

First Aid is emergency care given to an injured person (in order to minimise injury and future disability) before professional medical care is available.

Our duty to provide First Aid at work is governed by the Health and Safety (First Aid) Regulations 1981. Under this legislation we aim to provide First Aid facilities and personnel necessary to meet the needs of the Academy. It is the responsibility of the Principal to ensure good First Aid practice is being carried out within the Academy and at events and activities organised by the Academy.

Teachers and other staff are always expected to use their best endeavours, particularly in emergencies, to secure the welfare of students in the same way that parents might be expected to act towards their children.

Dance Injuries

Given the nature of dance training, there is a possibility of injury and sometimes this requires specialist attention (we recommend Lee Therapies, Buckingham)

Following any injury a student should:

1. Report the injury to the Dance teacher/Principal. This enables the dance teacher to assess the injury and take any necessary action. An injury form must be completed and signed by the dance teacher if a student cannot take part in their class.
2. If the injury is severe, and the student has abnormal pain and/or swelling/bruising, then the Parents should be made aware of the situation immediately and/or when the student is collected. (which ever arises sooner) Judgement is required by the Dance teacher, and Principal in all circumstances. If a minor twist, sprain, bruise, then the appropriate action should be taken; usually rest, ice-packs, and not participating in the Dance class.
3. The Parents must Inform PWAcademy about all the treatment received and any medication being taken once returned to class.
4. Consult Lee Therapies who will treat most dance injuries – if there are any major or minor injury pains.

Ice Packs and First Aid Kit is available from the Front Desk – So ask your dance teacher/teacher if required, but it must be returned to the Front Desk after use. Remember you should not ice an injury for more than 10 minutes.

Risk Assessment

We will undertake a risk assessment of First Aid so to ensure adequate provision is available.

This will include:

- The identification of students with specific conditions e.g. asthma, allergies
- The identification of specific hazards in the Academy
- When to call for further help, or not.
- The documentation of necessary treatment given. First Aid book log completed in each situation.

Responsibilities and Duties

- The responsibility for Health and Safety, which includes First Aid, rests with the School and the Principal is responsible for putting the Policy in place, including informing staff and parents.
- All staff should be aware of available First Aid personnel, facilities, and the location of First Aid boxes and information.
- First Aid provision must be available at all times, including out of school trips, during dance classes and other times the Academy facilities are used.
- Adequate First Aid cover will be provided in the Academy, as well as during break times.
- If a staff member is alone on a trip or during a dance class then they must have access to a telephone in order to summon help, only if required.
- First Aiders must have attended a recognised First Aid Course approved by the Health and Safety Executive (HSE), and attend refresher courses every 3 years. They will be reliable, have good communication skills, an ability to cope with stress and able to absorb new knowledge.
- All staff should have basic First Aid knowledge, and, in addition, the School will arrange for an adequate number of staff to undertake formal First Aid training. Lists of staff with First Aid responsibilities and/or appropriate training should be displayed on the notice board. Our first Aider is Callum Wade.

It is the responsibility of the Principal/Chief First Aider to ensure good First Aid practice is being carried out within the School and at events and activities organised by the School.

It is the duty of every member of staff of the School to:

- Ensure that all pupils receive First Aid when injured
- Seek First Aid treatment when injured at the Academy
- To ensure fellow members of staff injured at the Academy, if unable to seek help for themselves, receive suitable attention as soon as possible
- To report any use of the First Aid facilities to the front desk or Principal at the Academy venues.
- To make correct and authorised use of First Aid facilities
- Ensure that a First Aid kit is taken to any offsite activity

If First Aid is required, the front desk person should be informed. A medical room is provided for up to 1 student at any one time, but no full-time cover is provided. First Aid boxes are located in the Academy venues.

First Aid boxes are checked on a monthly basis. These are also included in the Annual Health & Safety Inspection.

Reporting & Recording of Accidents

PWA recognises that:

We have a duty to report incidents that involve the;

- Health & Safety at Work Act 1974
- Social Security Regulations 1979
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

An unreliable accident / incident reporting system, or the under reporting of near miss incidents could lead to dangerous occurrences recurring which may result in subsequent personal injury to students, staff, parents or visitors.

Breach of the statutory requirement to report specific incidents to the Health & Safety Executive (HSE) may lead to prosecution.

Inadequate incident reporting procedures will inhibit statistical analyses of accident data.

Procedures

At PWA we make every effort to minimise the risk of accidents but we recognise that accidents may still occur, especially in dance classes where there is always the possibility of injuries, because of the nature of dance training.

All accidents to students, staff, parents and visitors, no matter how small, will be reported to the Principal as soon as possible after the accident took place.

The First Aider present will deal with the accident and treat any injuries as required.

Once the individuals have been treated, all details regarding the accident will be recorded in the Accident Book by a member of staff. An investigation into the accident should be undertaken immediately, or at least on the same day. Judgements should be made as to what can be done to reduce the risk of similar accidents occurring again.

Any bumps, bangs or knocks to the head will be communicated personally to parents. An Accident Book is kept on the front desk at STFS & East Claydon Hall. Records should be stored for three years.

All accidents / near misses will be reported in the annual Health & Safety Review at the policy review date or as requested.

The Principal will ensure that accidents, which are reportable to the Health & Safety Executive, are reported, using the appropriate form.

The Administration of Medicines

The HSE states that First Aid does not include the administration of medicines, although there is no legal bar to doing so. Those who dispense it should have a reasonable understanding of what is involved. First Aiders can use Epi pens if trained to do so.

Medical Information

The Medical Conditions Information Files retained by the office detail the medical complaints of which the School has been informed. A summary of this information is circulated to all teachers at the beginning of each academic year and is also retained on SIMS.

Photographs of pupils with serious and life-threatening complaints and allergies are displayed in the Staffrooms and the Receptions, together with details of what to do in an emergency.

Teachers should make themselves aware of any problems that pupils they teach may have.

Administering Medicine

Medicine may only normally be administered by our first aider if required, or the front desk. If, however, either is absent from her office for any reason, a First Aider with a current certificate may administer medicine as below. Currently Callum Wade.

If any other medicine has been handed to our front desk by a parent, it is assumed that parental consent has been given for its administration. Any medicine brought by a child must be accompanied by a note giving permission for its administration. Again, care must be taken to give the recommended dosage.

If in any doubt, do nothing without consulting the pupil's parent.

Staff Medicine

If staff need to take medicines for their own use, they must inform the Principal.

Updated: May 2020

Next Review Date: May 2021