



ROYAL  
BALLET  
SCHOOL

SETTING THE STANDARD

# FIRST AID POLICY

## SEPTEMBER 2022

Registered address: 46 Floral Street • Covent Garden • London WC2E 9DA

[www.royalballetschool.org.uk](http://www.royalballetschool.org.uk)

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### First Aid Cover

#### Upper School

##### *Cover During Core Hours*

During core operating hours (08:00 - 18:30, Monday to Friday and 08.00 – 18.00 Saturday), in addition to the School Nurse (08.00 – 16.00 weekdays only) at least one member of staff who has completed either a basic or extended training course will be available. It is the School's intention to have a pool of at least six trained first aiders.

##### *Cover Outside Core Hours*

Outside core hours, or in the event of no trained staff being on-site, dial 999 and call an ambulance.

##### *Cover During Performances and Events*

During performances or other events held at the School involving more than 50 people, the event organiser must nominate an individual to take charge should a first aid emergency occur, preferably a trained first aider. This is indicated in the event risk assessment submitted by the event organiser.

### Boarding

Key members of House staff receive First Aid training including the use of an Automated External Defibrillator (AED). All House staff receive an annual update on the administration of homely remedies, the use of Adrenaline Auto-Injectors and Asthma Reliever Inhalers. Students requiring immediate medical assistance outside of the hours where the School nurse is not available will be taken to the GP, assessed and triaged via the NHS 111 Service or taken to the closest Emergency Department as appropriate.

#### **Procedures for accidents at Upper School involving a School student (weekdays and weekends)**

1. The School Nurse will take charge of all incidents that occur between 08.00 and 16.00 Monday – Friday in term time. Physiotherapists will manage any musculoskeletal incidents during these times. If the nurse is off site during these hours then the physiotherapists will be informed and FOH.
2. The first person on the scene or a First Aider makes an assessment and dials 999 for an ambulance if the injury or symptoms are very serious.

Staff should always call an ambulance if there is:

- a serious injury or illness;
- serious breathing difficulty;
- any significant head injury;

- major bleeding;
  - a period of unconsciousness (excluding a faint);
  - a severe burn; or
  - an obvious open fracture or dislocation.
3. When the situation allows the parents and the appropriate member of the House staff where the student resides is contacted. If they are not available, a message must be left.
  4. If further advice is required, contact the students' GP practice as follows:
    - 3<sup>rd</sup> years:
 

NHS Soho Centre for Health & Care, 1 Frith Street, Soho Square, W1D 3HZ\*

020 7534 6575

NHS 111 Service can assess and triage the casualty

\* Since 2020, 3rd year students have the option of staying registered with Pimlico (see below). Most choose this option, with only new students to the School being registered with Soho Square GP practice.
    - 1<sup>st</sup> and 2<sup>nd</sup> Years:
 

Pimlico @ The Marven Medical Practice, 46 – 50 Lupus Street, London SW1V 3EB
  5. If the GP will see the student, arrange a taxi to take the student and an accompanying adult to the GP's surgery. Contact GLH on 020 7490 4222 account number 39797
  6. If the Physiotherapist or the GP recommends a non-urgent x-ray or other scan/test, there are two options:
    - HEALIX Healthcare Trust covered:
 

A member of the School Clinical Healthcare Trust team will arrange an appointment at a designated provider. The student will give all required information and any transport requirements will be arranged.
    - If an emergency:
      - a. The student can attend The Emergency Department at University College Hospital London, 235 Euston Road, NW1 2BU
      - b. Alternatively, The Emergency Department at St Thomas' Hospital, Lambeth Palace Road, SE1 7EH.
  7. If a physiotherapy appointment is recommended, as above, contact a member of the School's clinical Healthcare Team to make the necessary arrangements. In term-time this will be provided by the School physiotherapy team, outside of term-time this can be arranged through the Healix Healthcare Trust (only if referred by the in-house healthcare team).

A suitable person should travel with the injured student.

### **Procedures for accidents at Upper School involving a member of staff or visitor**

1. All incidents occurring between 08.00 –16.00, Monday – Friday in term time will be handled by the School Nurse.
2. The first person on the scene or a First Aider makes an assessment and dials 999 for an ambulance if the injury or symptoms are serious.
3. NHS 111 Service will assess and triage the staff member/visitor.
4. If required, arrange a taxi to hospital. Contact GLH 020 7490 4222, account number 39797The nearest medical centre is in Soho Square (details above). The nearest hospitals are University College Hospital London Emergency Department or St Thomas' Hospital Emergency Department (details above).

