



First Aid Policy

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Reviewed by:	Quality Assurance Manager
Checked by:	Welfare Officer
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This policy will be reviewed and approved by the Senior Management Team annually.

Contents

1. Aims:	3
2. Legislation	3
3. Definitions:	4
4. Information and notices	4
5. Roles and Responsibilities	5
6. First-aid materials, equipment and facilities	6
7. Storage of medicines in schools and colleges	7
9. Recording accidents and injuries	8
10. First Aid Procedures: Academy (Barbican site)	8
11 First Aid Procedures: Italia Conti Arts Centre (Guildford)	14
11. First Aid Procedures: Avondale (HE, 18+ students):	17
Appendix A	19
EpiPen and Auto-injector emergency usage	19
Linked policies:	20

Policy statement

It is our policy to promote the health, safety and welfare of the pupils, students, staff and visitor's to Italia Conti through the provision of fully HSE trained staff and first aid equipment in accordance with the Health and Safety Regulations (First Aid) 1981.

1. Aims:

- To provide immediate first aid treatment to casualties with common injuries and illness
- To save lives, and ensure that any minor injuries or illnesses do not escalate into more major ones
- To ensure that members of staff designated as 'first aiders' receive up-to-date training on courses approved by the Health and Safety Executive (HSE), including epilepsy and mental health first aid;
- To ensure that clearly marked first-aid containers are available at all appropriate locations throughout each site, and are suitably stocked
- To ensure that all members of staff are fully informed with regard to the first-aid arrangements;
- To ensure that all staff are aware of hygiene and infection control procedures;
- To provide a framework for responding to an incident and recording and reporting the outcomes;
- To ensure that written records are maintained of any accidents, reportable injuries, diseases or dangerous occurrences specific to school and college are maintained; and
- To ensure that First Aid arrangements are reviewed regularly.

2. Legislation

This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- The Management of Health and Safety at Work Regulations 1992, which require employers to make an assessment of the risks to the health and safety of their employees
- The Management of Health and Safety at Work Regulations 1999, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records

- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils and students.

3. Definitions:

Academy – The Italia Conti Academy of Theatre Arts Ltd (Barbican site)

Arts Centre – The Italia Conti Arts Centre (Guildford site)

Avondale – The Italia Conti Academy of Theatre Arts (Clapham site)

Pupil – A member of the Academy aged 10-16 years old.

Student – A member of Italia Conti aged 16+.

First Aid – Basic emergency medical treatment provided to somebody who is ill or injured, given before more thorough medical attention can be obtained

First Aider (FA)– Someone who has successfully completed a Health and Safety Executive (HSE) approved training course and holds a current first aid certificate and is qualified to administer first aid

Welfare Officer – Staff member responsible for leading the first aid team in Italia Conti as well as maintaining first aid kits and equipment and ensuring all records are kept up to date.

Welfare Office – A fully equipped facility for the purpose of administering first aid treatment

Mental Health First Aider (MFHA) - Someone who has successfully completed an approved Mental Health First Aid (MHFA) course

4. Information and notices

- First-aid notices giving the location of first-aid containers and the names of the members of staff who are certificated first aiders will be prominently displayed in:
 - Staff rooms, Reception and other common areas;
 - Main corridors / outside lifts (Barbican);
 - All locations where physical activities, or practical lessons involving machinery or similar equipment, take place;
- Italia Conti will make every effort to ensure that first-aid notices are clear and easily understood by all;
- Information on the school's first-aid provision will be included in the staff handbook;

- Italia Conti is a **nut free zone**. Notices displaying this information are prominently posted in communal areas, staff rooms, the Canteen, reception and corridors. Further information can be found in the **Nut-free policy**.

5. Roles and Responsibilities

5.1 Appointed person(s) and first aiders

The coordination of first aid arrangements is carried out by the Operations Manager, in conjunction with the Welfare Officers at each Italia Conti site, and who ensures that to ensure that enough staff members are first aid trained in order to provide effective provision to Italia Conti pupils and students, and that there is an appointed person at each site as Lead First Aider. This is usually the Head of Welfare for the relevant site.

