

During the current COVID-19 pandemic outbreak extra vigilance is to be exercised for the safety of ourselves and others and protect against the spread of the virus by controlling personal bodily aerosol (when speaking, coughing, sneezing etc.) and of transmitting the virus between ourselves by personal touch and touching surfaces from which others may become infected.

The following is guidance for First Aiders if required to administer first aid and for Staff where someone is complaining of, or suspected of having, coronavirus (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.

To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of these symptoms. Go home, stay at home (self-isolate) and get a test - (28 May -contact: [nhs.uk/coronavirus](https://nhs.uk/coronavirus) or by calling 119)

The following is the recent update for guidance to follow should someone develop symptoms of COVID-19:

#### **Gov.uk – Department of Education**

#### **Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated 20 May 2020**

#### **What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting;**

“If anyone develops coronavirus (COVID-19) symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.

If a Student is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. 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.

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.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) symptoms, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.”

## Isolation Areas/Rooms – Summer Row & Richmond House

Areas identified as ‘isolation rooms’ are as follows;

**Summer Row** – Student Guild Office (located on the stairway leading to the basement from Reception)

**Richmond House** – Interview Room (located off Reception left of main exit doors)

Security/Reception should be contacted prior to requirement to use an isolation area to confirm if it is free, or to be advised of an alternative holding area. Security will nominate a safe, clean area to be used if needed.

## Covid-19: Advice for First Aiders

### Be aware of the risks to yourself and others

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. Always treat a casualty as being at risk of having the COVID-19 virus.

### Keep yourself safe with COVID-19

Make sure you wash your hands or use an alcohol gel, before and after treating a casualty.

**Wear personal protective equipment (PPE) of: FFP2 mask (protective against coronavirus), full facial visors and disposable gloves. These will be available at Security for use for a first aider’s protection.**

**IIF (surgical style fluid resistant mask) masks should be used by casualties where possible.**

Don’t lose sight of other cross contamination that could occur that isn’t related to COVID-19.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.

If they are capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Casualties where possible should be encouraged to wear a protective IIF (surgical style mask) mask prior to treatment to avoid them transmitting bodily aerosol by coughing, sneezing or during conversation.

## Updated guidance for CPR due to the COVID-19 outbreak

If an adult is unresponsive and not breathing normally, you still need to call 999 or 112 for emergency help and start CPR straight away.

### What to do:

- If you find someone collapsed, put on PPE (FFP2 mask, face shield, gloves) and 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.

**Before you start CPR, ensure you have on your FFP2 protective mask, face shield and gloves correctly fitted, - fit an IIF mask to the casualty to protect yourself covering their mouth and nose.**

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.**

### 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.

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

### Wherever possible, the helper should keep

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.



Title:

First Aid, CPR, Actions for Suspected Illness  
Update & Guidance for Safety During COVID-19

Health & Safety  
COVID-19 Procedures  
UCB-COVID H&S003

**References:**

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

<https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

HSE website - First aid during the coronavirus (COVID-19) outbreak - First aid in non-healthcare settings:

[https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm?utm\\_source=govdelivery&utm\\_medium=email&utm\\_campaign=coronavirus&utm\\_term=first-aid-1&utm\\_content=digest-4-jun-20#non-healthcare](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=first-aid-1&utm_content=digest-4-jun-20#non-healthcare)