

# Norfolk Institute of Performing Arts

## First Aid Policy

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### **Practical Arrangements At The Point Of Need**

In an emergency:

- Dial 999 for the emergency services. Follow their advice. Give as exact a location as possible and send someone to the car park to direct the ambulance when it arrives.
- Emergency aid should be started or simple airway measures instigated, if appropriate. Send for anyone on site that is trained in First Aid, to assist.
- Stay with the casualty until they are handed over to the care of a doctor, paramedic, hospital accident and emergency unit personnel, or other appropriate person.
- Remain calm and focused on the casualty's needs. Prioritize caring for the casualty and ensuring they receive relevant emergency care above all else.

At other times:

- Send or take anyone with a serious injury directly to hospital. If you are driving, consider taking someone else with you to look after the injured person in the car.
- Any casualty who has sustained a significant head injury should be taken to hospital. Do not accept that they 'feel fine'; head trauma should always be checked, as the patient can at first appear unharmed before their condition suddenly and dangerously degrades.
- Any student sent to hospital by ambulance should be accompanied in the ambulance by a member of staff at the request of paramedics or followed to hospital by a member of staff to act in loco parentis, and if possible met at hospital by a relative.
- Send for the on-site qualified first aider to assess and treat any injured person.
- In the event of an accident, a casualty should not be moved (unless in immediate danger) until he/she has been assessed by a qualified first aider.
- Report all accidents and injuries in the incident book.

## **First Aiders**

There will always be at least one qualified first aider on site at all times when students are on site. An updated list of qualified first aiders can be found in the Incident Book. All faculty members and students are shown where to locate the Incident Book and the First Aid Kit on site, and they are introduced to the qualified first aiders, at the beginning of each academic year.

All students complete first aid training within the first year of their course, ensuring that they are well prepared to care for themselves and others both now and in the future.

## **Reporting Incidents**

All members of the college community are asked to report any accident – however minor – as soon as possible after it has occurred. Incidents are reported in the Incident Book, and also in person or by message to the Course Directors: 07770 581 404. When an injured person is unable to complete their own details of the accident in the Incident Book, the first aider in attendance and/or witness (where relevant) should do it on their behalf.

Accident reports must contain:

- Date, time and place of the event
- Details of those involved
- A brief description of the accident and first aid treatment given

The Course Directors are responsible for making the decision and then informing the Health and Safety Executive (HSE) if an incident is considered appropriate under the RIDDOR procedure. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995) HSE: Tel. 0845 300 9923

## **Duty To Inform**

Any student or member of staff with a medical condition should advise the Course Directors. Appropriate information will then be circulated among faculty staff. Epipen training, Asthma and Allergy lists, or any other relevant or specialist training or provision will be put in place for any known conditions. It is the duty of staff and students alike to ensure that we are aware of any medical needs, so that we can offer suitable support and protection while they are on site. If we are not made aware that a person has a condition, for example diabetes or epilepsy, then we will not be able to put training and provision in place to adequately meet their needs or protect them in case of emergency.

## **Bodily Fluids**

Hygiene procedures for dealing with the spillage of body fluids are universal.

- Gloves should be worn at all times where there is a spillage of body fluids.
- Strict hand hygiene after the event.
- Body fluids cleaned away in line with COSHH standards.

## **First Aid Kit & Incident Book**

The First Aid Kits are kept in the top drawer in the Busybodies changing room and in the cupboard next to the fridge in the Staff Room.

Their contents are checked and restocked termly by the Course Directors.

The Incident Book is kept on the Administrative desk.

Any logged incidents are checked weekly by the Course Directors. If an incident uses First Aid Kit supplies, the kit will be rechecked and restocked immediately, in addition to its termly checks.