at all times.
2. A staff member will ask the parent who they are collecting. They will then bring the child out. Please be patient. No parents may enter the building except in a genuine emergency.

Late Collections/Emergencies

In case of emergency, please telephone 01628 674092.

The Studio Experience at Redroofs

It is widely acknowledged that children, especially in the younger years are physically unable to completely socially distance from each other. As you may have read, all pupils will be organised into 'bubbles' and these bubbles will be distinct and separate. Although social distancing will be limited in these bubbles, handwashing and clearing of equipment and surfaces will be frequent to also minimise the chances of infection.

The children will be reminded about the importance of regular hand-washing and keeping a safe social distance from other bubbles. We have put up numerous posters and floor stickers to remind the children about social distancing.

Where possible, but complying with fire regulations, internal doors will be propped open to reduce the need to touch door handles and finger plates. To increase ventilation, windows will be opened in areas used by the children wherever possible.

Cleaning will be frequent and high touch areas will be wiped between classes.

Limited Site Access

To reduce the risk of visitors spreading the virus, the following has been put in place:

- All deliveries will be dropped at the front door
- Only essential maintenance staff will be allowed on site
- Parents will not be allowed on site. Any parent who enters the site in an emergency, is required by law to wear a face covering
- Only staff members will be permitted

We are constantly reviewing procedures and risk assessments to ensure we provide the safest possible environment for your child and make changes where we deem necessary.

Please support our efforts by following the guidelines.

Everyone's health and safety is our priority and we hope that, by reading this document, all parents and families are reassured that the school staff are taking every possible measure to create a happy, healthy and safe learning environment for all our community.