

NYB

National Youth Ballet

The Old Dairy, Wintersell Farm, Edenbridge, Kent, TN8 6QD
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National Youth Ballet First Aid Policy Updated January 2018

Patrons: Carlos Acosta CBE, David Bintley CBE, Sir Matthew Bourne OBE, Deborah Bull CBE, Dame Darcey Bussell DBE,
Jayne Cadbury MBE, Lauren Cuthbertson, Antony Dowson FRAD, Stephen Jefferies, Janet Kinson FISTD, Joanna Lumley OBE, Dame Monica Mason DBE,
Anna Meadmore, Angela Mortimer, Samira Saidi, Dame Antoinette Sibley DBE, Wayne Sleep OBE, Sir Peter Wright CBE

Registered Charity No. 1000932
Registered in England NO 2557811 whose registered office is at:
Betchworth House, 57-65 Station Road, Redhill, Surrey RH1 1DL

FIRST AID POLICY

First Aid Cover

Will be provided by the Head of Pastoral Care, designated the primary trained First Aid Officer, and/or by at least one trained First Aid Assistant, who is either employed by or volunteering for National Youth Ballet (NYB). During residential periods students will be cared for by House Parents supported by the Head of Pastoral Care and/or the First Aid Assistant, who will normally be on-site and available at all times.

During theatre performances or other events the Head of Pastoral Care will be the designated First Aid Officer and she will be supported by the theatre/other venue who must nominate an individual to take charge should a First Aid emergency occur. On arrival at the theatre/other venue NYB Head of Pastoral Care will establish the identity of First Aid support staff on duty there, and ensure that all NYB staff have this information.

In the highly exceptional circumstances of no trained First Aid staff being on-site at the residential setting or within the theatres/other venues, NYB staff will always call 999 for medical support.

In the event of a student requiring extra medical (non-emergency) assistance NYB will access the Accident and Emergency services at the nearest available hospital.

The Head of Pastoral Care will be responsible for regularly checking NYB's own First Aid box/es, and the First Aid boxes in situ at all venues, and ensuring that any missing contents are replaced. A suitable room will be designated on site, (reasonably near a WC and comprising a washbasin) for use for medical treatment when required.

Procedures for Accidents Involving a Member of Staff / Volunteer or Visitor

1. All incidents will be handled by the Head of Pastoral Care or by any other designated First Aid team member who is available
2. The first person on the scene or a First Aider will make an assessment and dial 999 for an ambulance if the injury or symptoms indicate the need for urgent medical attention
3. If less urgent medical attention is required, arrangements will be made to accompany the injured person to the nearest hospital A&E by taxi

Procedures for Accidents

1. Parent Chaperones should immediately alert the Head of Pastoral Care or a designated First Aider if an injury or accident has occurred
2. Chaperones are not required to be First Aid trained
3. Next of Kin will be contacted in the event of an accident or incident that requires medical assistance
4. A member of the pastoral/chaperone staff will accompany any child or student to hospital. All incidents will be referred to the Head of Pastoral Care who will record the incident in the Accident and Medication book
5. If a student becomes ill during the night, the House parent will investigate the nature of the illness. In cases of minor illness where a student is unable to attend rehearsals/classes or a performance the Head of Pastoral care will be informed immediately. The student's

- parent will be contacted. The House Parent will record all details in the Medical File. In cases of severe illness or accident, the House Parent will call 999 and request an ambulance and, depending on the nature of the illness, may also administer First Aid
6. A First Aid box is located in wardrobe and/or in a more accessible place
 7. An up-to-date list of Qualified First Aiders for NYB will be held on file
 8. An entry into the Medical File must be completed as soon as possible after any accident occurs

Accident and Medication Books are kept within NYB First Aid box and/or with the Head of Pastoral Care.

Students with Particular Medical Conditions

The Head of Pastoral maintains records of students with particular medical conditions in an Information Sheet. A copy of this Information Sheet is given to House Parents and discussed with them on Day 1 of Summer School. This Information Sheet is also discussed with teaching staff at the first staff meeting at Summer School.

On NYB residential Summer School registration day the Head of Pastoral Care will discuss with students' parents/guardians any individual child's needs relating to a medical condition.

If the child needs ongoing medication whilst in the care of NYB, the Head of Pastoral care will agree in advance with the parents/guardians as to how this will be administered, either:

- a. The parent or guardian will sign a consent form to the effect that the child will self medicate during their time with NYB. The House Parents will be informed. The child will agree to keep the medication in their personal belongings and not to share it with any other child.
OR
- b. The House Parent will hold the medication and administer it to the child following written directions from the parent or guardian.

Accident Records and Notifications

NYB follows the guidance given by the HSE. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), NYB must notify the Health & Safety Executive (HSE) as soon as possible of:

- any accidents to employees/volunteers causing either death or major injury
- certain industry related diseases suffered by employees/volunteers
- dangerous occurrences
- any accidents to members of the public ("the public" includes students), where any is killed or taken from the premises to a hospital for treatment

To make a report, call the HSE Incident Contact Centre on 0845 300 99 23 (Monday to Friday, 08:30 to 17:00). An ICC Operator will complete a report form and send a copy. Accidents to students which are attributable in some way to events organised by NYB or the condition of premises or lack of or defective supervision, where injury is suffered and where the student is taken to hospital for treatment, must be reported. An investigation should be carried out as soon as possible after any accident occurs, so that problem areas or procedures are identified and

remedial action can be taken if necessary. The reportable major injuries, reportable dangerous occurrences and reportable diseases relevant to the employer are as follows:

Reportable Major Injuries:

- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Reportable Dangerous Occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning as a result
- Dangerous occurrence at a well (other than a water well)
- When a dangerous substance being conveyed by road is involved in a fire or released
- Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, including a wall or floor in a place of work, any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden, uncontrolled release in a building of 100kg or more of flammable liquid, 10kg of flammable liquid above its boiling point, 10kg or more of flammable gas or 500kg of these substances if the release is in the open air
- Accidental release of any substances which may damage health

Reportable Diseases Include:

- Poisonings
- Skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma, farmer's lung, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders,

decompression illness and hand-arm vibration syndrome

All staff /volunteers must notify the Head of Pastoral Care of all reportable incidents i.e. those reportable to HSE under RIDDOR.

The Head of Pastoral Care is responsible for reporting to the HSE all notifiable incidents. All major incidents must be investigated by the Artistic Director and/or a member of the Board of Trustees.

Training

The Head of Pastoral Care, Nichola Packham, will hold a relevant and up to date certificate in First Aid, and be the Designated First Aid Officer; she will also hold a relevant and up to date certificate in administering medications. During the residential Summer School there will be at least one other member of NYB staff or NYB volunteer, Charlie Brittain, who holds an up to date certificate in First Aid, and is designated as the First Aid Assistant. House Parents will preferably hold a First Aid certificate, although this will be voluntary.

This policy was written by Nichola Packham

Head of Pastoral Care

12th December 2016

Adopted by and on behalf of National Youth Ballet.

Mikah Smillie
Artistic Director
Signature and Date

Member of the Board of Trustees
Signature and date

Review Date 31 January 2019

