



STEWARDS ACADEMY

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1. Aims

The aims of our first aid policy are to:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

2. Legislation and guidance

This policy is based on advice from the Department for Education on [first aid in schools](#) and [health and safety in schools](#), and the following legislation:

- [The Health and Safety \(First Aid\) Regulations 1981](#), which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- [The Management of Health and Safety at Work Regulations 1992](#), which require employers to make an assessment of the risks to the health and safety of their employees
- [The Management of Health and Safety at Work Regulations 1999](#), which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#), which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- [Social Security \(Claims and Payments\) Regulations 1979](#), which set out rules on the retention of accident records
- [The Education \(Independent School Standards\) Regulations 2014](#), which require that suitable space is provided to cater for the medical and therapy needs of pupils

This policy complies with our funding agreement and articles of association.

3. Roles and responsibilities

The minimum legal requirement is to have an 'appointed person' to take charge of first aid arrangements, this person is not required to be a trained first aider.

3.1. Appointed person(s) and first aiders

The appointed first aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Keeping individual health care plans of students up to date on the management information system – SIMS

First Aiders at work are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)

Stewards Academy first aiders are listed in appendix 1. Their names are also displayed prominently around the school.

3.2. The Headteacher and Leadership Team

The Headteacher and Leadership Team are responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of appointed persons and/or trained first aid personnel are always present in the school
- Ensuring that first aiders have an appropriate qualification where appropriate, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

3.3. Staff

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider or appointed person is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

4. First aid procedures

All first aid trained staff and appointed first aid staff should follow the procedures in 4.1 below:

4.1. In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position
- If the first aider judges that a pupil is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers
- If emergency services are called, the first aider will contact parents/carers immediately
- The first aider will complete an accident report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- Parents/carers may be informed of an injury or where treatment was required in school as deemed necessary

In the event of any of the following incidents an ambulance may be called to the school site:

- Significant Injury
- Head Injury
- If bleeding cannot stop.
- In the event of a period of unconsciousness.
- Asthma attack
- A concern for the medical wellbeing of a pupil

4.2. Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

Risk assessments will be completed by the relevant member of staff who has assumed the responsibility of trip leader *prior* to any educational visit that necessitates taking pupils off school premises.

5. First aid equipment

All equipment/medicines to remain in the medical room. Vomit bowls/ice packs should be disposed of in line with hygiene protocols in bags in First Aid.

Epipens and Asthma pumps are stored in a locked area in the medical room.

Defibrillators are stored in the Medical Room, Sports Hall and Swimming Pool Reception.

5.1. A typical first aid kit in our school will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

5.2. First aid kits are stored in:

- Medical room
- Student Services
- Reception (at the desk)
- Science Department – Coffee room
- Technology and Food Tech Department
- Each department including Maths, English, ICT, The Bridge, Art, MFL, PE
- The school kitchens
- School vehicles
- Site Office

6. First aid and accident record book

- An accident form will be completed by the first aider or the relevant member of staff on the same day or as soon as possible after an incident resulting in an injury
- As much detail as possible should be supplied when reporting an accident, including all of the information included in the accident form at appendix 2
- A copy of the accident report form will be uploaded to the academy's accident report software

6.1. Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

6.2. Reporting to the HSE

The first aider will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The first aider in association with the Health and Safety co-ordinator or a member of the leadership team will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident.

Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - 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)
 - 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 for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - 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

Information on how to make a RIDDOR report is available here: [How to make a RIDDOR Report, HSE](http://www.hse.gov.uk/riddor/report.htm) <http://www.hse.gov.uk/riddor/report.htm>

6.3. Reporting to Ofsted and child protection agencies

The Designated Safeguarding Lead will notify Ofsted of any serious accident, illness, or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The DSL will also notify the local authority of any serious accident or injury to, or the death of, a pupil while in the school's care.

7. Training

All school staff can undertake first aid training if they would like to.

All first aiders must have completed a training course and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until (see appendix 3).

