



## First Aid & Medicine Policy

It is the aim of the school to ensure that adequate and suitable equipment, facilities and procedures are in place to provide timely and appropriate First Aid. Major and minor incidents can take many forms and can happen without warning. No plan can provide for every eventuality. The response to any incident is handled however, with a management framework which has been put in place for the day to day running of the school. This policy is supported by the school's health and safety policy.

The school's programme of dance and academic training is extremely demanding, and students have to cope with both mental and physical challenges. Dance staff at The Young Dancers Academy, have had professional careers themselves and understand these pressures well. Academic staff are also aware of the challenges students face to manage both academic and dance pressures. The school provides a strong support network to monitor and support students' physical and mental well-being through a the RSHE curriculum, class and personal tutorials as well as an open-door approach for students to request a private meeting with staff they feel comfortable with at any time.

### **Physical Injuries**

- All usual dance/physical injuries are reported to the school's first aider in the first instance.
- It is assessed and the appropriate action taken.
- Students who are unable to dance having been assessed for the injury by the school's physiotherapist will be given exercises to improve or correct their injury.
- If it is felt that the injury is more serious and further action is needed then a meeting immediately would be set up with the student, parents and dance staff to discuss a way forward.
- The school works closely with a dance physio who monitors and supports their progress.

### **Mental Wellbeing**

- If there is any concern about a student's mental wellbeing a meeting will be set up with parents, a Director and Designated Safeguarding Lead to discuss the best way forward for the student.
- The school has good contacts with various professional counselling services and can, if required, refer students to the most appropriate one for their needs.
- The school's Mental Health and Wellbeing policy supports students.

### **First – Aid Provision**

First – Aid provision is available at all times while people are on the school premises and on off-sites visits. Additional first-aid boxes are situated on the top shelf in the downstairs studio in the School House and in the Kitchen in the Village Hall, where only an adult can access it. First aid boxes are allocated in the school office as well as in the school's sick bay rooms.

All records of accidents or injuries are logged in the same accident book in the main school office. The accident book records:

- Date, time and place of incident:
- The name of the injured or ill person:
- Details of the injury or illness and what first aid was given:

- What happened to the person after
- Signature of the first-aider and student where possible
- **details about informing parents**
- The First-aid box and contents is checked monthly and restocked as soon as items have been used.
- If a parent collects their child from school they will be asked to sign the first aid accident book.

### **Responsibilities**

All staff are trained in basic first aid, with three members of staff who are leaders with Emergency at work certificates.

### **Confidential medical history and consent form**

Parents are requested to complete a medical form and return it to the school and all information is treated as confidential.

### **Medication**

Prescribed medications may only be brought to school with signed instructions from parents and must, under all circumstances, be lodged with the school's first aider. Parents must sign each day they wish medication to be given.

### **Severe Asthma, Diabetes, Epilepsy, Severe Allergies and other conditions that require regular medication**

Parents of any students suffering from these conditions or require regular medication for another condition will be required to complete a School Management plan and meet with a designated member of staff to ensure that the information and procedures to follow are clear. It is the responsibility of the parent to ensure that medication is in date and safe to use.

### **Sickness or Injury during the School Day**

Students who are taken ill or who sustain an injury during the school day will be taken immediately to sick bay where they can rest (unless their illness or injury is judged sufficiently severe that they should be taken directly to hospital). Parents will be informed immediately of the situation.

### **Parent responsibilities**

Parents are asked to ensure that the school always has a full, up-to-date and comprehensive list of emergency contact numbers for each family.

The school cannot administer any medication, or allow any to be taken, unless it has been authorised in writing:

- If a student needs to bring pills, medicine or homeopathic treatments to school, they must be sent, clearly labelled with their name, dosage instructions, and storage instruction to the school first aider.
- **parents must sign for each days medication to be given and witnessed by the first aider.**
- Students who suffer from asthma should carry an inhaler with them at all times, and also pass one to their dance teacher during lessons. The parent must sign a medical form stating that their child carries an inhaler.
- Students who have an epipen must have one they carry at all times as well a one in school incase of emergencies.

### **Head Injuries**

Any student or member of staff who hit their head at school will follow this protocol:

- Student or staff member will be monitored to see if he or she appears to be stable.
- The accident must be logged and parent/s or the member of staff's , next of kin will be informed.
- If the injury is very severe leading to fatality, the Emergency Management team must be informed.
- If at any stage the person becomes tired, vomits or is unwell then an ambulance will be called and a member of staff will accompany the patient to the hospital. The school will contact the parent /next of kin to update them of the situation.

