



First Aid Policy

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

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

Following any injury a student should:

1. Report the injury to the first aider on duty/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 on duty first aider is trained to assess if the student needs professional medical care. The first aider must contact 999 in an emergency and then immediately inform the child's next of kin.
4. The Parents must Inform Alyssia Fleur School of Dance about all the treatment received and any medication being taken once returned to class.

Ice Packs and First Aid Kit is available in the storage cupboard.

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 Alyssia Fleur School of Dance.
- 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 Alyssia Fleur School of Dance 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 Alyssia Sykes And Aoife Doherty.

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 Alyssia Fleur School of Dance.
- To ensure fellow members of staff injured at Alyssia Fleur School of Dance, 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 principal should be informed.

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

Inspection. Reporting & Recording of Accidents

Alyssia Fleur School of Dance 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 Alyssia Fleur School of Dance 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

Alyssia Fleur School of Dance- alyssiafleurschoolofdance.co.uk- 07565365622

soon as possible after the accident took place.

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

Accident Book

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. Next of kin must read the accident log and sign to show they have been notified.

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 Medicine

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 Alyssia Fleur School of Dance logging system..

Pupils with serious and life-threatening complaints and allergies are made known to the lead teacher and first aider with information on how to administer help.

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

may have.

Administering Medicine

If any 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 parents.

Staff Medicine

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

Updated: July 2023

Review Due: July 2024