



First Aid Policy

This policy has been written with regard to First Aid in schools, early years and colleges

Assessment of Need

The level of first aid provision (staff training, first aid kits and internal procedures) shall be reviewed annually or following a related incident, feedback from interested parties or significant changes to the school's premises/activities.

First Aiders

Principal - Nazene Danielle Langfield
Head of Ballet - Rebecca Clow
Administrator - Daniel Cox
Pastoral - Suzanne Langfield

They shall keep their certification up-to-date through regular refresher training. There will always be at least one qualified member of staff on site when the pupils are present.

Other staff members who hold a First Aid Certificate are allowed to administer First Aid, if confirmed by the Headteacher or Administrator.

First Aid Kits

First aid kits is located in the following areas of the school:

- **Juice Bar/Kitchen / First Aid Room / Staff Room**

All first aid kits are clearly identifiable and available to all staff.

First aid kits are replenished regularly. The Pastoral Lead/Administrator are responsible for ensuring the contents of first aid kits are regularly checked, items are sterile/suitable for use, in-date, replenished when needed and stock ordered.

Medical Attention Procedure

Should a pupil suffer an accident or require urgent medical attention, the following procedure must be followed:

- Check for any immediate danger to the pupil.
- Assess the pupil's condition.
- If you are not a trained first aider, request help from the nearest trained staff member. ● If necessary, call 999 - ask for an ambulance and answer all questions calmly. ● Administer first aid as appropriate until help arrives.
- Arrange for a member of staff to contact the pupil's parents/carer and make them aware of the situation.
 - If parents/carer cannot be contacted, leave a message asking them to contact the school urgently. The child's emergency contact person may have to be informed in the case of parents being unavailable.
- A member of staff must accompany the pupil to hospital and stay with them until their parent/carer arrives.
- Complete an Accident Form and hand it to the Administrators/School office.

For each accident, an accident form is completed and is sent home with the pupil.

Infectious Diseases

The following arrangements are in place in order to minimize the risk to staff and pupils of infectious diseases:

- A member of the office staff is responsible for keeping abreast of any new information relating to infectious, notifiable and communicable diseases and local health issues, including Covid-19 (see Covid-19 clause subheading). New information shall be disseminated to staff members and parents/carers as necessary.
- If a pupil feels unwell, is sick, has diarrhea, symptoms of Covid-19 has an accident and/or staff feel that they may have an infectious disease that may put other pupils/staff at risk, they will be isolated from others and arrangements made for collection by their parent/carer.
 - Emergency contact numbers will be used if the parent/carer cannot be contacted. ● The pupil and parent's right to confidentiality shall be respected.
 - The pupil shall be treated in a sympathetic, caring and understanding manner. ● Parents/carers shall be kept informed of any infectious diseases occurring at the school. ● We expect, and inform, parents/carers to notify us if their child is suffering from any infectious disease that may put others at risk, including Covid-19 symptoms/infection. ● We expect, and inform, parents/carers to call or email the administrator that morning if their child is unwell and will not be attending school.
- We expect parents/carers to state the reasons for absence by email to the administrator on the day of absence and upon returning following illness.
If required, the head (or deputy) will make a RIDDOR statement to the Health and Safety Executive.

Procedure for the Safe Cleaning of body fluids from floor surfaces

Avoid direct contact with body fluids, as they all have the potential to spread germs. Germs in vomit and

faeces may become airborne, so it is very important to clean up body fluids quickly.

1. Put on gloves and a disposable apron. Disposable latex or vinyl gloves are the best choice. However, reusable rubber gloves are acceptable as long as they are cleaned and sanitised after each use.
2. Sprinkle 'Sani-dry Absorbent Granules' liberally on all visible material. Allow approximately 90 seconds for the powder to absorb all visible material. Be careful not to agitate the material, so that germ particles do not become airborne.
3. Remove all visible material from the most soiled areas, using paper towel or single use disposable red cloths.
4. Put all used paper towel and cloths into a plastic bag and take directly to outside bin.
5. The remaining visible material should then be vacuumed using a designated vacuum cleaner. The vacuum cleaner bag MUST be changed after use.
6. Wash the non-disposable cleaning equipment (mops, buckets) thoroughly with soap and water, then rinse with a sanitising solution.
7. Discard gloves, disposable apron into yellow bag for incineration.
8. Wash your hands thoroughly using soap and water.
9. Inform the caretaker or cleaner that a thorough clean/steam of area is needed

