

Hope SENTAMU LEARNING TRUST

FIRST AID POLICY

THIS POLICY APPLIES TO THE HOPE SENTAMU LEARNING TRUST BOARD, THE CENTRAL TEAM, ALL TRUST SCHOOLS/ACADEMIES AND THE WORKFORCE DEVELOPMENT TEAM

Important coronavirus (COVID-19) update

Appendix 1 of this policy provides details on managing first aid procedures during the coronavirus (COVID-19) pandemic.

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Signed by:

_____ **Chief Executive Officer** **Date:** _____

_____ **Chair of Resources
Committee** **Date:** _____

Policy Updates

Date	Page	Policy updates
Sept 2021		New Policy

Statement of intent

Hope Sentamu Learning Trust (HSLT) is committed to providing emergency first aid provision to deal with accidents and incidents affecting staff, pupils and visitors.

Academies/schools will take every reasonable precaution to ensure the safety and wellbeing of all staff, pupils and visitors.

Under Health and Safety legislation employees have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

This policy aims to:

- Ensure that academies/schools have adequate, safe and effective first aid provision for every pupil, member of staff and visitor to be well looked after in the event of any illness, accident or injury, no matter how major or minor.
- Ensure that staff, trustees and governors are aware of their responsibilities with regards to health and safety.
- Ensure that staff and pupils are aware of the procedures in the event of any illness, accident or injury.
- Ensure that medicines are only administered at schools when express permission has been granted for this.
- Ensure that all medicines are appropriately stored.
- Promote effective infection control.

Nothing in this policy will affect the ability of any person to contact the emergency services in the event of a medical emergency. For the avoidance of doubt, staff should dial 999 in the event of a medical emergency before implementing the terms of this policy and make clear arrangements for liaison with ambulance services on the academy/school site/s.

1. Legal framework

1.1 This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Health and Safety (First Aid) Regulations 1981
- The Management of Health and Safety at Work Regulations 1999
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
- The reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR) 2013
- The Education (Independent School Standards) Regulations 2014
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2000) 'Guidance on first aid for schools'
- DfE (2019) 'Automated external defibrillators (AEDs)'
- DfE (2017) 'Statutory framework for the early years foundation stage'

1.2 The policy is implemented in conjunction with the following school policies:

- Health and Safety Policy (*Trust policy*)
- Supporting Pupils with Medical Conditions Policy and Administering Medication Policy (*Trust policy*)
- Behavioural Policy (*Academy/School policy*)
- Child Protection and Safeguarding Policy (*Trust policy*)
- Lone Working Policy (*Academy/School policy*)
- Educational Visits and School Trips Policy (*Academy/School policy*)

2. Roles and responsibilities

2.1. The Trust's Responsibilities

- The Trust is responsible for ensuring that this policy and the related procedures are implemented effectively.
- Ensure that insurance arrangements provide full cover for any potential claims arising from actions of staff acting within their scope of their employment.
- Ensure that responsibilities for Health and Safety, including the provision and management of first aid is effectively assigned, accepted and managed at all levels. This duty is delegated to others within the Trust.

2.2. The **Principal/Headteacher** has ultimate responsibility for the health and safety matters at each academy/school and is responsible for:

- The implementation of this policy and its related procedures.
- Ensuring that all staff and parents are made aware of the academy's/school's policy and arrangements regarding first aid.
- Ensuring that all staff are aware of the locations of first aid equipment and how it can be accessed, particularly in the case of an emergency.
- Ensuring that all risk assessments are completed and appropriate measures are put in place.
- Ensuring that there is a sufficient number of appointed first aiders within the academy/school.
- Ensuring that appropriate and sufficient first aid training is provided for staff and ensuring that processes are in place to validate that staff who have undertaken training have sufficient understanding, confidence and expertise in carry out first aid duties.
- Ensuring that adequate space is available for catering to the medical needs of pupils.
- Reporting specified incidents to the Trust Operations Manager (TOM) who will manage the reporting of applicable incidents to the Health and Safety Executive in collaboration with the academy/school.