Staff are encouraged to renew their first aid training when it is no longer valid.

8. Monitoring arrangements

This policy will be reviewed by the Head of Administration every 2 years.

At every review, the policy will be approved by the co-principals and Trust Board.

9. Links with other policies

This first aid policy is linked to the

- Health and safety policy
- Policy on supporting pupils with medical conditions

Appendix 1: list of first aid staff and validation of certificate

Name	Course	Course provider	Renewal Date
Nicola Arnold	First Aid at Work Training	Safeguards uk	Oct-23
Neil Mann	First Aid at Work Training	Safeguards uk	Oct-23
Katie Lucas	First Aid at Work Training	Safeguards uk	May-21
Hayley Taylor	First Aid at Work Training	Safeguards uk	Nov-20
Josie Sherwin	First Aid at Work Training	Safeguards uk	Sep-21
Jade Spowart	First Aid at Work Training	Safeguards uk	Sep-21
Vicki Smith	First Aid at Work Training	Safeguards uk	Sep-22
Tom Hockham	First Aid at Work Training	Safeguards uk	Sep-21
George Strachan	First Aid at Work Training	1st Response	Jan-23
Charlotte Venebles	First Aid at Work Training	Tutor Care	Jan-21
Fiona Batteley	First Aid at Work Training	Safeguards uk	Sep-22
Andrew Saunders	First Aid at Work Training	Safeguards uk	Nov-20
Daniella Pelka	First Aid at Work Training	Safeguards uk	Sep-22
Clyde Morgan	First Aid at Work Training	St John's Ambulance	Nov-23
Sian Hunt	First Aid at Work Training	Safeguards uk	Sep-22
Deborah Leech	First Aid at Work Training	Safeguards uk	Sep-22
Sara Brooks	First Aid at Work Training	Safeguards uk	Sep-21
Emma Coulson	First Aid at Work Training	Safeguards uk	Apr-21
Ben Ford	First Aid at Work Training	Safeguards uk	Nov-20
Tim Ford	First Aid at Work Training	Safeguards uk	Sep-22
Vicki Smith	Asthma and Anaphylaxis Training	Virgin Care	Dec-20
Linda Sams	Asthma and Anaphylaxis Training	Anaphylaxis Association	Nov-21
Sian Hunt	Asthma and Anaphylaxis Training	Virgin Care	Dec-20
Sara Brooks	Asthma and Anaphylaxis Training	Anaphylaxis Association	Oct-21
Hayley Taylor	Asthma and Anaphylaxis Training	Anaphylaxis Association	Nov-21
Vicki Smith	Diabetes Training	Diabetes Team	Mar-21
Linda Sams	Diabetes Training	Virtual college	Jul-21
Sara Brooks	Diabetes Training	Diabetes Team	Jul-21
Sian Hunt	Diabetes Training	Diabetes Team	Mar-21

Named contacts for courses

Dave Thurgood - dave@safeguardsuk.com

St John Ambulance - Via website

allergywise.org.uk (Anaphylaxis Association)

Maxine Durham (school nurse - Virgin Care)

