

# FIRST AID POLICY

Up-Dated May 2020

## **STATEMENT OF INTENT**

This Policy is designed to promote the Health, Safety and Welfare of Students, Staff, Members & visitors through the provision of First-Aid equipment and trained personnel in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981 and Guidance on First Aid for Schools (DfE).

### **The aims of the Policy**

The aim of providing First Aid is to save lives and to ensure that minor injuries and illnesses do not escalate into major ones. The aim of this Policy is to ensure that:

Staff nominated as 'First Aiders' receive up-to-date training on courses approved by the Royal Academy of Dance, The British Theatre Dance Association & The London Academy of Performing Arts.

Suitably stocked and marked First-Aid kits are available at all appropriate locations throughout the building.

All Staff members of Staff are fully informed with regard to the first-aid arrangements;

All Staff Members are aware of hygiene and infection control procedures – See our Corona Virus Policy Up-Dated May 2020.

Written records of any accidents, near misses, reportable injuries, diseases or dangerous occurrences are maintained.

First-Aid arrangements are regularly reviewed.

### **Procedure**

First-Aid provision will be available at all times whilst Students and Staff are on the premises.

### **Qualifications and Training**

All First Aiders will hold a valid certificate of competence issued by an organisation whose training and qualifications are approved by the HEALTH & SAFETY EXECUTIVE (HSE) and valid for three years.

Refresher training and retesting of competence will be arranged at least three months before certificates expire.

### **The appointed persons will:**

Look after the First-Aid equipment, restocking First-Aid Kits when required and replacing out-of-date materials.

Ensure that an ambulance or other professional medical help is summoned when appropriate.

Ensure that all accidents and injuries are appropriately recorded.

### **The role of the First Aider is to:**

Complete a training course approved by the Health & Safety Executive.

Complete an accident/ incident log and record what first aid was administered  
(Log is kept in Reception)

When necessary, ensure that an ambulance or other professional medical help is requested.

**First-Aid Kits will be:** Marked with a white cross on a green background; these are located at various points around the building

### **Recording accidents and injuries**

All accidents and injuries will be recorded in written form and such records will be kept for a minimum of three years. A copy of the injury will also be kept in the personal records of the case.

### **The record of any First-Aid treatment given by first aiders and other appointed persons will include:**

The date, time and place of the incident; the name and class of the case; Details of the injury or illness and what first aid was given

What happened to the Student or member of staff immediately afterwards (e.g. went home, resumed normal duties, went back to class, or went to hospital)

The name and signature of the First Aider dealing with the incident

Serious or significant incidents will be reported directly to parents or carers, including all accidents or injuries to the head, however minor, either by sending a note home with the pupil or via direct contact with the parent or carer

In an emergency involving outside medical professionals or services, the Director or Senior Teacher or the appointed person will follow the school's established procedures for contacting a parent or carer.

### **Guidance on calling an ambulance**

The First Aider who is assisting the case will make the decision as to whether or not they wish to call for an ambulance. They will ask another member of Staff or a Student to go to the Main Reception and ask for an ambulance to be called. The Reception Administrator will then phone the emergency services and describe the condition of the case.

The First Aider who has assisted from the beginning of the accident will accompany the case in the ambulance if this is permitted. However if the parent is on the premises they will go.

In any circumstances where there is any doubt, an ambulance will be called; this is especially the case if there is any injury to the head.

As soon as an ambulance has been called, the Reception Administrator will ring the parent and inform them about the accident, letting them know which hospital their daughter/son is being taken to.

## **Arrangements for pupils with particular medical conditions**

Pupils with particular medical conditions are carefully monitored.

Pupils who use EpiPens should always have one in their locker or bag.

Pupils with asthma should keep their own inhalers in their locker or bag, and those with particularly severe conditions leave a spare one with their Teacher.

## **Pupils who become ill during class**

If a Student feels sick during a class, they are usually sent by staff to the Main Reception Desk

The Administrator will ask them about their symptoms and then call for a First-Aider if required.

In the majority of cases of feeling generally unwell or nauseous, the Student is asked to sit quietly and see if the condition improves. If, after a period of time, the Student feels the same or worse, they are offered the possibility of going home. In these cases, the Administrator will contact a Parent to arrange collection.

The Student will be allowed to leave the premises only once the parent arrives. If not, they must remain in the building and rest quietly.

The Administrator will check on the Student regularly and call on one of the First-Aiders if they feel there is any deterioration in their condition.

## **Medication**

**Prescribed:** If a parent wishes for prescribed medication e.g. antibiotics to be administered, clear written instructions must be provided and the medicine must be kept in a properly labelled container. The Student should bring the medication to the Main Reception Desk. The label must be clear and free from alterations or defacement and must show:

The name of the medication

The name of the Student

The dosage

Specific directions for the medication

Precautions relating to the medication (eg “caution, may cause drowsiness” or “store in a refrigerator”)

The expiry date and the date of issue

**Non-prescribed** : Paracetamol or Calpol are the only non-prescribed pain relieving medication which may be administered by a Staff Member and only if consent was obtained in writing.

A record of when and why a Student requires paracetamol is kept on our Main Reception to monitor the administering times.

If a Parent wishes for their child to self-medicate without our involvement, we would advise that Parents discuss the importance of not sharing any medication with other Students with their child.

### **Hygiene and Infection Control - including COVID-19**

**All staff will:** Follow basic hygiene procedures

Be made aware as to how to take precautions to avoid infections such as CORONAVIRUS. – See our CORONAVIRUS POLICY.

All staff will have access to single-use disposable gloves and hand-washing facilities.

Disposable gloves & aprons will be worn at all times when dealing with blood, urine, vomit or other bodily fluids and when disposing of cleaning cloths, mops, gloves, aprons or other potentially contaminated equipment

Instructions on the disposal of all used dressings and equipment will be included in the First-Aid Kits.

If a staff member is unsure, they should contact a Senior Teacher