Pupil Health Care Plans

- Nazene Danielle School of Performing Arts (NDSOPA) recognises that some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.
- Individual Health Plans will be developed for all pupils with medical conditions requiring support during school time.
- Plans are developed with input from the parent/carer.
- Plans are reviewed as necessary by the Principal, office staff or relevant staff member with input from the parent/carer.
- Parents/carers are expected to inform the school of any change in their child's condition or medication requirements.
- Parents/carers are expected to supply the school with any life-saving prescription medication their child may require.
- Relevant staff are briefed on the pupil's medical requirements and administration of any medication.
- Copies of Health Care Plans can be accessed by all staff members in the staff room.

Medication

Competent staff members shall only administer prescription or non-prescription medication to pupils where there is a health reason to do so and we have received written consent from the parent/carer.

Staff members will not administer a greater dose than the official recommended dosage unless with doctor's prescribed permission via a signed doctor's note.

Competent staff members shall only administer life-saving prescription medication to pupils in accordance with their health care plan and with written consent from their parent/carer (e.g. for anaphylaxis, asthma, diabetes, epilepsy).

Medicine consent forms for parental completion will be located in the Administrator's/School Office. Records shall be kept by the Administrator/School office of all medication administered to pupils.

All medication shall be stored in accordance with product instructions, in their original container and in a safe and secure location, out of reach of pupils.

Epipens and inhalers are kept in a clearly marked bag, situated in the Administrators office during class hours and under staff charge when child off site on a relevant trip.

Anaphylaxis

A list of pupils who may require the use of inhalers and epipens due to susceptibility to anaphylaxis is displayed in the Administrators/School Office, and kept up-to-date by the office staff.

The following procedure regarding anaphylaxis is briefed to all staff members:

- Educate susceptible pupils so that during play times they know what not to eat or touch. ● If a child in the school is allergic to Nuts, a 'No Nuts' rule for all students and staff will be put in place.
- The pupil may be unwell if they exhibit the following symptoms:
 - Strange scratching at neck.
 - Strange unformed sentences.
 - Wheezing / gasping for breath.
 - Tongue may be 'tingling'.
- This indicates their airway may be affected and requires action.
- Send for additional help and call an ambulance, stating anaphylaxis.
- Hold the pupil on your lap.
- Administer adrenaline.
- Call their parents/carer.
- Administer a second dose if needed after 5 minutes.

Diabetes

The individual care plan will be followed, keeping parent/s informed at all times.

All medical items i.e insulin, blood sugar level monitor, sweets/snacks kept in a single bag located in the Juice Bar/Kitchen during School hours, dependent on the child's/adult's individual care plan.

If the child is offsite this bag **MUST ALWAYS BE WITH THE CHILD, UNDER A MEMBER OF STAFF'S SUPERVISION.**

All contact details and care plan instructions in bags and posted in the school office in case of emergency. i.e. hypo situation.

COVID-19

To ensure the health and wellbeing of pupils and staff members on returning to the dance studio we have adapted our studio in line with Government and Dance Association requirements as follows:

On Entrance and exit to school/classrooms hand sanitiser will be used by all students and staff. Staff will greet by maintaining social distance.

Entering/Exiting the School will be done in a mannerly way. During break times children may play outside but are asked to maintain a manageable distance between each other and not engage in

contact such as holding hands, hugging, piggy backing etc and such like actions.

We will aim to keep the classroom windows open during classes to maintain adequate ventilation when necessary, weather and other factors permitting.

Food, Snacks and Drink can be bought at the Juice Bar/Kitchen but children must only go one at a time.

All Students and Staff are encouraged to wash/sanitise their hands before and after eating.

Hair must be tied up in a pony/bun for safety and hygiene - it has been advised that the virus can live on live hair.

Teachers will maintain social distancing throughout classes and wear a transparent face shield. If a teacher is required to administer first aid on a student they will do so wearing full PPE.

If a student is showing signs of Coronavirus or is going for a test, the Administrator/Office Staff must be informed. If an individual tests positive for Coronavirus the School must be informed immediately and the various steps will be taken regarding isolation of students, staff and any relevant visitors.

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