2.3. **Staff** are responsible for:

- Ensuring that they have sufficient awareness of this policy and the outlined procedures, including making sure that they know who to contact in the event of any illness, accident or injury.
- Endeavouring at all times to secure the welfare of the students/pupils at academy/school.
- Making students/pupils aware of the procedures to follow in the event of illness, accident or injury.
- Informing the Principal/Headteacher or their Line Manager of any specific health conditions or first aid needs.

2.4. **First aiders** are responsible for:

- Administering immediate first aid to pupils, staff or visitors.
- Completing and renewing training as per guidance.
- Ensuring that they are comfortable and confident in administering first aid.
- Ensuring that they are fully aware of the content of this policy and any procedures for administering first aid, including emergency procedures.
- Ensuring first aid provision/supplies are appropriate for the environment and, where applicable in date.

2.5. In schools with Early Years Foundation Stage provision, at least 1 person who has a current paediatric certificate must be on the premises at all times.

In all settings the Principal/Headteacher must usually have a sufficient number of suitably trained first aiders to care for pupils and staff in case they are injured at school/work. However, the minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements. The academy/school will ensure that the appointed persons are trained appropriately.

2.6. The appointed person is responsible for:

- Overseeing the academy's/school's first-aid arrangements.
- Taking charge when someone is injured or becomes ill.
- Looking after the first-aid equipment, e.g. restocking the first aid container/s.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Partaking in emergency first aid training, and refresher training where appropriate.
- Maintaining injury and illness records as required.
- Inspection of Automated External Defibrillator (AED) annually.

3. First aid provision

3.1. Each academy/school will review its first aid needs (at least annually), and particularly after any changes, to ensure the provision is adequate. Where minimum numbers of trained first aiders are set, these should be monitored to ensure that these standards are being met. When considering how many first aid personnel are required, the Principal/Headteacher should consider the following:

- Adequate provision for lunchtime and breaks. It is good practice to encourage lunchtime supervisors to have first-aid training.
- Adequate provision for leave and in case of absences.
- Adequate provision for off-site activities, i.e school trips.
- Adequate provision for practical departments, such as Science, Design Technology and PE.

3.2. The academy/school will have suitably stocked first aid boxes in line with the assessment of needs. A typical first aid kit will include the following:

- A leaflet giving general advice on first aid
- 20 individually wrapped sterile adhesive dressings, of assorted sizes
- 2 sterile eye pads
- 4 individually wrapped triangular bandages, preferably sterile
- 6 safety pins

- 6 medium-sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large-sized (approximately 18cm x 18cm) individually wrapped sterile unmedicated wound dressings
- 1 pair of disposable gloves
- Scissors

Specialist provision may be required for practical departments, i.e. eye wash, etc.

- 3.3. The appointed person will routinely examine the contents of first aid boxes, including any mobile first aid boxes for offsite use - these will be frequently checked and restocked as soon as possible after use. Items will be safely discarded after the expiry date has passed.
- 3.4. First aid notices will be clearly displayed throughout the academy/school with information on the names and locations of first aiders to ensure that pupils and staff know who they must contact in the event of illness or injury.
- 3.5. First aid boxes are in the following areas:

Location
Reception
DT Office
Science Preparation room

4. First aiders

- 4.1. The main duties of first aiders will be to administer immediate first aid to pupils, staff or visitors.
- 4.2. Each academy/school will ensure that all first aiders hold a valid certificate of competence, issued by an HSE-approved organisation. First Aid at Work certificates are valid for **three years**.
- 4.3. Each academy/school will be mindful that many standard first aid at work training courses do not include resuscitation procedures for children, and will consequently ensure that appropriate training is secured for first-aid personnel where this has not already been obtained.
- 4.4. Each academy/school will ensure that refresher training and retesting of competence is arranged for first aiders before certificates expire.
- 4.5. The current first aid appointed person(s) are:

Name	Location	Date of first aid qualification
Kerry Rafton	PE	17 th September 2023
Jo Smith	Data and Attendance Officer	6 th January 2022
Caroline Webster	Support Staff	6 th January 2022
Sarah Denham	PE	20 th June 2021
Nick Dale	PE	5 th October 2023
Liz Lewis	Science Technician	30 th September 2023
Andrew Patchett	Student Support	6 th January 2022
Heather Dack	Student Support	6 th January 2022
Jane Wright	Support Staff	6 th January 2022
Angela Wilson	SEND Support	6 th January 2022
Karen Tomlinson	Receptionist	30 th September 2023
Karen Bramhill	Librarian	30 th September 2023
Enid Bramley	SEND Support	20 th October 2023

