

**FAO: All Staff**

**From: HSRM**

**Date: 16/03/2020**

**First Aid Guideline– Regarding Coronavirus (COVid-19)**

We can best assist others and ourselves by ensuring we make best effort to contain and reduce spread of viruses.

In the event a client or staff member presents with symptoms of an upper-respiratory tract illness – cold or flu-like symptoms, Outward Bound wishes to protect staff providing First Aid, the person presenting with symptoms, and the community.

Hygiene – of hands, face, food, and surfaces - must be clear and high in our consciousness as we go about our everyday life.

**Signs and Symptoms**

- Tiredness
- Dry cough
- Runny nose
- Sore throat
- Shortness of breath
- Fever (above 37.5 degrees)
- Diarrhea - in some cases

**In the event a client or staff member presents with several of the above-listed symptoms, a First Aid assessment needs to be made.**

To complete an initial First Aid Assessment:

1. Provide a face-mask to the symptomatic person and your own PPE (gloves and glasses).
2. Maintain social distancing of 1.5 metres until it can be confirmed that the person is not suspected COVID-19 case.
3. If in a group setting, establish distance from the group.
4. Aerosol-Generating Procedures (AGPs – coughing or spitting should be avoided). The person should be asked to face away by 90 degrees.
5. PPE to be used; Hand sanitiser before use of gloves, nitrile gloves, a sterilised thermometer & the provided clear plastic glasses if the person is coughing or sneezing.
6. A SOAP note needs to be completed in full – with a strong focus on the SAMPLE section.

7. After the temperature is taken, the oral thermometer should be placed in the plastic kidney dish with some of the disinfectant solution provided, mixed with some water.

8. Glasses and gloves should be removed – one with the other and turned inside out while doing so, then placed in the zip-lock bag. Care should be taken not touch the front of any item of PPE during removal. Hand sanitiser should then be used.

If the temperature obtained is in the fever range **HIGHER than 37.5 degrees**, the person should remain isolated from the group.

Contact the Program Coordinator. The Program Coordinator can then contact the On-Call Manager or the Health Safety & Risk Manager.

The On-Call Manager can contact the Coronavirus Health Information Line on 1800 020 080. Those staff can further 'triage' the patient, and advise steps going forward.

If the person is not displaying fever-like symptoms, or a cluster of symptoms, it may be that they are beginning to feel the effects of a common cold. This should be reported to the Program Coordinator, and noted to the instructor notebook – referencing the assessment and SOAP note.

**If in doubt call in!**

End of update.