- If the patient is knocked unconscious or is seriously injured, an ambulance will be called immediately and next of kin informed. A member of staff will accompany the patient. If there is a fatality then the school will immediately contact the External Health and Safety team.
- All information will be logged on file.
- **Any severe head injury or fatality must be notified to the Health and Safety Executive and RIDDOC procedures followed.**

### **Infectious Diseases**

Advice regarding appropriate action if students are suffering from infectious diseases is available from the school office. This includes guidelines on periods of absence from school, and from sporting or other communal activities, in respect of common diseases such as: Athlete's Foot; Chicken Pox; Conjunctivitis; Diarrhoea and Vomiting; Impetigo; Measles; Mumps; Tinea (Ring Worm); Warts.

### **Immunisations**

It is important that students are up-to-date with all their immunisations which is the responsibility of the parent. The Young Dancers Academy arrange, via the Central and North West London Immunisation Team, for all students to have the HPV Vaccine and Teenage Booster Vaccines which currently include Tetanus, Diphtheria & Polio Booster and Meningitis ACWY Vaccine, if they wish to do so. If students are absent on the day of the vaccine, parents will be put in touch with the immunisation team to arrange a new appointment. The school is instructed by NHS England on Covid vaccination procedures. Parents are informed as and when the vaccine team will be in school. The school provides written information to parents and a consent form is need so that the school has a clear confirmation on who will attend the vaccine update or those who will abstain.

### **Hygiene / Infection control**

All staff and students must take precaution to avoid infection. The First Aider should be responsible for dealing with body fluid spillages (blood may be contaminated and therefore carry the risk of exposure to infectious diseases. There is also a very small risk of contamination in other bodily fluids if blood is present). To avoid further contamination/infection, the first aider must first:

- Secure /seal off as soon as possible the contaminated area to prevent the risk any further spread.

First aider must have the following when dealing with bodily fluids:

- Personal protective equipment (PPE) – Disposable gloves, aprons
- Disposable towels
- Safezone disinfectant spray
- Heavy duty plastic bags
- Instructions:
  - Wear PPE at all times while removing blood and cleaning floors and counter tops.
  - make sure gloves are not torn or broken
  - Watch out for sharp objects that could cut your gloves, such as broken glass or jagged metal. Use a dustpan and brush to pick up any items that threaten the integrity of PPE.
  - Mop or wipe up the blood spill with disposable towels.
  - Clean and disinfect the spill area with a disposable towel using a safe disinfectant spray (that should kill a range of pathogenic micro-organisms including the viruses which cause HEPATITIS B, AIDS and the MRSA bacteria.)
  - Double-bag all the soiled towels and gloves and dispose of in an outside bin.
  - Thoroughly rinse and disinfect with a solution of bleach & water, any cleaning equipment (mops, brushes, bucket, dustpan & brush) that came into contact with the spill.
- ***Wash your hands thoroughly with soap and water and also use alcohol sanitiser gel .***

## Physical contact with Children

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should:

- Be undertaken by staff who has volunteered to be designated to the task.
- Be in accordance with the school's Covid risk assessment.
- Not involve more contact than necessary
- Explain to the student what action is being taken and why.
- The nearest hospital is The Chelsea and Westminster in Hammersmith if a student requires more medical assistance than a first aider can give.

Each year all staff and students are given the opportunity to undertake basic first aid skills with St John's Ambulance.

## Medicines in school Prescribed medicines

Medicines should only be taken to the School when essential. That means where it would be detrimental to a child's health if the medicine were not administered during the School day.

Parents must complete the school's medicine form before staff are able to support a student. This policy is supported by the schools first aid policy.

- The School should only accept medicines that have prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
- Medicines should always be provided in original container as dispensed by pharmacist and include prescribers' instructions for administration.
- The School should never accept medicines that have been taken out of the container as originally dispensed nor make any changes to dosages on parental instructions.
- It is helpful, where clinically appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside School hours. Parents could be encouraged to ask the prescriber about this.

Non-prescribed medicines - Staff should NEVER give non-prescribed medicine to a child unless there is a specific prior written permission from the parents. A student under 16 should never given aspirin.

## Controlled Drugs

All controlled drugs are to be kept locked in a non-portable container and only named staff should have access. These will be kept in the school office or in the school's sick bay. Documentation Records - Documenting all medication given must be kept. The following details must be recorded:

- Date of Administration • Expiry dates • Dosage given • Permission to administer checked \* Medication checked before administration

Policy written by	Kerry Williams – Executive Director
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