



Covid-19 Symptoms & First Aid Guidance



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Guidance for CVEA First Aid Staff during COVID-19

Staff involved in First Aid:

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GBa should be contacted initially via Phone (40229) (07748530546) or Radio and in cases where he is absent one of the deputies should be contacted by radio or tannoy.

Procedure for First Aid during COVID-19

- 1- First aid will be carried out in Student Services so maximum access to sinks, first aid equipment, phone. This area is well ventilated and has good access and egress. Minimal people to be present during first aid.
- 2- Staff and students (where possible) should wash hands thoroughly for 20 seconds using government guidance (Posters provided)
- 3- Gloves, Aprons, masks or visors must be used when administering First Aid. (donning Doffing guide – see below)
- 4- Pupil to be encouraged to wear face protection also. A scarf or item of clothing could be worn if this is not possible.
- 5- Self-administering where possible e.g. passing ice packs/plasters etc.
- 6- CPR – follow guidance below
- 7- All accident/ambulance/restraint/IR1 forms to be completed immediately (these are to be photographed or scanned and sent to JBr/GBa before being left in Student services for 72hrs to ensure any virus is eradicated)
- 8- Room to be deep cleaned where possible if blood or COVID 19 is present or suspected (Fogging to be considered)
- 9- Single use PPE and Waste to be disposed using clinical waste bins provided.
- 10- Staff to Wash Hands after leaving Student Services

Procedure for suspected COVID-19 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

- 1- Any staff or student who experiences or is showing signs of COVID-19 symptoms should not attend the Academy. Testing is available for all staff and families and should be sought as soon as symptoms present themselves
- 2- If a student develops symptoms of COVID-19 they are to be isolated immediately at the seating area in reception First aider will be called to establish if emergency assistance is to requested.
- 3- Students and teacher who pupil has been in close contact with to be isolated in their assigned room.
- 4- Isolated students parent/guardian to be called and student to be removed and to self-isolate for 2 weeks or be tested
- 5- Staff and students who have been in close contact then to be sent home to self-isolate or organise testing.
- 6- Rooms and areas to be deep cleaned as soon as is reasonably possible (school closure to be decided by leadership) after cleaning, fogging to be carried out in room.
- 7- IR1 to be completed and logged with SCC H&S Team by Facilities Manager