Italia Conti's Lead First Aiders are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Ensuring that all accidents and injuries are appropriately recorded;
- Ensuring that the school office has a secure store of e.g. epi-pens/ inhalers for pupils with specific health needs;
- Reviewing medication stored in office annually, dispose any out-of-date medicine and request any new medication from parents;
- Communicating all the specific pupil needs and emergency recommendations to the staff (including the canteen) in the first few weeks of term;
- Ensuring that up to date first-aid information is posted around the school;
- Reporting diseases mentioned under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) to the Operations Manager;
- Ensuring that lists of updated allergies are collated and kept up to date on Prosolution / Promonitor; and
- Ensuring risk assessments and care plans are in place and distributed to key personnel.

First aiders are trained and qualified to carry out the role; a full list is included in Appendix A and is also displayed prominently around Italia Conti premises.

First Aiders are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate help to casualties with common injuries or illnesses and those arising from specific hazards at Italia Conti;

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2);
- When necessary, ensuring that an ambulance or other professional medical help is requested;
- In conjunction with Welfare, sending pupils home to recover, where necessary.

5.2 The Governing Board

The governing board has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Principal and staff members.

5.3 The Principal

The Principal is responsible for the implementation of this policy, in conjunction with the Operations Director and Heads of Welfare, including:

- Ensuring that an appropriate number of trained first aid personnel are present in Italia Conti at all times;
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role;
- Ensuring all staff are aware of first aid procedures;
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place;
- Ensuring that adequate space is available for catering to the medical needs of pupils; and
- Reporting specified incidents to the HSE when necessary.

6. First-aid materials, equipment and facilities

First Aid containers are:

- Marked with a white cross on a green background;
- Stocked in accordance with HSE recommendations.
- Portable first-aid containers will be available for all school trips and other activities that take place over 200 metres from school buildings.
- The HSE has recommended the minimum level of stock required for portable first-aid containers, which can be found in Guidance on First Aid for Schools (DfE);
- Where it is known that staff or pupils who are to engage in an out-of-school activity have specific health needs or a disability, the teacher organising the trip will endeavour to ensure that the contents of the first-aid container include the resources necessary to meet their specific needs, e.g. a supply of insulin or an EpiPen. This will be in addition to the staff member checking that the pupil / student is carrying the medication with them. No pupil / student is allowed on a school trip if they do not have their medication with them.

7. Storage of medicines in schools and colleges

7.1 Non-prescribed medicine

As much as possible, non-prescribed medicine should not be brought into Italia Conti. Paracetamol is the only non-prescribed pain-relieving medication which may be administered by a member of the Welfare team for pain management or to reduce fever, with prior consent from parents.

7.2 Non-emergency Prescribed medicines (such as antibiotics) should only be brought and administered in school where it would be detrimental not to do so. Clear written instructions must be provided and the medicine must be kept in a properly labelled container.

The pupil / student should bring the medication to the school office. The label must be clear and free from alterations or defacement and must show:

- The name of the medication
- The name of the pupil
- The dosage
- Specific directions for the medication (not simply “as directed” or “as required”)
- Precautions relating to the medication (e.g. “caution, may cause drowsiness” or “store in a refrigerator”)
- The expiry date and the date of issue

7.3 Emergency Prescribed medicines (such as asthma inhalers and EpiPens) must be readily available to pupils at the reception office and not be locked away. Pupils should also carry a spare inhaler / EpiPen with them at all times.

Parents/ guardians are responsible for providing the school with up-to-date supply of emergency medicine. Out-of-date medicine must be collected by parents or taken to a local pharmacy for safe disposal.

Sharps boxes (obtained by parents on prescription) must be kept in the Welfare Office and should always be used for the disposal of needles.

School staff Medication that may need to be brought into school should be securely stored separately pupils' medicines.