Clare Morris - Diabetic nurse

Mandy Stephenson - Diabetic nurse

Daniella DaMota - Diabetic dietician

Appointed Persons

Ben Ford – Health and Safety co-ordinator

Lin Sams – First Aid co-ordinator

Section 6: CAUSE OF THE ACCIDENT?					
<input type="checkbox"/> Physical contact (not assault)	<input type="checkbox"/> Fire	<input type="checkbox"/> Moving vehicle	<input type="checkbox"/> Bite		
<input type="checkbox"/> Chemical exposure	<input type="checkbox"/> Falling objects	<input type="checkbox"/> Physical assault	<input type="checkbox"/> Struck against		
<input type="checkbox"/> Collapse of structure	<input type="checkbox"/> Contact heat	<input type="checkbox"/> Sport or physical training	<input type="checkbox"/> Struck by		
<input type="checkbox"/> Contact electricity	<input type="checkbox"/> Infectious agent	<input type="checkbox"/> Psychological	<input type="checkbox"/> Stress/trauma		
<input type="checkbox"/> Hazardous substance	<input type="checkbox"/> Fall from height	<input type="checkbox"/> Road traffic accident	<input type="checkbox"/> Other (please specify)		
<input type="checkbox"/> Machinery in operation	<input type="checkbox"/> Manual handling	<input type="checkbox"/> Slips, trips and falls			
Section 7: FOLLOWING THE ACCIDENT					
Was first aid treatment given?	<input type="checkbox"/> Yes	By Whom			
	<input type="checkbox"/> No	Why not			
Immediately following the accident the injured person:	<input type="checkbox"/> Continued working <input type="checkbox"/> Was sent home <input type="checkbox"/> Referred to GP				
Was the injured person taken to hospital?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Which hospital?	<input type="checkbox"/> By ambulance <input type="checkbox"/> By car		
Section 8: WITNESS INFORMATION/DETAILS					
Were there any witnesses to the accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Witness			
Witness statement attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contact number			
Section 9: YOUR DETAILS					
Reported by			Job Title		
Date			Signature		
PART B					
To be completed by the Line Manager directly responsible for this person or their work. Please answer questions as fully as possible and provide evidence, photographs, documentation etc where possible.					
Section 10: ABOUT THE LINE MANAGER/SUPERVISOR					
Name			Job Title	Contact No.	
Section 11: ABSENCE					
Period of time affected person expected to be absent from work?	<input type="checkbox"/> None <input type="checkbox"/> 1 – 4 hours <input type="checkbox"/> 1 day	<input type="checkbox"/> 2 days <input type="checkbox"/> 3 – 6 days <input type="checkbox"/> Over 7 days	Has the injured person returned to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is it reportable under RIDDOR? <input type="checkbox"/> Yes <input type="checkbox"/> No
Section 12: ABOUT THE ACCIDENT EVENT					
What were the immediate causes?					
What were the root causes?					
Was the injured person authorised to undertake this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has the injured person received training for this activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Is there a risk assessment for this activity?	<input type="checkbox"/> Yes (please attach a copy of the risk assessment) <input type="checkbox"/> No (please review your current risk assessments)				
Section 13: CORRECTIVE & PREVENTATIVE ACTION					
What preventative actions are being taken following the accident? (tick relevant boxes)	<input type="checkbox"/> Additional supervision <input type="checkbox"/> Training <input type="checkbox"/> Modifying existing systems of work <input type="checkbox"/> Repair to premises	<input type="checkbox"/> Review risk assessment <input type="checkbox"/> Review maintenance procedures <input type="checkbox"/> No further action required <input type="checkbox"/> Consider for recording on violent markers register			
Ref	Action	By Whom	By When	Completed	
1					
2					
Section 14: ANY OTHER COMMENTS/RECOMMENDATIONS					
Signature			Date		
Please retain a copy and send original report form with associated documents to Ben Ford, Facilities Manager within five days. Thank you for completing this form.					

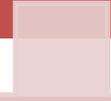
Appendix 3: Responding to a suspected or confirmed case of COVID19

Overview:

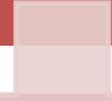
Child, young person or staff member develops symptoms. They self-isolate immediately.



Child, young person or staff member accesses a test.



If positive, **contact the Essex Contact Tracing Team on 0300 303 2698 or the DfE helpline for advice** and to identify who needs to self-isolate as a result. Then contact the Schools Communication Team to notify us of the positive case.



In order to assist with identifying close contacts schools and colleges will need to know which children or young people:

- use home to school/college transport
 - attend before or after school clubs and activities
 - are in which bubbles/ groups within school or college setting including registers, seating plans, classroom exchange, timetables, staff lists.
- 

If test result is negative the child, young person or staff member can return to school/college once feeling well (as usual practice).

