



The Tiffin Girls' School

Addendum to First Aid Policy

COVID-19 Pandemic September 2020

RATIONALE:

The following protocol is to be used to manage the treatment and support of students and staff who may be presenting with illness during the reopening of the school from 1 September 2020 onwards.

This protocol takes into consideration the following:

- It is possible that students or members of staff with COVID-19 may present themselves to staff onsite as unwell and will need to be supported.
- There could be an increase in transmission between unwell students/staff members who are all held in the same medical room.
- First aiders attending to unwell students/staff may be at an increased risk of infection of COVID-19
- The importance of maintaining a highly sanitised medical space.

Symptoms of COVID-19 include:

- a new, continuous cough
- a high temperature
- loss or change to sense of smell or taste
- shortness of breath

These symptoms are similar to other illnesses like cold/flu, asthma and infections. Having these symptoms does not mean that the student/staff member has COVID-19, but the school needs to be mindful that this could be the case and we will therefore act to limit any further transmission.

PROCESS FOR STUDENTS:

To assist with containing any potential transmission we will do the following for any student who presents **with any of the above symptoms**:

- First aiders will determine which symptoms they have or have had in the last five days;
- Students who are presenting with shortness of breath will be asked if they have a respiratory condition like asthma. If so, they will be encouraged to take their inhaler;
- Regardless of which of the symptoms they present, they will be held in the isolation room and their parents will be contacted to collect them or to advise the school on the arrangements the parents have made for collection of their child;
- Students will not be able to travel home on public transport.

All other medical concerns are to be treated as per usual first aider practice. For example, students presenting with a headache will be provided with water to drink, and they may have permission to take paracetamol if it is held in school. They will be monitored for 20 minutes in the medical room, and then if able they will be allowed to go back to their classroom

PROCESS FOR STAFF:

Staff who feel unwell either with or without symptoms of COVID-19 will leave site immediately after notifying the Cover co-ordinator and a member of the Senior Leadership Team. If they travelled to school by public transport, Reception will liaise with that member of staff regarding suitable arrangements for them to be collected or to travel by taxi (with a mask). If they are showing symptoms of COVID-19, the member of staff will wait in the Isolation Room if that is free, or outside the front of the school.

PROCESS FOR STAFF MANAGING MEDICAL ROOM AND ISOLATION ROOM:

- Students will be asked on entry to the medical or isolation room to wash or sanitise their hands thoroughly
- All coughs/sneezes need to be caught in a tissue and binned
- Where a student has been identified as having one or more symptoms of COVID-19 they will wait in the isolation room until parents collect them. We will ensure this room is well ventilated by opening the windows but the door will remain closed whenever the isolation room is occupied to reduce the risk of transmission.
- All surfaces in the medical and isolation rooms will be wiped down with appropriate cleaning products between students. If a student from the isolation room uses the allocated toilet, it will be closed for general use and deep cleaned by the day cleaner.

PERSONAL PROTECTIVE EQUIPMENT:

PPE is available to all first aiders and they have been directed to read updated guidance issued by the Health & Safety Executive on managing first aid during the COVID-19 outbreak. Where a student or member of staff has been identified as having one or more symptoms of COVID-19, the first aider should wear a fluid-resistant surgical face mask if the recommended distance between individuals cannot be maintained, as per government guidelines at the time. If contact with a child or young person is necessary, then disposable latex gloves, a fluid resistant disposable apron and a fluid-resistant surgical face mask and visor should be worn by the first aider.

ESCALATION:

Students: where a student has been identified as having one or more symptoms of COVID-19, the first aider should inform either the Assistant Head Pastoral Y7-11 or the Assistant Head Pastoral Y12-13. If neither of these are available, the Deputy Head or Headteacher should be informed.

Staff: where a staff member has been identified as having one or more symptoms of COVID-19, the first aider should inform the Deputy Head or Headteacher and the HR Director.

The school will follow the government guidance in place at the time: As at 7 August 2020 the government guidance states:

“If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)’, which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.”

In line with the guidance, where the child or, young person tests negative, they and the fellow household members can end their self-isolation.

Where the staff member tests negative, they can return to the school and their fellow household members can end their self-isolation.

COMMUNICATION OF POSITIVE TEST RESULTS

Where the child, young person or staff member tests positive, they will need to alert the school as follows:

Students: parents should email the school to notify the Headteacher of a positive test result on the email contact@tiffingirls.org. This email address is monitored during school hours by one member of staff who will forward the information to the Headteacher.

Staff: staff should email the HR Director and the Headteacher to notify of a positive test result.

Notifying parents and/or staff about infections within their form and/or teaching group: Any notifications of positive results will be made by the Headteacher to the relevant group. In all cases, the school will collect, use, process and share personal data of parents, students or staff in relation to COVID-19 in accordance with the relevant privacy notices and COVID-19 related Addenda.

Relevant students/staff members will be alerted by the school and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children, young people or staff may be asked to self-isolate at home as a precautionary measure – possibly the whole site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.