8. Supporting individual pupils with medical needs

- Individual health care plans are drawn up and agreed for every pupil/ student who may need medical care during the school/ college day. The type of plan will vary according to the medical needs of the young person, ranging from a short, written agreement with parents to a more detailed document requiring the involvement of appropriate healthcare professionals.
- Care plans are reviewed annually and teachers/ tutors will be made aware of the plan, and especially of what to do in case of emergency.
- Pupils/ students with long-term medical conditions who require to take non-emergency medication on a regular basis are encouraged to administer it themselves, under supervision of a member of the Welfare Office. Where

this is not possible, a member of staff will administer the medicine as long as the medication is labelled with the name of the pupil in addition to clear written instructions for administration, and only according to the Care Plan.

- Medicines are stored safely in the Welfare Office until needed. Pupils/ students know where their medicines are and are able to access them.

9. Recording accidents and injuries

- All accidents and injuries will be recorded in written form in the Accident Report book for the relevant site;
- An accident form will be completed by the first aider/relevant member of staff on the same day, or as soon as possible after an incident resulting in an injury;
- Records held in the first aid and accident book will be retained by Italia Conti for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

10. First Aid Procedures: Academy (Barbican site)

9.1 Pupils (Theatre Arts School)

- In the event that a pupil becomes unwell / injured they should be sent to the Welfare Office located on level 1 in the (basement) where they will be treated accordingly.
- In the absence of the Welfare Officer, pupils will be treated by a designated First Aider.
- The details of the accident/incident/illness will be logged on the daily file and recorded electronically on the information management system, ProMonitor system. Accidents are recorded in the Accident Book.
- If it is decided by the Welfare Officer or designated First Aider that the pupil needs to go home, then a parent or carer will be notified, and arrangements will be made for the pupil to leave the premises and be cared for.
- The Head Teacher will also be notified; his office is located on level 3 (Barbican site).
- If a pupil becomes seriously unwell or injured and needs first aid, then a responsible person should be sent to reception. The receptionist will then contact the welfare officer/designated First Aider.
- A staff member should stay with the casualty until help arrives.

- The First Aider attending the scene will assess the casualty, request assistance from other first aiders if necessary, administer first aid and stay with the casualty until they have recovered or arrangements for further care have been made.

EPI Pen

- Pupils with allergies prescribed with an EPI Pen will carry one with them at all times.
- An Epi pen is kept in a marked lockable cupboard in reception with the pupil's name on.
- Pupils suspected of suffering an acute allergic reaction will be assessed by a member of staff with appropriate training and treated accordingly.
- If an Epi pen is administered an ambulance will be called even if the pupil appears to have recovered.

Asthma

- Pupils with Asthma should always carry their inhalers.

Calling the Emergency Services

- If an ambulance is called then the Welfare Officer/ the designated first aider should do this directly informing the ambulance service of the emergency, status of the casualty and the location. Please ensure that reception is notified if an ambulance is called so that a member of staff can meet the ambulance crew on arrival and direct them to the casualty.
- The pupil's parent or carer will need to be notified.
- If hospital treatment is required, the Welfare Officer will accompany the pupil in the absence of a parent or carer.

10.1 Students

- In the event that a student becomes unwell/injured they will be sent to the Welfare Office located on level 1 in the (basement) where they will be treated accordingly.
- In the absence of the Welfare Officer students will be treated by a designated First Aider
- The details of the accident/incident/illness will be logged on file and electronically on the Management Information system and ProMonitor.
- If it is decided by the Welfare Officer / First Aider that the student needs to go home, then reception and Heads of Department will all need to be notified. Reception will place a notice on the board outside the staff room to inform all staff, so that the student absence correlates with the register. This information is also emailed to Head of Department. If the student is aged 16-18, then a parent or carer will be notified, and arrangements will be made for the student to leave the premises and be cared for.