<p>If symptoms develop during the school/ college day:</p> <p>See additional guidance for First Aiders.</p>	<p>If a child, young person or staff member develops symptoms of the coronavirus, they should be sent home and advised to self-isolate immediately, only leaving the house to access a test.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required depending on the age of the child. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE should be worn by staff caring for the child while they await collection if direct personal care is needed and a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p>
<p>If a child/staff member begins displaying symptoms outside of school/college.</p>	<p>The individual must isolate for 10 days (their household for 14 days) or until they receive a negative test. They must not come to school/college. You should encourage them to seek a test and request that they inform you of the outcome of their test.</p> <p>If the individual arrives at school/ college, they should be sent home immediately.</p>
<p>If a student or staff member gets an alert through the NHS COVID-19 app</p>	<p>The NHS COVID-19 app is available to download for anyone over the age of 16. A major function of the app is to automatically alert individuals if they have been in close contact with a confirmed case. It does this by using Bluetooth to assess the distance, over time, between users of the app. Students using the app should be made aware that they should immediately inform a member of staff if they receive an alert.</p> <p>It is possible that whilst in their setting, students or staff members could receive a notification via the app that they have been in close contact with a confirmed case and should therefore self-isolate. These people should be sent home to self-isolate immediately. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated.</p> <p>No further action is needed unless the person goes on to become a confirmed case themselves, at which point, the reporting procedures described in this document should be followed.</p> <p>This DfE guidance aims to inform school and college leaders what they need to be aware of and what actions they may need to take.</p>
<p>If a pupil or staff member tests positive – identifying others who need to self-isolate.</p>	<p>We are now recommending you contact the Essex Contact Tracing Team (ECTT) for advice and to identify close contacts in the first instance. You can, however, use the DfE advice line if you prefer or if the ECTT does not respond in a timely way.</p> <p>The ECTT will notify Public Health colleagues and the intelligence about your setting will be captured more quickly as well as providing more local and contextual support. Their contact details are:</p> <p>0300 303 2698 provide.escontacttracing@nhs.net</p>

	<p>Mon-Fri: 8am to 8pm Sat/Sun/BH: 10am to 4pm</p> <p>The team have an answer phone available out of hours. If you leave a message, please be sure to provide a mobile number as well as a school phone number so that the ECTT can call you back as soon as possible (we are aware that some school office phones default to answer phone at the end of the school day).</p> <p>The DFE helpline for advice is 0800 046 8687.</p> <ul style="list-style-type: none"> • You will need to have information readily available, on: <ul style="list-style-type: none"> ○ Which children and staff are in which bubbles in school/ college ○ Which children travel to school on home to school transport ○ Which children and staff attend before/after school clubs • If the child has used home to school transport you may need to liaise with the operator directly to ascertain any additional children using the same transport who also need to self-isolate. • You must send home those staff and pupils identified as having been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person (during the infections period) • You are not expected to know which contacts staff or pupils have had outside of school/ college. <p>Please also notify schoolscommunication@essex.gov.uk as we are holding a central log of confirmed cases.</p>
<p>Self-isolation following a positive test</p>	<p>If an individual tests positive they must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school/ college only if they do not have symptoms other than cough or loss of sense of smell/taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>The 10-day period starts from the day when they first became ill.</p> <p>Other members of their household should continue self-isolating for the full 14 days.</p> <p>‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p>
<p>Informing Public Health of positive case/s</p>	<p>We are now recommending you contact the Essex Contact Tracing Team (ECTT) for advice and to identify close contacts in the first instance. You can, however, use the DfE advice line if you prefer or if the ECTT does not respond in a timely way.</p> <p>The ECTT will notify Public Health colleagues and the intelligence about your setting will be captured more quickly as well as providing more local and contextual support. Their contact details are:</p> <p>0300 303 2698 provide.escontacttracing@nhs.net Mon-Fri: 8am to 8pm Sat/Sun/BH: 10am to 4pm</p>

