

EAST LONDON ARTS & MUSIC



THE INDUSTRY ACADEMY

FIRST AID POLICY

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Approval Date (Operations Committee):	20 November 2018
Review Date:	31 December 2019

Signed by Chair of Governors:

A handwritten signature in black ink, appearing to read 'Ken Kennard', written over a horizontal line.

Signed by Principal:

A handwritten signature in black ink, appearing to read 'Cheryl', written over a horizontal line.

LOCATION OF FIRST AID KITS:

- Reception
- Staff Room (2nd Floor)
- Finance Office
- Medical Room (2nd Floor)
- Kitchen (1st Floor)

The contents of the kits will be checked on a regular basis by those staff who are named first aiders.

Training on First Aid will be undertaken every three years by nominated staff.

EMERGENCY AT WORK FIRST AIDERS

Kelsey Whittle (Receptionist) - Qualified

Katie White (PDP Lead) - part qualified (full training in February 2019)

Laura Brown (Finance Assistant) – Qualified

OFF SITE ACTIVITIES

At least one first aid kit will be taken on all off site activities, along with individual Trainee's medication including inhalers, epi-pens. A person who has been trained in first aid will accompany all off site visits where deemed necessary.

The Principal will inform all employees at the Academy of the following:

- The arrangements for recording and reporting accidents
- The arrangements for First Aid
- Those employees with qualifications in First Aid
- The location of First Aid kits

In addition the Principal will ensure that signs are displayed throughout the Academy providing the following information:

- Names of employees with first aid qualifications
- Location of first aid boxes

All members of staff will be made aware of the Academy's First Aid policy

ACCIDENT REPORTING

The Governing body is aware of its statutory duty under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) in respect of reporting the following to the Health and Safety Executive as it applies to employees and Trainees:

- An accident that involves an employee or Trainee being incapacitated from work or the

Academy for more than three consecutive days

- An accident which requires admittance to hospital for in excess of 24 hours
- Death of an employee or Trainee
- Major injury such as fracture, amputation, dislocation of shoulder, hip, knee or spine

For non-employees or Trainees an accident will only be reported under RIDDOR where:

- It is related to work being carried out by an employee or contractor and the accident results in death or major injury
- It is an accident in the Academy which requires immediate emergency treatment at hospital

For each instance where the Principal considers an accident to an employee or Trainee is reportable under RIDDOR the advice of the authority will be sought. Where a Trainee has an accident which results in injury it will be reported to the Governors.

All accidents to non-employees (e.g. visitors) which result in injury will be reported to the Governors

HEAD INJURIES

The Governing body recognise that accidents involving the the head can be problematic because the injury may not be evident and the effects only become noticeable after a period of time.

Where emergency treatment is not required, a 'report slip' will be sent home to the Trainee's parents or guardians, with a copy being retained in Academy. Under no circumstances will Trainees be given medication. Report Slips will be kept with the Accident Reporting Book in the First Aid Room on the Ground Floor.

TRANSPORT HOME OR TO THE HOSPITAL

- The Principal will determine what is a reasonable and sensible action to take in each case.
- Where the injury is an emergency an ambulance will be called following which the parent will be called.
- Where hospital treatment is required but it is not an emergency, then the Principal will contact the Trainee's parents or guardians for them to take over responsibility for the Trainee.
- If parents or guardians cannot be contacted then the Principal may decide to transport the Trainee to hospital
- Where the Principal makes arrangements for transporting a Trainee then the following points will be observed:
 - Only staff cars insured to cover such transportation will be used
 - No individual member of staff should be alone with a Trainee in a vehicle
 - The second member of staff will be present to provide supervision for the injured Trainee.