- If a student becomes seriously unwell or injured and needs first aid, then a responsible person should be sent to reception. The receptionist will then contact the Welfare Officer / First Aider.
- A staff member should stay with the casualty until help arrives.
- The First Aider attending the scene will assess the casualty, request assistance from other first aiders if necessary, administer first aid and stay with the casualty until they have recovered, or arrangements have been made for further care have been made.

EPI Pen

- Students with allergies prescribed with an EPI Pen will carry one with them at all times.
- An Epi pen is kept in a marked lockable cupboard in reception with the student's name on.
- Pupils suspected of suffering an acute allergic reaction will be assessed by a member of staff with appropriate training and treated accordingly.
- If an Epi pen is administered an ambulance will be called even if the student appears to have recovered.

Asthma

- Students with Asthma should always carry their inhalers.

Calling the Emergency Services

- If an ambulance is called then the first aider should do this directly informing the ambulance service of the emergency, status of the casualty and the location. Please ensure that reception is notified if an ambulance is called so that that a member of staff is able to meet the ambulance crew on arrival and direct them to the casualty.
- The student's parents or carers will be notified.
- If hospital treatment is required the Welfare Officer will accompany the student in the absence of a parent / carer, unless they are over 18, when they can take a fellow student.

10.2 First Aid arrangements off site

Where trips and outside activities take place a risk assessment should be carried out to identify the first aid requirements.

If there is a risk of a delay in obtaining help from the emergency services, then it should be considered necessary for a fully qualified first aider to accompany the party.

First aid kits should be taken on all trips off site.

Vocational activities off-site

- Italia Conti has regular hiring arrangements with local gyms to provide studio space. The following procedure applies:
- Students leave the premises under the supervision of the teacher. When the group is under 18 of age, a minimum of two responsible adults may be required to meet the requirements of the terms and conditions of the hiring agreement;
- The teacher in charge is made aware of students with care plans/ long-term conditions;
- The first aid responsibility lies the staff member of the gym who is responsible for first aid;
- All accidents are recorded in the Italia Conti accident book;
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

Outings and school journeys

- Before undertaking any off-site activities, the headteacher/ course leader should assess what level of first-aid provision is needed. The HSE recommend that, where there is no special risk identified, a minimum stock of first-aid items are carried by the teacher in charge of the outing;
- Parents/ guardians complete a permission slip which allows the school and medical authorities to provide medical treatment in case of an emergency;
- The teachers in charge of the group are made aware of pupils with care plans/ medical conditions and of pupils who carry emergency medication with them (epipen, asthma pumps,...);
- All accidents are recorded in the Italia Conti accident book ;
- Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) some accidents must be reported to the HSE.

10.3 Hygiene and infection control

All Staff have access to single use disposable gloves which are located in reception and in all first aid kits around the building and are to be worn at all times when dealing with blood or any other bodily fluids.

Sick bags and a spillage kit are kept in the Welfare office and in the event of a spillage alert the welfare officer and the caretaker.

10.4 Statutory requirements

In the event of a serious accident, illness or death you are required to report any RIDDOR occurrences to HSE, as detailed in the Health & Safety Policy.

All incidents can be reported online to the HSE, but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)

10.5 Qualified First Aiders for the Italia Conti Academy (Barbican)

First Aid training is provided by A.I.D. Training and Operations Ltd with the training being updated every three years.

Currently qualified Staff First Aiders are:

Staff member's name	Contact details	Mental Health First Aider?
Sarah Sutherland	Designated Safeguarding Lead, Head of Welfare and Lead First Aider Welfare Office	Yes
Elisa Sicking-Bressler	Welfare Office	
Glynis Rodgers	Schoolrooms, Level 3, Ext 507	Yes
Silvia Paolini	Art Department, Level 3, Ext 506	Yes
Jessica Berfroi	Canteen, Level 4, ext. 511	
Emma Cave	Course Administrator, Level 9	Yes
Richard Mulholland	Programme Director, Level 9	Yes
David Willoughby	Head of Acting, Level 9	
Lorna Pearson Hall	Head of Studies, Level 9	Yes
Philippa Luce	Quality Assurance Manager, Level 9	
Dincer Solomon	Dance Department, Level 9	
Lucy Dungate	Dance Department	
Maksym Shpachynskyi	Dance Department	
Yvonne Dearman	Admissions, Reception, ext. 510	Yes
Miranda Tatton-Brown	Operations Director, Level 9	
Rob Bannon	Head Teacher, Level 3	Yes