	<p>The DFE helpline for advice is 0800 046 8687. You will be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays.</p> <p>We also ask that you continue to inform schoolscommunication@essex.gov.uk</p>
<p>Cleaning the area following a case of COVID 19</p>	<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including; bathrooms, door handles, telephones, grab-rails in corridors and stairwells.</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:</p> <ul style="list-style-type: none"> • a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine • a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants • if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses <p>Areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</p> <p>Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.</p> <p>The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron.</p> <p>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p>
<p>Who should access a test?</p>	<p>The symptomatic individual should access a test as soon as possible.</p> <p>The symptoms for testing are:</p> <ul style="list-style-type: none"> • high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • 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 <p>Contacts of this individual should only access testing if they themselves become symptomatic.</p> <p>If a contact who has been asked to self-isolate, goes on to display symptoms, accesses a test but it is negative – they still cannot return to school/ college until they have completed their 14 days isolation period</p>

	(this is because they still might go on to become positive during the 14 days).
Accessing testing for staff	<p>We have secured additional local testing capacity for education staff as critical workers. This is specifically for EY, school and FE staff and their families, not for the wider general public.</p> <p>There are different processes in place for different parts of the county. Details can be found in the document titled 'Additional testing capacity – education staff PowerPoint' which can be found on schools InfoLink here. This document sets out that prior to using the additional capacity, you should:</p> <ul style="list-style-type: none"> • Try the national testing process first by using the employer portal • Following that, you should attempt to book as an individual online or by phoning 119 • If you have them, you should then use the test kits already provided to you - you can restock them here
Accessing testing for children and individuals:	Anyone with symptoms can get a coronavirus test, whatever their age. Parents should book a test via the NHS testing and tracing for coronavirus website , or order by telephone via 119 for those without access to the internet. People booking online receive a QR code that they must remember to take with them.
Home Testing Kits	<p>All schools have been provided with 10 testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where you think providing one will significantly increase the likelihood of them getting tested.</p> <p>These kits are not for use by school staff to test children.</p> <p>An online portal is now live for schools and further education (FE) providers to order additional test kits if they have run out, or are running out, of their initial 10 kits.</p> <p>You will be able to make a new order for test kits 21 days after you receive a delivery confirmation email telling you that your previous supply of test kits has been sent.</p> <p>Schools and FE providers will receive a unique organisation number (UON) via email from the Department of Health and Social Care which will be needed to place your order.</p> <p>From 17 September, please call the Test and Trace helpdesk on 119 if you have not received your UON or if you have lost your record of it.</p>
Returning to school/college/ work	<p>Where the original individual tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>Where the child/staff member tests positive – they may return to school/college after 10 days from the onset of their symptoms and then return only if they do not have symptoms other than cough or loss of sense of smell/taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p> <p>If someone is symptomatic, tests positive and works with a vulnerable group/individual, who has greater vulnerability than the general</p>

	population, it is sensible they are excluded for 14 rather than 10 days.
Disposing of waste	<p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a yellow Clinical waste bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p> <p>If, in an emergency, you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> • keep it separate from your other waste • arrange for collection by a specialist contractor as hazardous waste <p>Weekly clinical waste collection</p>
Remote Learning for those self-isolating	<p>Where a pupil is unable to attend school/ college because they, and/or their parents, are complying with clinical or public health advice, schools/ colleges should immediately offer access to remote education.</p> <p>The expectations around remote learning are included in the Remote Education Support Guidance.</p>

Appendix 3a: Staff Summary

Responding to a suspected or confirmed case of COVID19 Procedure

To be read in conjunction with the full Procedure

This guidance summarises the information contained in the Academy Covid-19 response procedure.

Guidance for Staff

If you have symptoms of Covid-19 you must consult the guidance below.