- 4.6. Each academy/school will ensure that there is always a sufficient number of first-aid personnel available on site at all times to provide adequate cover to all areas of the school.
- 4.7. In line with government guidance, in Early Years Foundation stage provision, and taking into account staff: child ratios, the academy/school will ensure that there is at least **one** member of staff with a current and full Paediatric First Aid (PFA) certificate on the premises and available at all times when pupils are present, and accompanying pupils on any and all outings taken.
- 4.8. All staff members will be made aware that agreeing to become a first aider for the academy/school is strictly on a voluntary basis and that they should never feel pressured to take on this role.
- 4.9. When selecting first aiders, the academy/school will follow the criteria laid out in government guidance, considering the individual's:
- Reliability and communication skills.
 - Aptitude and ability to absorb new knowledge and learn new skills.
 - Ability to cope with stressful and physically demanding emergency procedures.
 - Normal duties - a first aider must be able to leave to go immediately to an emergency.

5. Automated External Defibrillators (AEDs)

- 5.1. Where an academy/school has procured an AED its location will be clearly signposted and communicated to all staff. It is advised that these devices should not be locked away, as it is important that these devices can be accessed quickly.
- 5.2. Where the use of the AED is required, individuals will follow the step-by-step instructions displayed on the device.
- 5.3. **Primary schools only.** Where possible, AEDs will be used in paediatric mode or with paediatric pads for pupils under the age of eight.
- 5.4. A general awareness briefing session, to promote the use of AEDs, will be provided to staff on an annual basis. It is recommended that all First Aiders undertake AED training to build up confidence when using.
- 5.5. Maintenance checks are undertaken weekly by the site management team who will maintain an up-to-date record of all checks and maintenance work.

6. In-School Procedures

- 6.1. If an incident, illness or injury occurs, the member of staff in charge will assess the situation and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- 6.2. If the first aider does not consider that they can adequately deal with the situation presented, they will call for further assistance from a colleague. They will remain on scene until help arrives.
- 6.3. Where an initial assessment by the first aider indicated a moderate to serious injury has been sustained, or the individual(s) has become seriously unwell, the appointed person will call 999 immediately.
- 6.4. Where necessary, a trained staff member will administer emergency help and first aid to the injured person.
- 6.5. Where the injured or unwell individual(s) is a pupil, the following process will be followed:
 - The appointed person calls 999 immediately and follows the instructions of the operator - this may include the administering of emergency first aid by the trained first aider.
 - Where an ambulance is required, a staff member accompanies the pupil in the ambulance and the appointed person calls the pupil's parent/carer as soon as possible to inform them of the course of action taken. The staff member remains with the pupil at the hospital until a parent/carer arrives.

- 6.7. Responding staff members will see to any pupils who may have witnessed the incident and who may be worried, despite not being directly involved.
- 6.8. Once the above action has been taken, details of the incident will be reported promptly to:
 - The Principal/Headteacher
 - The parents/carers of the pupil/s
 - The Trust Operations Manager

7. Reporting accidents and record keeping

- 7.1. In the event of incident or injury to a pupil, a parent/carer will be informed as soon as practicable.
- 7.2. Parents/carers will be informed of any injury to the head, whether minor or major, and be given guidance on the action to take if symptoms develop.
- 7.3. In the event of a serious injury or an incident requiring emergency medical treatment, the **Principal/Headteacher** will inform the CEO/COO immediately and then telephone the pupil's parents.
- 7.4. A list of emergency contacts will be kept at the academy/school office.
- 7.5. The academy/school will ensure that records are kept of any injuries, accidents or illnesses, as well as any first aid treatment that is given via their own recording procedures - this will include:
 - The date, time and place of the incident.
 - The name and class of the injured or ill person.
 - Details of the injury or illness and what first aid was given.
 - What happened to the person immediately afterwards, e.g. whether they were sent home or went back to class.
 - Name and signature of the first aider or person dealing with the incident.
- 7.6. The Principal/Headteacher will ensure that any reportable injury, incident or accident under Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR) will be reported to the TOM in a detailed and timely manner. The TOM will lead and manage the reporting of applicable incidents to the Health and Safety Executive (HSE) or Local Authority (LA).