Currently qualified Student First Aiders are:

Sadie Sutherland	Nathaniel Richards
Kayne Gordon	Nicole Morrison
Matthew Dawkins	Paul French

Location of First Aid Boxes

Student Welfare office	Level 1
Reception	Level 2
Science Room	Level 3
Staff Room	Level 4
Canteen	Level 4
Head of Department Admin Office	Level 9
Reception area	Level 9

10.6 Notifying parents / emergency contacts

The Designated Safeguarding Lead / Lead First Aider will inform parents of any accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

10.7 Reporting to Ofsted and Child Protection agencies

The Principal will notify Ofsted and the ISI of any serious accident, illness or injury to, or death of, a pupil or student while in Italia Conti's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead will also notify Islington Borough Safeguarding Board of any serious accident or injury to, or the death of, a pupil or student while in Italia Conti Academy's care.

10.8 Welfare Office, Barbican site

The Welfare Office is open from 9am to 6pm for pupils and students with the following issues:

- Wellbeing and other mental health concerns
- Sprains, muscle and ligament injuries; broken bones
- Burns and cuts
- Stomach aches / flu
- Preventive sexual health blood tests (prick test kit)
- Vaccination campaigns (administered by outside professional)

Infection control measures in the welfare office:

- Hand washing and use of antibacterial gel
- Cleaning of floors and bed (washed and disinfected daily)
- Gloves for any treatment which involves blood and body fluids (PPE)
- Biohazard disposal kit for body fluids
- Vomiting and Diarrhoea NHS guidance strictly adhered to

11 First Aid Procedures: Italia Conti Arts Centre (Guildford)

- In the event that a student becomes unwell/injured they will be sent to the Welfare Office where they will be treated accordingly. In the absence of the Welfare Officer students will be treated by a First Aider. The welfare office is located on the ground floor behind reception.
- Injured/sick students should either come to welfare office alone or accompanied by another student. If the injury is serious, then the Welfare Officer/First Aider will be called to the location.
- The details of the accident/incident/illness will be logged on file and electronically on the electronic data base system - school pod in the respective student's personal page.
- If a student becomes seriously unwell or injured and needs first aid, then a responsible person should be sent to reception. The receptionist will then contact the Welfare Officer/First Aider.
- A staff member should stay with the casualty until help arrives.
- The First Aider attending the scene will assess the casualty, request assistance from other first aiders if necessary, administer first aid and stay with the casualty until they have recovered, or arrangements have been made for further care have been made.

EPI Pen

- Students with allergies prescribed with an EPI Pen will carry one with them at all times.
- An Epi pen is kept in a marked lockable cupboard in reception with the student's name on.
- Pupils suspected of suffering an acute allergic reaction will be assessed by a member of staff with appropriate training and treated accordingly.
- If an Epi pen is administered an ambulance will be called even if the student appears to have recovered.

Asthma

Students with Asthma should always carry their inhalers.

Calling the Emergency Services

- If an ambulance is called then the first aider should do this directly informing the ambulance service of the emergency, status of the casualty and the location. Please ensure that reception is notified if an ambulance is called so that that a member of staff is able to meet the ambulance crew on arrival and direct them to the casualty.
- The student's parents or carers will be notified.
- If hospital treatment is required the Welfare Officer will accompany the student in the absence of a parent / carer, unless they are over 18, when they can take a fellow student.