### **Procedures for accidents at Upper School involving an Associate student (weekends)**

1. Associate staff should immediately alert a First Aider to an injury or accident. Chaperones are not required to be first aid trained.
2. Either the Associate Programme Manager or Coordinator will liaise with the Front of House Administrator on duty.
3. Next of Kin will be contacted. A member of staff may be required to accompany the child to hospital.
4. The nearest hospitals are University College Hospital London or St Thomas' Hospital (details above).

### **Procedures for accidents at White Lodge involving a student**

All incidents between 8.00-16.30 will be referred to the School Nurse who will take appropriate action.

Otherwise the first person on the scene or a First Aider makes an assessment and dials 999 for an ambulance if the injury or symptoms are serious.

Students requiring immediate medical assistance outside of the hours when the School Nurse is available will either be referred by a First Aider or other member of staff to the NHS 111 Service for assessment and triage or taken to a closest Paediatric Emergency Department or MIU as appropriate.

### **Procedures for accidents at White Lodge involving a member of staff or visitor**

All incidents between 8.00-16.30, will be referred to the School Nurse or First Aider who will take appropriate action.

### **Procedures for accidents and illness at Jebson House**

1. If a student becomes ill, House Staff will investigate the nature of the illness. In cases of minor illness where a student is unable to attend school, the Front of House and School Nurse will be informed immediately. A GP appointment may be made at the local surgery

or they will be asked to attend the surgery for the drop-in service (located on the ground floor – weekends only) where they will wait and be assessed. If the incident occurs outside surgery hours, we may escort the student to an NHS drop-in centre. The drop-in service operates during office hours and is staffed by Nurse Practitioners and doctors. At all times, students will be monitored closely by House Staff and if illness becomes severe, we will adopt the following procedure:

- a. House Staff will at all times maintain close contact with the student's parent or guardian
  - b. House staff will record all details in the student's Medical File.
2. In cases of severe illness or accident, House Staff will make an assessment, in consultation with the School nurse if available and dial 999 and request an ambulance and depending on the nature of the illness, may also administer first aid. Wherever possible, House Staff will accompany the student. Alternatively, a responsible student may be required to attend.
  3. If an ambulance is not required, contact GLH 020 7490 4222, account number 39797. House Staff will inform the Parent or Guardian, the School nurse and Physiotherapist (for their medical records) and the Assistant Principal or Principal. All information will be recorded in the Emergency Information File. The Accident Book may also be completed. In cases where the student is likely to infect other students, they will be isolated and monitored in the sick bay.
  4. A first aid box is located in the office along with bodily fluid spillages kits.

#### **Procedures for accidents and illness at Aud Jepsen Hall (Pimlico)**

1. A member of House Staff will always be on duty in the House if a student is unwell.
  2. In the event of an accident, House staff will make an assessment, in consultation with the School nurse if available, and dial 999 for an ambulance if the injury or symptoms are very serious.
  3. Otherwise contact the NHS 111 Service who will assess and triage the student
  4. If the student needs to attend hospital
    - a. The nearest Emergency Department is at: The Chelsea and Westminster Hospital, Fulham Road SW10 9HH
    - b. Alternatively, The Emergency Department at St Thomas' Hospital, Lambeth Palace Road, SE1 7EH
- Taxis are ordered from Contact GLH 0207490 4222, account number 39797, and quote the student's surname.

- The patient will be accompanied by House Staff whenever possible, but otherwise by a competent student.
  - House staff will inform the student's parents, followed by senior School staff at the earliest opportunity.
5. If a student is unwell and is sent back to Aud Jebesen Hall from the School, the School nurse, physiotherapist, teacher, Front of House or other member of staff will inform House staff to ensure they will be present when the student returns.

### **Qualified First Aiders**

An up-to-date list of Qualified First Aiders, produced by Human Resources, for Upper School, White Lodge, Jebesen House and Aud Jebesen Hall will be published on the School's website. Site Operations are responsible for ensuring that the First Aid signs around school are up to date.

### **Location of First Aid Boxes**

Upper School:

- Front of House
- Training & Access office
- Gym
- School nurse's office (Mezzanine)
- Training & Access hold a portable box for off-site events.

