



# **COVID-19 First Aid Policy Appendix**

## **Holyrood Academy**

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**1<sup>st</sup> June 2020**

It is essential that if a member of staff or student develops symptoms associated with COVID-19 while not at school then they must stay at home. These symptoms include:

- A new and persistent cough
- A high temperature
- A loss of taste
- A loss of smell
- A metallic taste in the mouth

If staff or students develop symptoms while at school they must be sent home immediately and the following actions should be undertaken immediately:

- Any member of staff who is concerned about themselves, a colleague or a student should email Upper Site Reception with 'CODE A' in the subject bar.
- They should include in the body of the email: the person's name, location and their symptom(s).
- Upper Site Reception will then send out two messages, marked 'urgent':
  - To duty First Aider who puts on PPE and goes to meet the affected person to take them directly to the Upper Site First Aid Room.
  - To duty Site Team who nominates a member(s) of the team to put on PPE and clean the affected areas, including the areas encountered on the journey to the Upper Site First Aid Room. The cleaning procedures outlined in the Risk Assessment will be used at all times.
- In the case of a student or member of staff showing symptoms, the area will be vacated and the entire class moved to a new area.
- In the case of a student showing symptoms, their parents will be informed and asked to collect them ASAP. The student will be required to stay at home to self-isolate for 7 days from when the symptoms started. Each member of their household should then self-isolate for 14 days from when their family member's symptoms started. The student will remain in the First Aid Room in quarantine until collected. A test should be sought at the earliest opportunity.
- In the case of a staff member showing symptoms, they will be instructed to go home immediately and advised to arrange for a test to be undertaken. The member of staff will be instructed to stay at home until the results are known. If a test is not taken, the colleague will be required to stay at home to self-isolate for 7 days from when the symptoms started. Each member of their household should then self-isolate for 14 days from when the colleague's symptoms started.
- If a member of staff is not fit to drive, we will contact their next of kin and have them collected.
- If a positive test result is seen in either a member of staff or a student, their entire class (es) should then self-isolate for 14 days.
- If a visitor to site has had contact with an affected person or area then they should also self-isolate for 14 days.
- In cases of illness or accident where there is absolutely no concern about the a possible COVID 19 infection ( such as cut, grazes, period pains etc) students will report to the First Aider in reception for treatment.