

Italia Academy of Theatre Arts

First Aid Policy

OVERVIEW

The Health & Safety (First Aid) Regulations 1981 requires the school to make adequate first aid provision. These regulations include:

- Provision of adequate equipment and facilities enabling first-aid to be rendered to comply with relevant legislation and guidance
- Adequate numbers of staff should be first-aid trained and certified and in their temporary absence, an 'appointed person' should be available to cover for trained first-aiders. There must be at least one person on the premises who first aid trained and certified at all times. On trips this must also be adhered to.
- Teachers and staff should be aware of all fully-trained first-aiders and the location of equipment and facilities.

PROCEDURE

All staff should following the guidelines set out below:

1. Pupils feeling unwell should not be allowed home without clear instructions from the first aid staff member and the escort would usually be the parent/guardian.
2. All injuries will be treated by a trained First Aider (see lists displayed in office and staff room).
3. Medicines must not be prescribed by members of staff to anyone; staff to staff, staff to pupil. Should it be necessary for pupils to take prescribed medication, written permission and details of the dosage/ frequency must be supplied by the parent/guardian to the school office (these might include medication for asthma, epilepsy and diabetes). Staffs are made aware of pupils with existing medical conditions requiring medication and are advised in the safe management of procedures (through staff briefings and first aid training).
4. Injured or sick pupils requiring hospital treatment will be transported by ambulance only if considered essential.
5. Girls requiring hospital treatment will be accompanied by a female member of staff.
6. All injuries must be recorded in the accident book kept in the school office.
7. Disposable gloves must be used when dealing with any body fluids. These are available from the school office.
8. Ensure that everything is cleared away using gloves; every dressing must be put in a sealed bag for contaminated/used items and sealed tightly.
9. Any blood stains on the ground must be cleaned away thoroughly.
10. No contaminated or used items must be left hanging around.
11. All staff are aware of good hygiene practices when dealing with spillage of bodily fluids.
12. When pupils are physically sick, the 'sick' bucket must be washed and disinfected immediately.

13. Other spillage of bodily fluids must be cleaned immediately, the area must be disinfected and all used tissues disposed of in a sealed bag.

14. In the case of more serious injury where further medical attention is required, an ambulance must be called immediately and parents must be informed immediately. If parents cannot be contacted or attend immediately, then a member of staff will accompany the child in the ambulance and remain until the parent / guardian arrives.

Pupils who need to use a prescribed Epipen or Ana pen auto-injector for anaphylaxis:

- a) the pupil must carry the pen with them at all times;
- b) the pupil must know to avoid the food/trigger that causes their reaction;
- c) the pupil must have been shown by a medical professional how to use the pen in the event of a reaction
- d) parents to supply a spare pen which will be kept in the medical room;
- e) It is the responsibility of the parent to keep the pens in date. In an emergency the defence of necessity overrides the need for consent and therefore, because all first aiders' have an overriding duty, at common law, to preserve life and limb, first aiders' are required to help a casualty to administer an auto-injector. This means even if they have not received specific training, they can administer an auto-injector to a casualty with anaphylaxis. Although the regulation may appear restrictive, sticking to them will reduce the risk of mishap, and the main aim of First Aid preserving life and minimising the consequences of injury and illness until medical help is obtained - will be achieved.

Pupils who need to use a prescribed inhaler for asthma:

- a) the pupil must carry the inhaler with them at all times;
- b) the pupil must know to use their inhaler (as advised by medical practitioner)
- c) the pupil must have been shown by a medical professional how to use the inhaler in the event of respiratory distress / an asthma attack.
- d) parents to supply a labelled spare inhaler which will be kept in the school office;
- e) It is the responsibility of the parent to keep the inhalers in date and labelled.
- f) In an emergency the pupil must seek assistance from one of our first aiders. If a non first aider sees an asthmatic pupil in distress they must call for a first aider immediately.
- g) The first aider will make an assessment, provide appropriate first aid and call an ambulance if required.