White Lodge:

- Science classroom
- Art classroom
- Swimming Pool
- Temporary staff marquee (?)
- Kitchen – catering company are responsible for these kits
- Margot Fonteyn studio lighting box (?)
- SBS storeroom – not found (?)
- Ashton Studio
- Darcy Bussell Studio
- Gailene Stock Studio
- Margot Fonteyn Theatre
- Pavlova Studio
- ~~Nelson Room~~
- Front of House
- Each house parent flat (?)
- Queens Girls Office
- Windsor Boys Bottom of Stairs
- Senior House Office
- Senior House Common Rooms - ? how many

- School minibuses (2)
- Plaster stations are located outside the Margot Fonteyn, Pavlova and Ashton studios

Jebsen House:

- House Office on 2<sup>nd</sup> floor

Aud Jebsen Hall:

- House Office on ground floor

### **Location of Automatic Electronic Defibrillators (AEDs)**

Upper School: Post Room on ground floor (?)

White Lodge: Front of House, outside Healthcare Office, Ashton Studio and area between the MFT and SBS studios

Aud Jebsen Hall:

- Office

**The AEDs are checked and tested once a week by the Head of Sites Operations Team and this recorded in the AEDs' record log book.**

### **Location of Emergency Adrenaline Auto Injectors:**

**Upper School: - FOH x2**

**Nurses office x1**

**Jebsen house x1**

**Aud Jebsen House x1**

**White Lodge:**

- Dining Room
- Outside Healthcare Office
- Queens Girls Office
- Senior House Office
- Academic Block

### **Location of Emergency Asthma Kits:**

**Upper School: - Nurses office - spare inhaler in emergency meds case**

**White Lodge:**

- Queens Girls Office
- Windsor Boys - Bottom of Stairs
- Senior House
- Academic Block
- School nurse's Treatment Room

### **Students and visiting students with particular medical conditions**

The School nurse maintains medical information on students on ISAMS and ensures that relevant details are shared with House staff, teaching and Front of House staff on a need to know basis.

The School organises regular specialised training for selected staff, for example, in the use of an Adrenaline Auto-Injector and homely remedies for House staff.

### **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 School Nurse to store safely at either site. It is not necessary for the School nurse 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 Adrenaline Auto-Injector) then please also ensure that it is clearly labelled and that you keep securely on your person at all times.

### **Body fluid spillages kits**

Body fluid spillages kits are kept at the following locations:

Upper School: Two kits are kept at Front of House, one in the nurse's room and one in each of the portable boxes in Training & Access

White Lodge: Kits are kept in the Health Centre and are issued to House staff for each dormitory area.

Jebsen House: One kit, kept in the House Office.

Aud Jebsen Hall: One kit, kept in the House Office.

### **Accident records and notification**



Accident books, which state they are data protection compliant, must be available for recording the details of all injuries etc. which occur at work. An entry must be completed as soon as possible after any accident occurs.

The School follows the guidance given in the HSE information sheet “Incident-reporting in Schools (accidents, diseases and dangerous occurrences)”.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the employer must notify the Health & Safety Executive (HSE) as soon as possible of:

- any accidents to employees causing either death or major injury
- certain industry related diseases suffered by employees
- 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 employees which result in injury causing absence from work of more than three days are reportable within ten days of the accident.

**NB** Accidents to students which are attributable in some way to work organised by their school (e.g. an accident during a chemistry experiment), or the condition of premises or plant, or lack of or defective supervision, where injury is suffered and where the student is taken to hospital for treatment, must be reported. Playground injuries, unless caused by defective equipment or premises etc., are not reportable.

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 accidents, occupational ill health, dangerous occurrences and near misses should be reported using the Accident Book as follows:

- White Lodge: Front of House
- Floral Street: Front of House
- Jebesen House: to the Senior House Assistant.
- Aud Jebesen Hall: to the House Mistress.

The above staff must notify the Head of Site Operations of all reportable incidents i.e. those reportable to HSE under RIDDOR.

The Head of Site Operations is responsible for reporting to the HSE all notifiable incidents.

All incidents must be investigated by the line manager of the individual/s involved in the incident and a copy of the investigation sent to any other manager responsible for following up any causes of the incident or any remedial actions required.

Parents will be informed of any accidents recorded in the Accident Book involving their children by the School Nurse or House staff.