10.1 First Aid Trained Personnel (Arts Centre)

Staff member's name	Contact details	Mental Health First Aider?
Sue Shackleton	Designated Safeguarding Lead, Head of Welfare and Lead First Aider Welfare Office	Yes
Lisa Sharratt	Located in the office building	Yes
Laura Belchamber	Located in the office building	
Ruth Breslaw	Reception	
Will Flanagan	Located in the office building / classroom 8	Yes
Linda Newbury	Evenings, Located in the studio	
Chris Newton-Jarvis	Located in the office building	
Hayley Newton-Jarvis	Located in the office building	
Wendy O'Dowd	Located in the studio	
Carrie Robinson	Reception	
Lisa Rowley	Located in studio 1	
Holli Shackleton	Located in the office building	
Richard Mulholland	Located in the office building	Yes
Andrew Waldron	Located in the office building	Yes
Lorna Pearson Hall	Located in the office building	Yes
Miranda Tatton-Brown	Located in the office building	
Jo Baumber	Located in the office building	

First aid kits are located:

Reception, The Rec Room, The Office

10.2 Notifying parents / emergency contacts

The Designated Safeguarding Lead / Lead First Aider will inform parents of any accident or injury sustained by a student, and any first aid treatment given, on the same day, or as soon as reasonably practicable.

Reporting to Ofsted and Child Protection agencies

The Principal will notify Ofsted and the ISI of any serious accident, illness or injury to, or death of, a pupil or student while in Italia Conti's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Designated Safeguarding Lead will also notify Surrey MASH of any serious accident or injury to, or the death of, a pupil or student while in Italia Conti Arts Centre's care.

10.3 Welfare Office, Barbican site

The Welfare Office is open from 9am to 6pm for pupils and students with the following issues:

- Wellbeing and other mental health concerns
- Sprains, muscle and ligament injuries; broken bones
- Burns and cuts
- Stomach aches / flu
- Preventive sexual health blood tests (prick test kit)
- Vaccination campaigns (administered by outside professional)

Infection control measures in the welfare office:

- Hand washing and use of antibacterial gel
- Cleaning of floors and bed (washed and disinfected daily)
- Gloves for any treatment which involves blood and body fluids (PPE)
- Biohazard disposal kit for body fluids
- Vomiting and Diarrhoea NHS guidance strictly adhered to

11.First Aid Procedures: Avondale (HE, 18+ students):

- In the event that a student becomes unwell/injured they will be sent to the Admin Office where they will be allocated a First Aider. The Admin Office is located on the ground floor next to reception.
- Injured/sick students should either come to Admin Office alone or accompanied by another student. If the injury is serious, then the Student Welfare Officer/First Aider will be called to the location.
- The details of the accident/incident/illness will be logged in the accident book, which is held in the Admin Office.
- If a student becomes seriously unwell or injured and needs first aid, then a responsible person should be sent to the Admin Office. The receptionist will then contact a First Aider.
- A staff member should stay with the casualty until help arrives.
- The First Aider attending the scene will assess the casualty, request assistance from other first aiders if necessary, administer first aid and stay with the casualty until they have recovered, or arrangements have been made for further care have been made.

EPI Pen and Asthma

- Students with allergies prescribed with an EPI Pen will carry one with them at all times.
- An Epi pen is kept in a marked lockable cupboard in reception with the student's name on.
- Pupils suspected of suffering an acute allergic reaction will be assessed by a member of staff with appropriate training and treated accordingly.
- If an Epi pen is administered an ambulance will be called even if the student appears to have recovered.
- Students with Asthma should always carry their inhalers.

Calling the Emergency Services

- If an ambulance is called then the first aider should do this directly informing the ambulance service of the emergency, status of the casualty and the location. Please ensure that reception is notified if an ambulance is called so that that a member of staff is able to meet the ambulance crew on arrival and direct them to the casualty.
- If hospital treatment is required, the Student Welfare Officer will arrange for a fellow student 'buddy' to accompany the student.