Pupils who need to follow medical advice / take medication with regards to diabetes:

- a) the pupil must carry the necessary blood testing equipment with them at all times, along with the necessary drink (e.g. Lucozade) and a food bar. Spares are kept in the First Aid room.
- b) the pupil must know to use their blood testing equipment and how to administer insulin to themselves (as advised by medical practitioner)
- e) It is the responsibility of the parent to keep the insulin in date and labelled.
- f) In an emergency the pupil must seek assistance from one of our first aiders. If a

non first aider sees a diabetic pupil in distress they must call for a first aider immediately. If the pupil is suffering from a 'hypo' he/she must remain where he/she is, ask for help, The welfare officer or a first aider must be fetched, an assessment will determine what action to take. Symptoms may include lethargy, shaking, losing consciousness, the appearance of 'being drunk', may seem forgetful.

g) In the event of the pupil suffering from a 'hyper' the pupil may suffer with a headache and generally feel unwell. If a non first aiders sees a diabetic pupil in distress they must call for a first aider immediately. If the pupil is suffering from a 'hyper', the first aider/teacher must call for the welfare officer immediately/ designated first aider. The pupil will be assessed, contact parents, and student will administer necessary medication.

The first aider will make an assessment, provide appropriate first aid and call an ambulance if required.

h) On school visits, journeys or trip the 'diabetes emergency kit' must be taken and the dedicated first aider on the trip must be responsible for carrying it and remaining with the pupil at all times.

FIRST AID - HEAD INJURIES

If a pupil suffers an injury to any part of the head then they should be sent to the welfare officer or a trained first aider called to examine the pupil. If in the opinion of the welfare officer/ trained first aider, the injury is not serious enough to warrant going immediately to hospital then the parents should be told this through a phone call and advised to consult their hospital or GP for a check-up as a safety precaution in their own time. In the event of serious injury, the welfare officer or the first aider called to attend should:

i. telephone parent(s)

ii. inform the Head teacher, Vice Principal or Principal (to ensure compliance with HSE requirements).

iii. Send the pupil to hospital (accompanied)

iv. Complete the school accident report form as soon as possible (within 24 hours at the very latest). It is important for staff to note that it is a legal requirement for all injuries to pupils which result in going to hospital to be reported promptly by telephone to the Health and Safety Executive and also within 10 days on their approved form (RIDDOR – Tel : 0845 300 9923). The welfare officer will be responsible for this. Staff must complete the school accident report form for injuries to pupils in their care or injury they have observed.

TRAINED FIRST AIDERS

There are trained First Aiders available. A full list of First Aiders is displayed in the reception, the medical room, staff room and on every floor.

We always have at least one qualified person on the school site when pupils and students are present.

First Aid Training is updated every three years.

SICK BAY/MEDICAL ROOM

A sick bay operates on the basement floor next to the changing rooms. Pupils should, in the first instance, go to the Head Teacher/reception if you feel they are unable to remain in your lesson. The same procedure should be followed by duty staff and mid-day supervisors for pupils feeling unwell at break or lunch time.

When to call an ambulance

- When a pupil is not breathing or is lifeless
- When a pupil has difficulty breathing
- When a pupil is unconscious
- When a pupil shows a change in mental status i.e. unusual behaviour
- When a pupil has a seizure
- When a pupil has sudden, severe pain
- When a pupil has suffered a major injury,
- When a pupil has a suspected serious head injury
- When a pupil has a suspected spinal or neck injury
- When a pupil has severe burns
- When a pupil has uncontrolled bleeding
- When a pupil has accidentally consumed poison

If there is any doubt about the medical condition of a pupil; an ambulance must be called.

LOCATION OF FIRST AID KITS

Reception – On shelf by main door

On the Third Floor – See Ms. Alvares

On the 9th Floor – See Susan Jolley

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