### **Accident Books and Report Folders –**

Accident Books are kept at the following locations:

- Upper School: Front of House
- White Lodge: Front of House
- Jebson House: House Office
- Aud Jebson Hall: House Office

Each location has a data protection compliant Accident Report folder for filing completed accident reports. As this folder contains sensitive data, it must be stored securely.

The Head of Site Operations, the House staff for Jebson House and Aud Jebson Hall are responsible for investigating accident reports (including near misses) and identifying possible remedial action and for bringing this to the attention of relevant staff. The accident report should be annotated accordingly or with “NFA/no further action” and signed and dated before filing in the Accident Report folder.

### **Accident Reporting for Associate / primarySTEPS Centres**

Staff based at Associate or primarySTEPS centres should report accidents or near misses to the venue manager and provide an accident report, a copy of which must also be sent to the Outreach and Access Administration Manager for monitoring purposes.

### **Accident Reports analysis**

The Head of Site Operations will coordinate the analysis of all accident reports and submit statistics to the Health & Safety Committee.

### **Training Administration**

The School aims to ensure that sufficient staff, including Associate and primarySTEPS, have received basic First Aid training (including the use of Automated Electronic Defibrillators). The HR manager maintains the list of staff and their relevant qualification (this is available on the school website). The first aid qualification will also be recorded on the School’s Single Central Register.

If a first-aider ceases to be employed by the School, the Head Human Resources will then review the School's quota of trained first-aiders and identify a replacement, if required.

For Associate and primary STEPS staff, training renewals are monitored by the HR Manager and training arranged accordingly. A copy of the certificate is provided to the HR Manager and the Single Central Register updated as above.

### **First Aid Supplies**

Front of House staff at Upper School purchase First Aid boxes, contents and approved signage for Upper School, Jebesen House and Aud Jebesen Hall. White Lodge supplies are purchased by the School Nurse.

### **First Aid Boxes**

The Head of Site Operations, the House staff for Jebesen House and Aud Jebesen Hall will be responsible for checking the First Aid boxes at their respective locations regularly (**at least once every half-term**) and ensuring that any missing contents are replaced.

The boxes must contain a minimum of:

- A leaflet giving general advice on First Aid
- 20 individually wrapped sterile adhesive dressings
- 2 sterile eye pads
- 2 individually wrapped sterile triangular bandages
- 6 safety pins
- 4 medium sized (12 cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 2 large (18cm x 18cm) sterile wrapped unmedicated wound dressings
- 2 pair of disposable gloves
- Plus any additional appropriate items which the School may require.

Portable boxes for off-site events should comprise a minimum of:

- A leaflet giving general advice on First Aid
- 6 individually wrapped sterile adhesive dressings
- Individually wrapped moist cleaning wipes
- 2 individually wrapped sterile triangular bandages
- 2 safety pins
- 1 medium sized (12 cm x 12cm) individually wrapped sterile unmedicated wound dressings
- 1 large (18cm x 18cm) sterile wrapped unmedicated wound dressings
- 2 pair of disposable gloves
- Plus any additional appropriate items which the School may require.

The School minibus [based at White Lodge] should have on board a suitable, prominently marked and readily available box containing:

- A leaflet giving general advice on First Aid
- 10 antiseptic wipes foil-packaged
- 1 conforming disposable bandage not less than 7.5 cm wide
- 2 individually wrapped sterile triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15cm x 20cm)
- 2 sterile eye pads with attachments
- 12 assorted safety pins
- 1 pair of blunt-ended scissors.

### **First Aid Accommodation**

A suitable room will be designated on site, (reasonably near a WC and comprising a washbasin) for use for medical treatment. These are located as follows:

Upper School: The School Nurse's office is on the Mezzanine

White Lodge: The Health Centre is located on the lower ground floor of the main building

Jebsen House: A flat is assigned for this purpose

Aud Jebsen Hall: rooms are assigned for this purpose on 2<sup>nd</sup> and 3<sup>rd</sup> Floors.

### **First Aid signage**

The Head of Site Operations and the House staff for Jebsen House and Aud Jebsen Hall are responsible at their respective locations for ensuring that First Aid notices are displayed in key positions showing the names and telephone numbers of the nearest first aider and location of First Aid box.

### **Other medical policies and protocols**

These are published on the School's compliance SharePoint site and contain information about the medical care and facilities provided for students. They include information on the treatment of asthma, epilepsy, allergies and so on. Staff should always seek guidance from the School Nurses when needed.