

## **First Aid and Medication Policy** **March 2019**

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## **First Aid Cover**

This 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. 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 that must nominate an individual to take charge should a First Aid emergency occur. On arrival at the theatre/other venue the Head of Pastoral Care will establish the identity of First Aid support staff on duty, and ensure that all National Youth Ballet 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, National Youth Ballet staff will always call 999 for medical support.

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

The Head of Pastoral Care will be responsible for regularly checking National Youth Ballet'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**

- Chaperones, House Parents or another member of National Youth Ballet should immediately alert the Head of Pastoral Care or a designated First Aider if an injury or accident has occurred.
- Chaperones are not required to be First Aid trained.
- Next of Kin will be contacted in the event of an accident or incident that requires medical assistance.
- 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.
- 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.

- A First Aid box is located in wardrobe and/or in a more accessible place.
- An up-to-date list of Qualified First Aiders for National Youth Ballet will be held on file.
- An entry into the Medical File must be completed as soon as possible after any accident occurs.

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

### **Staff Medication**

Staff who need to bring prescription or over-the-counter medication into School should ensure that it is kept secure from student access at all times. This may be in a locked drawer or equivalent in a classroom, boarding house office, changing room etc. If you do not have access to a lockable space then please put your name clearly on a container with any medication in it and give to the Head of Pastoral Care to store safely at either site. It is not necessary for Head of Pastoral Care to be aware of the contents of this container. If you have to carry medication with you at all times (e.g. an inhaler or epipen) then please also ensure that it is clearly labelled and that you keep secure on your person at all times.

### **Administering Medication**

If a child is on a prescribed medicine then at National Youth Ballet with parental guidance and permission we will administer the medicine as required whilst the child is in our care. We also will administer pain relief to promote a child's health whilst in our care as required.

- Prescribed medication may be administered. It must be in-date and prescribed by a doctor, dentist or nurse for the current condition. We will need advice from the parent as to the dosage and timings and we will require a signature in the medication book before we can commence.
- If the medication is to be taken for a full course we will follow the advice given initially until the parent informs us of any changes.
- Parents give prior written permission for the administration of the particular medication (both prescription). This states the name of the child, name/s of parent(s); date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- If a child develops a temperature whilst attending the setting parents will be contacted to either collect their child or advice on administering paracetamol or ibuprofen medicines to control the child's temperature until the parent arrives. Prior written consent to administer these medicines is given in the parent pack.
- When a child starts at National Youth Ballet, we request a blanket form to be signed by the parent to cover for emergency use of pain relief. If the child then requires a dose we would contact the parent by phone for verbal permission if the blanket cover form has been signed. We would still require the parent to sign when they collect their child to acknowledge the time and dose of the last administration.
- At the Residential Performance Company, House Parents will be given internal training to administer medication so that either they or the Head of Pastoral Care can administer the medicine at the appropriate time. Two members of staff will administer the medication to ensure the correct dosage is given.
- House Parents can also administer for minor ailments, but must first take regard of the medical log and record all doses given in the medication book and sign.
- If medication needs to be administered whilst at the theatre, this will be done by the Head of Pastoral Care and not by a chaperone.
- Children taking prescribed medication must be well enough to attend the Residential Performance Company.

- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children. If refrigeration is required this will be provided.
- The administration is recorded in the record book accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine and a copy will be given to the parent/carer.
- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional. If a child has a long-term medical condition we will seek advice from the parent on how we can enable the child to attend our setting and any roles that will be required of us. Again we may need further advice from a health care practitioner.
- At National Youth Ballet we cannot administer medications (other than pain killers) if a doctor, dentist or nurse has not prescribed them. Any medicine containing Aspirin can only be given if a doctor, dentist or nurse, not an over-the-counter medication, has prescribed it. Parents will be informed of this if they make such a request.
- For children requiring inhalers we would follow the same procedures as for medications. We will ask the parent to give a demonstration on the use of the inhaler, as there are many variations. We would support a child who is old enough to self-administer but still record and get the parent to sign.
- All staff are trained to follow the procedures set out in this policy.

### **Students with Particular Medical Conditions**

The Head of Pastoral Care 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 Residential Performance Company. This Information Sheet is also discussed with teaching staff at the first staff meeting at the Residential Performance Company.

At National Youth Ballet Residential Performance Company registration day the Head of Pastoral Care will discuss with student members' parents/guardians any individual child's needs relating to a medical condition.

If the child needs ongoing medication whilst in the care of National Youth Ballet, 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 National Youth Ballet. 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**

National Youth Ballet follows the guidance given by the HSE. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), National Youth Ballet 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 student members, which are attributable in some way to events organised by National Youth Ballet or the condition of premises or lack of or defective supervision, where injury is suffered and where the student member 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. The Artistic Director and/or a member of the Board of Trustees must investigate all major incidents.

### **Training**

The Head of Pastoral Care, will hold a relevant and up to date certificate in First Aid, and be the Designated First Aid Officer; he or she will also hold a relevant and up to date certificate in administering medications. During the Residential Performance Company there will be at least one other member of National Youth Ballet staff or National Youth Ballet volunteer, 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 in March 2019.

Adopted by and behalf of National Youth Ballet.

**Review date March 2020.**