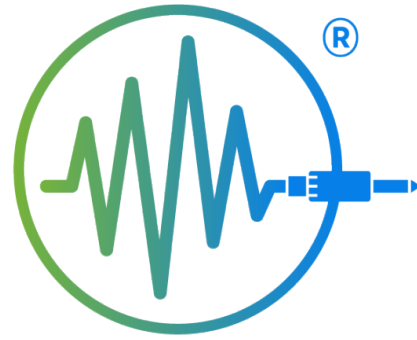


LISA LASHES
SCHOOL *of*
MUSIC



IN ASSOCIATION WITH PTS TRAINING ACADEMY

First Aid Policy

1. Policy Overview

- 1.1 The Lisa Lashes School of Music has a commitment to providing first aid to all our pupils, staff, parents and visitors.
- 1.2 We will meet the minimum statutory requirements under the Health and Safety (First Aid) regulations Act 1981.
- 1.3 Lorraine Wright is the lead on site qualified First Aider. The schools headteacher is also qualified.
- 1.4 All parents/carers of pupils are required to submit a completed medical form before admission so that sufficient first aid may be provided in accordance with the specific medical needs of the pupil.
- 1.5 For off-site activities it is recommended that a member of First Aid staff should be present, and that a small First Aid Kit should be available at all times.
- 1.6 Whilst First Aiders carry out their duties voluntarily, they do so in course of their employment and as such, will not be accountable personally for any tasks undertaken within the realm of the administration of First Aid.
- 1.7 If any member of staff consider that the First Aid provision is not adequate, they should immediately make representation to the Head Teacher.

2. Code of Practice

- 2.1 First Aid will only be administered with the patients' consent. If treatment is refused, any injury will be documented.
- 2.2 In the first instance an injury will be assessed as to how serious it is.
- 2.3 If the injury is as a result from a fall from height, a knock to the head, a wound which bleed or an abnormal swelling, then a First Aider should be called – if in ANY doubt, call a First Aider.
- 2.4 The majority of incidents involving pupils are grazes and minor bumps. If a First Aider is summoned and attends and/or administers first aid, then an accident record must be completed.
- 2.5 If a pupil requires hospital treatment, parents/carers must be contacted immediately. The pupil's medical form must be checked to ensure consent has been granted for staff to act on behalf of the parent/carer in their absence.
- 2.6 If the pupil requires an ambulance then they will be accompanied by a member of staff who will wait in the hospital until a parent/carer arrives.
- 2.7 If the injury/medical condition is not serious enough to require an ambulance they will be taken to hospital accompanied by the first aider and another staff member who will drive the vehicle.

3. Record Keeping

- 3.1 The incident should be logged and reported to the Head Teacher as per the seriousness of the incident in accordance with the information in the next section of the policy.
- 3.2 All accident and incident logs should be logged and recorded in full detail and stored securely for a minimum of five years.

3.3 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

3.4 The Head Teacher and safeguarding lead must be informed if any of the following occur. These must then be reported to HSE:

3.5.1 Death – All deaths to worker and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

3.5.2 Specified Injuries

Specified Injuries are defined as follows:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging eyes.
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

3.5.3 Injuries to non-workers. Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury'.

3.5.4 Reportable occupational diseases. School staff must report diagnosis of certain occupational diseases, where these are likely to have been caused and made worse by their work. These diseases include:

- carpal tunnel syndrome;
- sever cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

4. First Aid Boxes

4.1 All first aid kits will be located in accessible areas within the Lisa Lashes School of Music. It is important to keep the first aid kit fully stocked and if an item is used it should be replaced immediately.

4.2 The first aid kit should be monitored frequently to ensure that it is fully stocked and that no items are out of date or opened.

4.3 First aid boxes should include gloves, aprons and bio-hazard bags for the hygienic removal of bodily fluids including blood and vomit.

4.4 No medications or creams will be kept in the first aid box. Over the counter medication, such as paracetamol and prescription medication, will not be given out to anyone that does not have a signed medical form which outlines the medication and when it should be administered.

5. First Aid Room

5.1 The Lisa Lashes School of Music has an appropriate room for the treatment of sick or injured pupils and staff. Access to the First Aid/sick room is always available when there are pupils in the building and will be close to the toilets and washroom facilities. Where it is not possible to be near washroom facilities, a medical sink will be installed in the room.

5.2 Any First Aider should never be alone with a pupil of the opposite sex in the first aid room. He/she should ensure that there is always a same gender member of staff present. In the event of no same gender member of staff being available, the First Aider should seek to safeguard them self and the pupil by ensuring another member of staff is present.

5.3 The room has a fully stocked first aid kit and there is access to drinking water.

Date: 3rd January 2020

Name: Lisa Rose-Wyatt

Signature: *Lisa RoseWyatt*

Position: CEO at Lisa Lashes School of Music

Policy renewal date:
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