You must make your own judgement as to whether your symptoms are in line with those currently given within Government Guidance (see below). If in your opinion you have COVID-19 symptoms, you must:

- Not come into school but stay at home (except for accessing a test – see below)
- Inform Personnel and the Academy Absence line as per the procedures laid down in the Sickness Absence Policy. When e-mailing Personnel, state that you have symptoms and are self-isolating. You will need to specify whether you are:
 - Self-isolating and sick
 - Self-isolating and working from home
 - Self-isolating and unable to work from home
- Book a test for as soon as possible. If you are too unwell to travel you can request a home test. Please inform Personnel of when the test has been booked <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

Testing

Please note, you need to get the test done in the **first 5 days** of having symptoms.

- On day 1 one of your symptoms, assuming you are well enough to travel, book a visit to a test site to have the test that day; if you feel too unwell or cannot get to a test site, order a home test kit.
- On days 1 to 4 of your symptoms, you can get tested at a site or at home. If you are ordering a home test kit on day 4, do it by 3pm.
- On day 5, you need to go to a test site. It is too late to order a home test kit.
- If you are unable to get a test in the first 5 days of having symptoms, you and anyone you live with must stay at home ([self-isolate](#)). Anyone in your support bubble must also stay at home.
- Please note that there is now the facility for schools to log that a member of staff needs a priority test. Please liaise with Deborah Souter if you are struggling to book one, so that this can be actioned.

Results

- If your results are negative, you can return to work immediately
- If your test results are positive, inform Personnel, including the 'isolation note' (which you are asked to obtain yourself). Stay at home until 10 days has passed from the start of your symptoms.

If someone in your household has symptoms and is being tested, consult the guidance below.

- Stay at home and inform Personnel and the Academy Absence line as per the procedures laid down in the Sickness Absence Policy. When e-mailing Personnel, state that someone in your household is displaying the Covid-19 symptoms and that you need to self-isolate. This absence will be recorded as self-isolating and working from home (we acknowledge that some roles will be difficult to fulfil at home).
- Inform personnel when the test of your household member will take place
- Stay at home until a test has been completed and you have the result.

Results

- If the results are negative, please return to work immediately.
- If positive, inform personnel and stay at home until 14 days has passed since the household member first showed symptoms.

Please note that all staff who have followed the above guidance appropriately will be paid as usual. Days spent in self-isolation because you or a household member have had symptoms of COVID-19 will be recorded as follows:

- Self-isolating and sick: sick
- Self-isolating and working from home: working from home

- Self-isolating and unable to work from home: absent under the 'contact with infectious diseases provision

Symptoms

Currently the symptoms are one of:

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

HR Procedures

Deborah Souter will communicate with any member of staff who is self-isolating to ensure that the guidance is followed appropriately and that the staff member only returns when it is safe to do so.

Appendix 3b: Summary for Parents Responding to a suspected or confirmed case of COVID19 Procedure Stewards Academy

This guidance summarises the information contained in the [Academy Covid-19 Response Procedure, which is available on the academy website.](#)

Guidance for Parents/Carers

If your child has symptoms of Covid-19 you must consult the guidance below.

You must make your own judgement as to whether your child's symptoms are in line with those currently given within Government Guidance (see below). If in your opinion your child does have COVID-19 symptoms, you must:

- Keep your child at home (except for when accessing a test – see below)
- Ring the academy to contact the Attendance Team, stating your child's name and that your child has COVID-19 symptoms and will be self-isolating. Please also inform the attendance team if you deem your child to be well enough to complete schoolwork at home.
- Book a test for as soon as possible. If your child is too unwell to travel you can request a home test. Please inform Attendance of when the test has been booked for <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
- You will receive a letter from the academy acknowledging the information you have provided and giving information about the work your child should complete at home if they are well enough to do so.

Results

- If your child's results are negative, they can return to school immediately.
- If your child's test results are positive, inform Attendance. Your child must then stay at home until 10 days has passed from the start of their symptoms.

After 10 days from the start of your child's symptoms, assuming your child feels well enough, they can return to school, even if they still have a cough and/or a loss or change to their sense of smell or taste. They must **not** return if they still have a high temperature.

If someone in your child's household has symptoms, consult the guidance below.