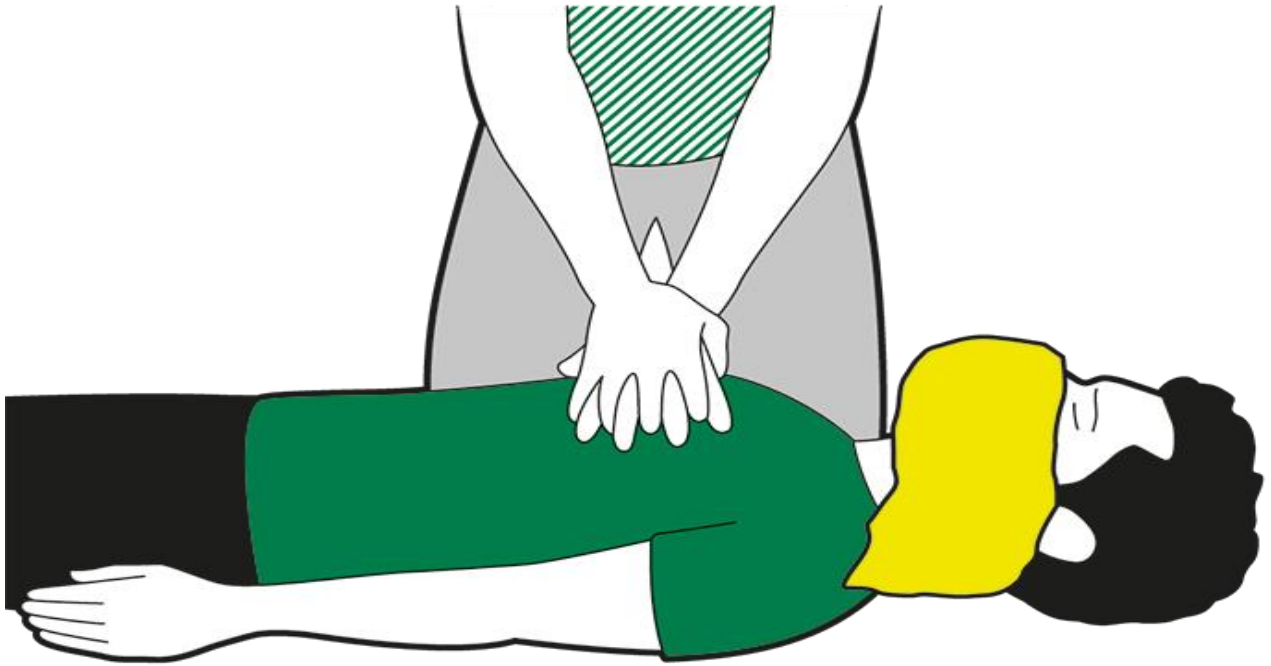
What to do



1.

If you find someone collapsed, you should first perform a primary survey. **Do not place your face close to theirs.** If you have established from this that they are unresponsive and not breathing, you should ask a helper to call 999 or 112 for emergency help while you start CPR. Ask a helper to find and bring a defibrillator, if available.

- **Ask your helper to put the phone on speaker and hold it out towards you, so they can maintain a 2m distance**
- If you are on your own, use the hands-free speaker on a phone so you can start CPR while speaking to ambulance control
- Do not leave the casualty to look for a defibrillator yourself. The ambulance will bring one.



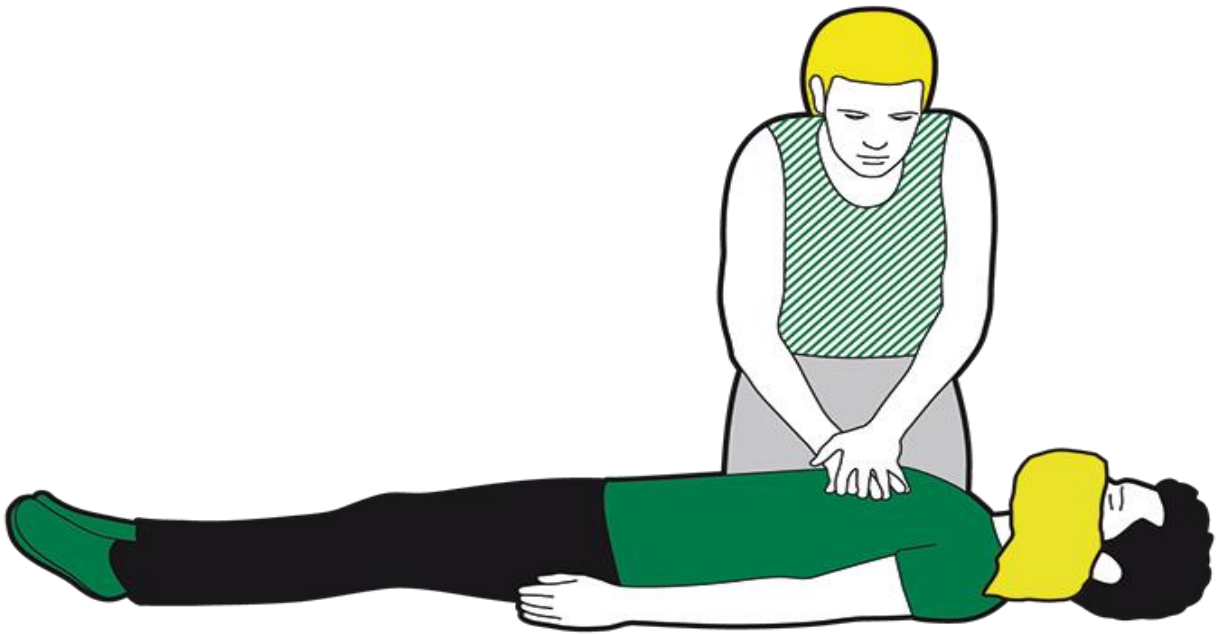
2.

Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty.

Start CPR. Kneel by the casualty and put the heel of your hand on the middle of their chest. Put your other hand on top of the first. Interlock your fingers making sure they don't touch the ribs.

Keep your arms straight and lean over the casualty. Press down hard, to a depth of about 5-6cm before releasing the pressure, allowing the chest to come back up.