11.1 First Aid Trained Personnel (Avondale)

Staff member's name		Contact details	Mental Health First Aider?
Kerry Beverstock	Reception		Yes
Chris White	Office		Yes
Chris Malone	Reception		
George Ryan	Office / studio		
Amy Gardener	Production Office		
Ike (caretaker)	Caretaker's Office		
Simon Kesselman	Production Office		
Bradley Leech	Office / studio		Yes

Recording accidents and injuries

- All accidents and injuries will be recorded in written form in the Accident Report book for the relevant site;
- An accident form will be completed by the first aider/relevant member of staff on the same day, or as soon as possible after an incident resulting in an injury;
- Records held in the first aid and accident book will be retained by Italia Conti for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Statutory requirements

- In the event of a serious accident, illness or death Italia Conti is required to report any RIDDOR occurrences to HSE, as detailed in the Health & Safety Policy
- **All incidents can be reported online to the HSE**
<http://www.hse.gov.uk/riddor/report.htm>

A telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Appendix A

EpiPen and Auto-injector emergency usage

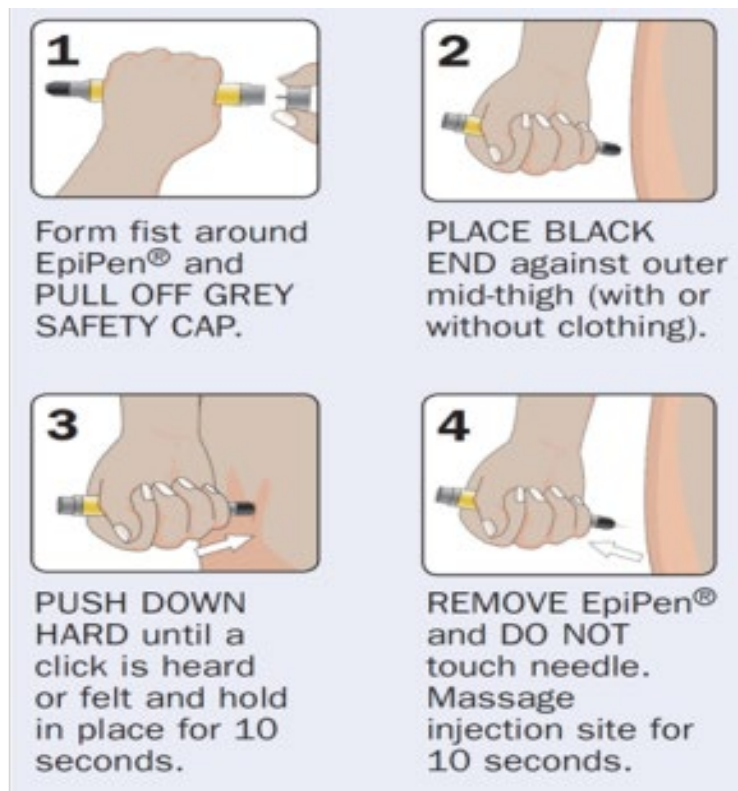
Every time you use an adrenaline auto-injector:

- Call 999, ask for an ambulance and state 'anaphylaxis', even if the patient starts to feel better.
- Lie the patient flat with their legs up to keep your blood flowing.
- If possible, seek help immediately after using the auto-injector and stay with the patient while waiting for the ambulance.
- If the patient still feels unwell after the first injection, use the second injector 5 to 15 minutes after the first.
- An adrenaline auto-injector is for emergency, on the spot treatment of an anaphylactic reaction. Always ensure the patient goes to hospital after using an adrenaline auto-injector.

When should I use an auto-injector?

At the first signs of a severe allergic reaction, use an adrenaline auto-injector then call an ambulance. Signs of a severe reaction include:

- swelling in the throat or change in voice
- difficulty swallowing or breathing or wheezing
- dizziness or feeling faint
- sudden tiredness



Linked policies:

- Health and safety
- Fire Safety and Fire Evacuation
- Nut Free policy
- Production and Performance Policy