



Garlinge Primary School and Nursery

Covid-19 Safeguarding Addendum – October 2020

To be read in consultation with the Safeguarding Policy and Procedures

First Aid

We have 35 Paediatric trained first aiders on site.

- Teaching Assistants have accessed training on Educare in;
 - First Aid Essentials 2018
 - Administration of Medication in Schools
- Minor First Aid is administered within classroom pods, by a Paediatric First Aider or Teaching Assistant trained in First Aid Essentials
- Any medication is administered by a member of the Welfare team or TA trained in the Administration of Medication in School
- First Aid is recorded using a class book and the information is uploaded to the first aid log by a member of the Welfare Team or the Safeguarding Admin Assistant.



Key Stage 2 Medical Room Procedure

The Key Stage 2 Medical room will be used as an Isolation Room for pupils or adults with Covid-19 symptoms.

These symptoms include:

- **High temperature** – temperature of 37.8° or above.
- **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).
- **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.

If an adult presents with any of these symptoms:

1. On entering the medical room they will be given a mask to wear.
2. The member of medical staff will then need to put on appropriate PPE (gloves, mask, apron and face shield if needed). A supply of these will be kept by the sink area in the medical room for easy and safe access.
3. The door needs to be closed and the windows opened.
4. No entry sign to be put on the door.
5. Temperature to be taken with noncontact thermometer, if not already been done.
6. The adult will sit on the chairs nearest the door and not touch anything unnecessarily to prevent cross contamination.
7. The medical staff are to call a member of SLT.
8. The adult is to stay in the isolation room at all times unless leaving the building to go home. If the fire alarm sounds, then the adult and medical staff will use the nearest exit to leave the building, then once outside will need to social distance from any other person. The member of medical staff will need to stay with the adult but staying at least 2 metres away.
9. From the medical room, the adult will be escorted to the nearest exit to be able to go home.
10. They will need to book a test through the www.NHS.uk/coronavirus website. If they are unable to use the website they can call 119.
11. They will also be told that they are expected to self-isolate for 10 days and anyone they live with must self-isolate for 14 days.
12. Once the adult has left, the medical room cannot be used until it has been cleaned, following the cleaning procedures at the end of this document.

If a child presents with any of these symptoms:

1. On entering the medical room they will be asked to sit on the line of chairs by the door.
2. The member of medical staff will then need to put on appropriate PPE (gloves, mask, apron and face shield if needed). A supply of these will be kept by the sink area in the medical room for easy and safe access.
3. The door needs to be closed and the windows opened.
4. No entry sign to be put on the door.

5. The child's temperature will be taken, if not already been done.
6. The medical staff are to call a member of SLT.
7. The medical staff are to call the child's parents to get them to pick their child up as soon as possible. Any siblings will need go home. Medical staff will contact the office to request the siblings be collected from their classrooms.
8. The child is to stay in the isolation room at all times unless leaving the building. If the fire alarm sounds, then the child and medical staff will use the nearest exit to leave the building, then once outside will need to social distance from any other person. The medical staff will need to stay with the child, adhering to social distancing as much as possible depending on age and needs.
9. Once their parent has arrived, the child will be escorted to their parents / carers out of the nearest door onto Key Stage 2 playground, down to the hall, through the hall if not occupied, through the office and out into the car park area where the parent/carer will be waiting. The medical staff will need to wear PPE until the parent/carer has collected the child.
10. They will be told that the child is expected to self-isolate for 10 days and anyone they live with (whether showing symptoms or not) must self-isolate for 14 days.
11. They will need to book a test through the www.NHS.uk/coronavirus website. If they are unable to use the website they can call 119.
12. Once the child has left, the medical room cannot be used until it has been cleaned, following the cleaning procedures at the end of this document.

Cleaning Procedures:

- ❖ Putting on clean gloves and apron,
- ❖ Using a disposable cloth, clean all hard surfaces with warm soapy water.
- ❖ Pay particular attention to frequently touched areas such as door handles.
- ❖ Then disinfect these surfaces with normal household disinfectant.
- ❖ If there is heavy contamination such as bodily fluids than a mask and face shield should be worn to protect eye, mouth and nose.
- ❖ All contaminated items are to be double bagged, then safely stored for 72 hours. They can then be thrown away with general waste. However, if it contains bodily fluids that the yellow hazardous bin is to be used.
- ❖ Hands to be washed for at least 20 seconds with soap and warm water.
- ❖ Once thoroughly cleaned, the sign from the door can be removed and the medical room is able to be used again.

Written on 03/06/2020

Reviewed and Updated Regularly. Last Update - 01/10/2020

This procedure has been written with reference to:

Garlinge Primary School and Nursery Covid-19 Risk Assessment (02/06/2020) Last Update - October 2020

[NHS Website](#)

[UK Government Website](#)