An example of the incidents that sometimes result from schools' activities and are reportable under RIDDOR:

Injuries and Ill Health Involving Employees

Work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working: accidents which result in death or a specified injury must be reported without delay; accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days) must be reported within 15 days of the accident.

Reportable specified injuries. These include:

- fractures, other than to fingers, thumbs and toes;
- amputations;
- any injury likely to lead to permanent loss of sight or reduction in sight;
- any crush injury to the head or torso causing damage to the brain or internal organs;
- serious burns (including scalding), which: cover more than 10% of the body; or
- cause significant damage to the eyes, respiratory system or other vital organs;
- any scalping requiring hospital treatment;
- any loss of consciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness; or
 - requires resuscitation or admittance to hospital

Injuries Involving Pupils and Other People Not At Work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- the death of the person, and arose out of or in connection with a work activity; or
- an injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Dangerous Occurrences

Reportable dangerous occurrences in schools typically include:

- the collapse or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness;
- the accidental release or escape of any substance that may cause a serious injury or damage to health;
- an electrical short circuit or overload causing a fire or explosion.

The above are examples only and is not an exhaustive list. Further guidance can be obtained by visiting HSE website (<https://www.hse.gov.uk/pubns/edis1.pdf>).

8. Offsite visits and events

- 8.1. Before undertaking any offsite visits or events, the teacher organising the trip or event will assess the level of first aid provision required by undertaking a suitable and sufficient risk assessment of the visit or event and the persons involved.
- 8.2. For more information about the academy/school's educational visit requirements, please see the academy/school's Educational Visits and School Trips Policy.
- 8.3. Transport Regulations require that all minibuses have on-board a first aid container.

9. Storage of medication

- 9.1. Medicines will be stored securely and appropriately in accordance with individual product instructions.
- 9.2. Prescription medicines will be stored in the original container in which they were dispensed, together with the prescriber's instructions for administration, and properly labelled, showing the name of the patient, the date of prescription and the date of expiry of the medicine. Non-prescription medicines will not be stored or administered by the academy/school.
- 9.3. Non-prescription medicines may only be administered in exceptional circumstances, and in the following situations:
 - When it would be detrimental to the student's/pupil's health not to do so.
 - When instructed by a medical professional, for example, if a pupil suffers a severe allergic reaction a 999 responder may instruct the use of an EpiPen.
- 9.4. If an academy/school does need to use these exceptional circumstances, this will be recorded on an administration of medication form, detailing the circumstances and the reasons for administering a non-prescribed medicine. Parents/carers must also be informed immediately.
- 9.5. At the end of the academic year, medicines brought in by pupils will be returned to their parents for safe disposal when they are no longer required or have expired. Any unwanted medication will be disposed of using appropriate channels.
- 9.6. An emergency supply of medication will be available for pupils with medical conditions that require regular medication or potentially lifesaving equipment, e.g. an EpiPen.

- 9.7. Parents/Carers will advise the academy/school when a child has a chronic medical condition or severe allergy so that an Individual Healthcare Plan (IHP) can be implemented and staff can be trained to deal with any emergency in an appropriate way. Examples of this include epilepsy, diabetes and anaphylaxis. A disclaimer will be signed by the parents in this regard.

10. Illnesses and Allergies

- 10.1. When a pupil becomes ill during the school day, the parents/carers will be contacted and asked to pick their child up as soon as possible.
- 10.2. A quiet area will be set aside for withdrawal and for pupils to rest while they wait for their parents to pick them up. Pupils will be monitored during this time.
- 10.3. Where a pupil has an allergy, this will be addressed via their IHP and in conjunction with the Trust's Allergen and Anaphylaxis Policy.

11. Consent

- 11.1. Parents/Carers will be asked to complete and sign a medical consent form when their child is admitted to the academy/school, which includes emergency numbers, alongside details of allergies and chronic conditions - these forms will be updated at the **start** of each school year.