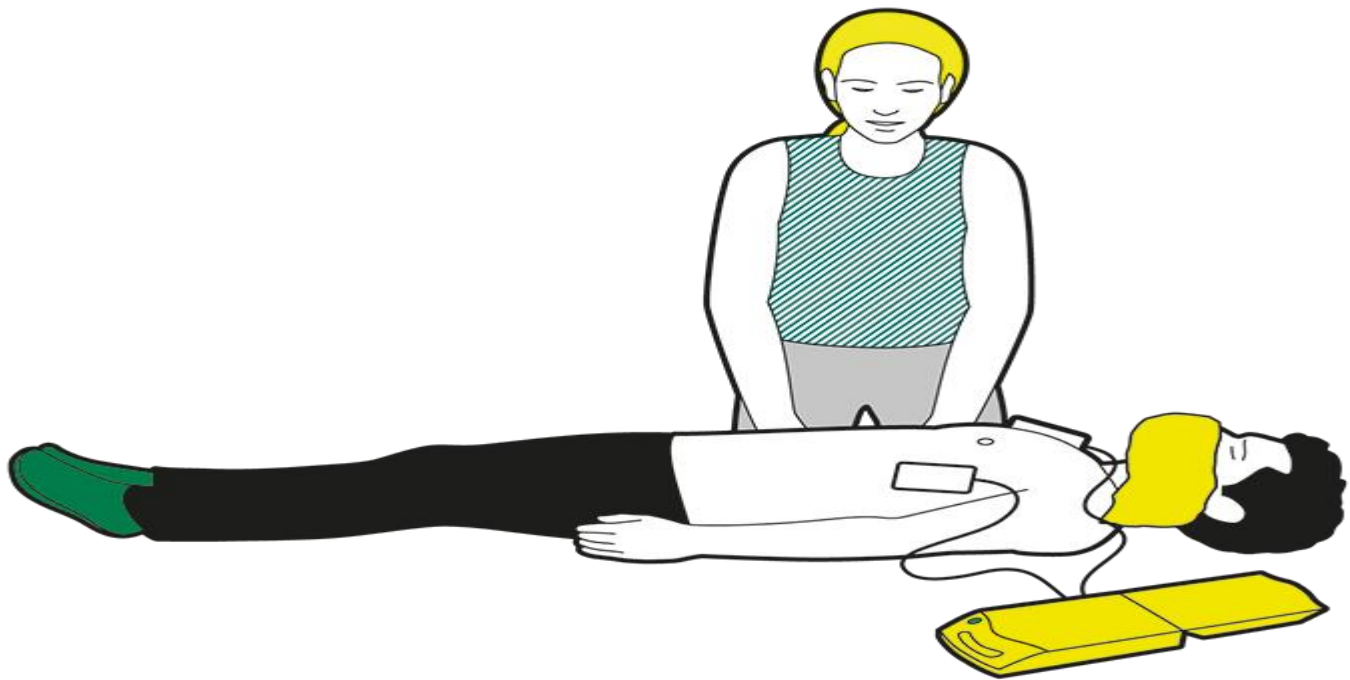
- The beat of the song "Staying Alive" can help you keep the right speed
- **Do not give rescue breaths.**



3.

Continue to perform CPR until:

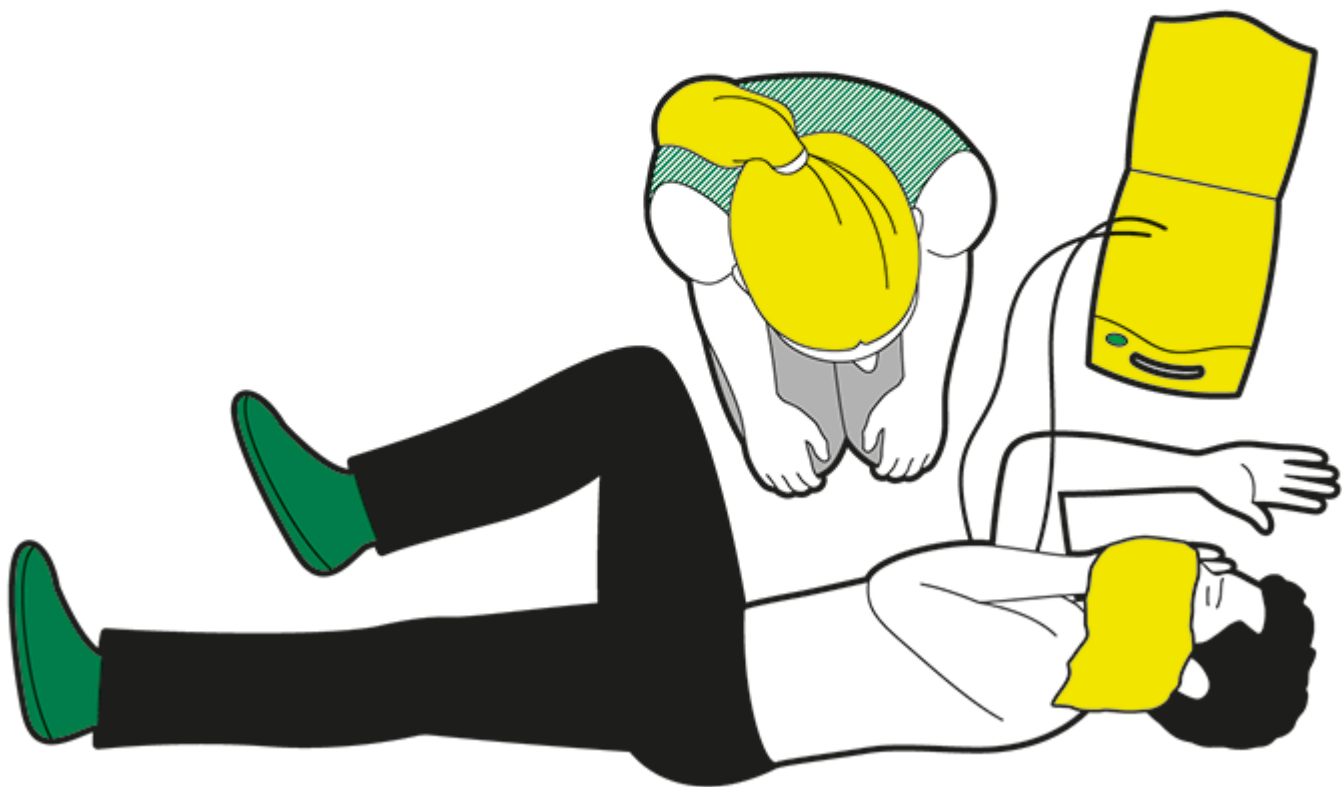
- emergency help arrives and takes over
- the person starts showing signs of life and starts to breathe normally
- you are too exhausted to continue (if there is a helper, you can change over every one-to-two minutes, with minimal interruptions to chest compressions)
- a defibrillator is ready to be used.



4.

If the helper returns with a defibrillator, ask them to switch it on and follow the voice prompts while you continue with CPR.

- **Whenever possible, the helper should keep a distance of 2m.**



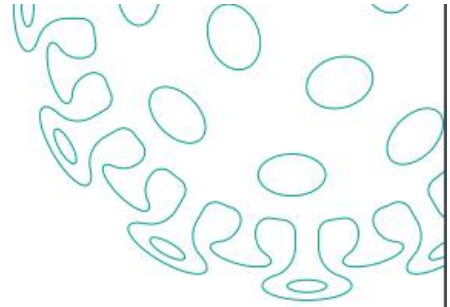
5.

If the casualty shows signs of becoming responsive such as coughing, opening eyes, speaking, and starts to breathe normally, put them in the recovery position. Monitor their level of response and prepare to give CPR again if necessary.

- If you have used a defibrillator, leave it attached.



Public Health
England



Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)*

Please see donning and doffing video to support this guidance: https://youtu.be/-GncQ_ed-9w

• PPE should be removed in an order that minimises the risk of self-contamination

• Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

1 Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off.
Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.



2 Clean hands.



3 Apron.
Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – **this will be contaminated.** Discard.



4 Remove eye protection if worn.
Use both hands to handle the straps by pulling away from face and discard.



5 Clean hands.



6 Remove facemask once your clinical work is completed.



Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. **DO NOT** reuse once removed.

7 Clean hands with soap and water.



*For the PPE guide for AGPS please see:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

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