- Keep your child at home.
- Ring the academy to contact the Attendance team, stating that someone in your child's household is displaying the Covid-19 symptoms and that your child will be self-isolating.
- The household member should then book a test.
- Keep your child at home until a test has been completed and you have the result.
- You will receive a letter from the academy acknowledging the information you have provided and giving information about the work your child should complete at home.

Results

- If the results are negative, your child can return to school immediately.
- If positive, inform Attendance and ensure your child remains at home until 14 days has passed since the household member first showed symptoms.

Symptoms

Currently the symptoms are one of:

- high temperature
- new, continuous cough
- loss or change to your sense of smell or taste

If you have any questions relating to this guidance please contact the Attendance Team.

Appendix 3c: Guidance for Duty Managers and First Aiders
Suspected case of COVID-19 in School
Contact the 'On-Call' or member of the 'Leadership Team' for assistance

The nominated First Aider on Duty should ensure they have the necessary Covid-19 kit with them at all times.

If a child is potentially showing symptoms of COVID-19 in school, then the following procedure should be followed:

Escorting the child displaying symptoms

If the child is in class, then:

- The member of staff should use '**On Call**' to contact the **Duty Manager**, who will come to the class and ascertain whether action is necessary.
- If the **Duty Manager** deems that the pupil has COVID-19 symptoms, then they will ask the pupil to remain seated and contact the First Aider. The **Duty Manager** should also contact attendance and ask that a parent be contacted to collect the child.
- The **First Aider** should arrive wearing gloves and a face shield. They should provide both gloves and a face shield for the **Duty Manager**. The **First Aider** must also take a face mask with them for the pupil to wear (plus a spare), and an apron to facilitate cleaning.
- On arrival, the **First Aider** will ask the pupil to place the face mask over their mouth and nose and escort them to the main foyer outside the headteacher's office. Windows should be opened in this area and the child should be supervised from a distance.

If the child is not in class, then,

- The **member of staff** should escort the pupil at a distance to the main foyer outside the headteacher's office and call a first aider.
- On arrival, the **First Aider** will ask the pupil to place the face mask over their mouth and nose. Windows should be opened in this area and the child should be supervised from a distance of two metres. The **First Aider** must not touch their own face.

Arrangements for collection

- When escorting the pupil to reception the **First Aider** should use the main stairs and escort the pupil to main reception where their parent will be waiting outside the front of school to collect them.

Arrangements for the room from which the pupil has been escorted.

- The **Duty Manager** will advise the other pupils in that class to remain in their classroom until the necessary cleaning has taken place – **see below**.
- Gloves and an apron are to be worn whilst the cleaning is undertaken by the **class teacher, site staff** or the **Duty Manager**. The pupil's working area must be fully disinfected (desk, chair, and equipment), by spraying on to the cloth and not onto surfaces, and any closed windows must be opened to ensure ventilation. The gloves, apron and cloth should be immediately disposed of in the lidded bin in the classroom.
- Once confirmed safe to do so, all staff and remaining pupils must sanitise their hands then go directly to their allocated toilet block and wash their hands for 20 seconds in soap and hot water (which can be reopened once cleaned). Following this they may be re-roomed by the Duty Manager for the remainder of the lesson.
- The **Duty Manager** will also instruct the **Site Team** and **Dining Staff** to clean any surfaces that the individual is likely to have encounter around the Academy – following the one-way systems, dining areas and toilet blocks. If applicable the areas will be locked down to the other pupils, whilst the clean is in process. The **Facilities Manager** will notify the **Cleaning Company** will then be instructed accordingly to complete an enhanced clean later in the day.

After the child has been taken home:

- The **First Aider** is then to go to the medical room and dispose of the face shield and gloves in the lidded bin. They must then wash their hands for 20 seconds using soap and hot water.
- If the pupil with suspected COVID-19 symptoms has been into the First Aid room, as the First Aider leaves the medical room, they must lock the door behind them and then notify the **Site Team** so that the room can be disinfected before being used by anyone else.