12. Confidentiality

- 12.1 The Principal/Headteacher and staff should always treat medical information confidentially. It should be agreed with the parent/carer who else should have access to records and other information about a young person.

13. Monitoring and review

- 13.1. This policy will be reviewed **annually** by the Trust and any changes communicated to all academies/schools.
- 13.2. Staff will be required to familiarise themselves with this policy. Staff will be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.
- 13.3. The next scheduled review date for this policy is detailed on the cover page.

First Aid Procedures during the Coronavirus (COVID-19) Pandemic

Statement of intent

Hope Sentamu Learning Trust aims to act in accordance with the First Aid Policy set out above as much as possible; however, we understand that we must remain compliant with the relevant first aid legislation while each academy/school observes social distancing and infection control guidelines during the coronavirus (COVID-19) pandemic. This appendix sets out what additional actions the Trust is taking.

The information in this appendix is under constant review and kept up-to-date to reflect any changes to national or local guidance.

1. Legal framework

- 1.1 This appendix has due regard to the relevant statutory guidance, including, but not limited to, the following:
- HSE (2020) 'First aid during the coronavirus (COVID-19) pandemic'
 - DfE (2020) 'Guidance for full opening: schools'

2. Enforcing new procedures

- 2.1 The academy/school has carried out a risk assessment specific to the provision of first aid during the coronavirus pandemic, taking into account factors such as the needs of clinically vulnerable individuals.
- 2.2 The academy/school ensures that additional first aid procedures are communicated effectively to all pupils.
- 2.3 Staff are informed about their legal responsibilities regarding first aid and the additional procedures in place.
- 2.4 The academy/school informs parents/carers of any changes to provision outlined in this policy.
- 2.5 All first aiders shall be informed of the results of the risk assessment to ensure that they are confident with providing the right assistance, including knowing what equipment they should use to minimise the risk of infection transmission.

- 2.6 The Trust acknowledges that where conflicts between the relevant legislation and government guidance on managing the coronavirus pandemic arise, the legislation outlined in Section 1 of this policy must be followed.

3. Social distancing and infection control measures

- 3.1 When administering first aid, the relevant staff are advised to:

- Wash their hands before and after administering first aid, using soap and water or alcohol-based hand sanitiser.
- Dispose of any waste in a suitable bin.
- Ensure frequently touched surfaces and equipment have been cleaned and disinfected before use.
- Keep at least two metres away from others, where practicable.
- Interact side-by-side where administering first aid requires interaction within two metres.
- Minimise the duration of face-to-face contact where side-by-side interaction is not possible.
- Limit the number of people administering first aid in each incident.
- Ensure that all recipients of first aid are kept at least two metres apart from others, e.g. other recipients.
- Ensure that first aid is administered in a designated location, where possible, to minimise the spread of infection and any cleaning requirements.

4. Personal Protective Equipment

The academy/school acknowledges that the use of PPE is not required to administer first aid in most circumstances, with the exception of paragraph 8.3.

5. First aiders

- 4.1 The academy/school ensures that there is a minimum of **two** trained first aiders on site during school hours.
- 4.2 The academy/school ensures that there is a minimum of **two** trained first aiders on site for the duration of any wrap-around care provision, e.g. a breakfast club.
- 4.3 **Early Years settings:** Where children aged 2 to 5 are on site, with no children aged below 24 months, the setting ensures reasonable endeavours are made to have someone with a full (Paediatric First Aid) PFA certificate on site at all times. If all steps

outlined in the DfE's [statutory guidance on the EYFS](#) are exhausted and the setting cannot meet this requirement, a risk assessment will be conducted and the setting will ensure someone with a current First Aid at Work or emergency PFA certificate is on site at all times.

- 4.4 Where a first aider must be sent home due to showing symptoms of coronavirus, the academy/school ensures that the minimum number of first aiders on site is maintained and arranges cover where necessary.
- 4.5 Where cover must be arranged, the academy/school ensures that:
- Adequate cover is in place before the member of staff leaves the premises.
 - In the event that the member of staff must lawfully remain on site, the individual is isolated in a designated room and follows the academy's/ school's social distancing and infection control measures.
 - Symptomatic individuals strictly do not administer first aid.

6. First aid training

- 6.1 First aiders' training is kept up-to-date.
- 6.2 The academy/school will ensure that any first aider whose First Aid at Work or Emergency First Aid at Work certificate expired after 16 March 2020 receives requalification training as soon as possible.
- 6.3 Where a first aider is unable to complete refresher training due to the coronavirus pandemic, they are instructed to:
- Check if they are eligible for an extension.
 - Undertake any training that can be done online where face-to-face training is not required or available.
- 6.4 **Early Years settings:** If PFA certificate requalification training is prevented due to the coronavirus pandemic, and all reasonable steps have been taken to access the training, staff may be eligible to have the validity of their current certificates extended for up to three months. The setting will use its best endeavours to arrange requalification training at the earliest opportunity.

7. Administering and handling medication

- 7.1 When administering medication, staff will be expected to:
- Adhere to the academy's/school's social distancing and infection control measures as much as possible.

- Minimise the time spent in close proximity to others where maintaining a distance of two metres is not possible - staff should use side-by-side interaction with others instead.
 - Minimise face-to-face contact where side-by-side interaction is not practical.
- 7.2 The academy/school acknowledges that the use of PPE is not required to administer medication in most circumstances, with the exception of paragraph 8.3.
- 7.3 When handling and storing medication, staff are advised to:
- Wash their hands for at least 20 seconds with soap and water or use an alcohol-based hand sanitiser before and after they handle medication.
 - Wash and disinfect frequently touched surfaces before contact, including any receptacles for storing medicine, where required.
 - Minimise the number of people handling medication.
 - Ensure that medication or medical equipment brought in from home is safe to be taken home again.

8. Ill health and infection

- 8.1 Where an individual must wait on the academy/school premises to go home when showing symptoms of coronavirus, staff ensure that:
- A suitably trained member of staff administers medication to help manage the individual's symptoms, where required, e.g. paracetamol to combat a high temperature.
 - The individual is isolated in a cool, well-ventilated, designated area.
 - They adhere to the academy's/school's social distancing and infection control measures.
 - Areas used by the individual are cleaned and disinfected once they leave, e.g. toilets.
- 8.2 In the event that a symptomatic individual requires first aid or medication, and a distance of two metres is practical and can be maintained, staff follow the procedures in item 3 of this appendix.
- 8.3 Staff wear PPE when required to administer first aid or medication to a symptomatic individual if a distance of two metres cannot be maintained, e.g. the pupil is very young or has complex needs.
- 8.4 If a member of staff has helped care for a symptomatic individual and develops symptoms themselves, they are sent home immediately.

- 8.5 In the event that a first aider develops coronavirus symptoms, they will be sent home immediately.

9. Emergencies

- 9.1 Accidents and emergencies are managed in line with section 7 of the main body of this policy.
- 9.2 When administering emergency first aid, social distancing restrictions do not apply.
- 9.3 The appointed person calls 999 immediately if a symptomatic individual becomes severely unwell or their life is at risk.
- 9.4 Parents who must collect their unwell child from the academy/school are informed that they must call 999 if their child becomes severely unwell or their life is at risk.
- 9.5 In the case that someone becomes seriously ill and CPR is required, the responding staff member should adhere to the following procedure:
- Call 999 immediately - tell the call handler if they patient is exhibiting any coronavirus symptoms.
 - If a portable defibrillator is available, ensure that it is used by someone who has been trained to operate it.
 - Before starting CPR, use a cloth or a towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation.
 - Use PPE, including a fluid-repellent face covering, disposable gloves, eye protection and an apron or other suitable covering.
 - Deliver CPR by using chest compressions and a defibrillator, if available and appropriate - do not use rescue breaths.
 - After delivering first aid, ensure that any disposable items are discarded, and reusable items are thoroughly cleaned.
 - Wash hands thoroughly with warm, soapy water.

10. Monitoring and review

- 10.1 This appendix is reviewed by the Trust in reaction to any new government advice.
- 10.2 The date of the next review is detailed on the cover page of the main policy.
- 10.3 Once the academy/school resumes regular activity, and if deemed appropriate by the Trust, all sections within this appendix will expire.