



Patrons: Anya Sainsbury CBE, Sir Anthony Dowell CBE, Kevin O'Hare CBE, Michael Nunn OBE, William Trevitt OBE.

**Director Cira Robinson Founder David Gayle**

## FIRST AID POLICY

Yorkshire Ballet Seminars (“YBS”)

17 March 2025



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Yorkshire Ballet Seminars (“**YBS**”) accepts its responsibility under the Health and Safety (First-Aid) Regulations 1981 and acknowledges the importance of providing first aid for staff, students and visitors.

The staff of YBS recognise their statutory duty to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (“**RIDDOR**”) procedure for reporting accidents.

## **1. Introduction**

Staff administering first aid should seek to assess the situation, protect themselves and the casualty from further danger, deal with any life-threatening condition, and where necessary obtain medical assistance or refer the casualty to hospital as quickly as possible.

Any member of YBS may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of students in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

## **2. Statement of first aid provision**

YBS’ arrangements for providing first aid will:

- Place a duty on the board of trustees to approve, implement and review this first aid policy (the “**Policy**”);
- Conduct a first aid needs assessment to help inform this Policy, and review it regularly;
- Place individual duties on all employees who hold a First Aid Certificate;
- Report and record accidents in accordance with RIDDOR guidelines;
- Record when first aid is administered to staff, students and visitors;
- Provide equipment and materials to provide first aid treatment;
- Make arrangements to provide first aid training to employees, maintain records of training and review them annually;
- Establish a procedure for managing accidents in the centre which require first aid treatment;
- Provide information to employees on the arrangements for first aid;
- Undertake an assessment of the first aid provision of the centre and review requirements on a regular basis;
- Use the information from the first aid assessment to determine the number and level of trained staff and any additional requirements (e.g., training for staff/students with particular medical needs);
- Notify next point of contact, i.e., parents/guardians (where appropriate) that first aid treatment was administered to the staff/student/visitor as appropriate;
- Ensure first aiders receive appropriate training, including paediatric first aid certification where necessary, and provide refresher training before their certificates expire (usually every three years); and



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- Maintain a list of first aiders, making this information accessible to all staff, students and guests.

### **3. Arrangements for first aid**

YBS provides first aid kits on-site at its residential course at Ashville College. The location of the first aid kits are:

- In all studio buildings (Soothill Hall, Memorial Hall, Prep Hall, Sports Hall)
- In all boarding Houses (Norfolk 1,2,3, Briggs, Greenholme)
- The appropriate medical kit (including asthma kit) will be taken on any off-site excursions.

All first aid containers will be marked with a white cross on a green background. The number and contents of first aid containers required will be identified as part of the first aid needs assessment. Additional first aid containers, for example for large or split-level sites and offsite activities will be provided where appropriate.

### **4. First aid kits will be stocked as follows:**

- First aid advice leaflet
- 20 individually wrapped sterile adhesive dressings assorted sizes
- 4 triangular bandages
- 2 sterile eye pads
- 6 safety pins
- 6 medium wound dressings
- 2 large wound dressings
- 3 extra-large wound dressings
- 1 pair of disposable gloves
- Ice packs

Staff bringing prescription or over-the-counter medication into YBS must ensure it is secured from student access. This can be done by placing the medication in a locked drawer or equivalent. If a lockable space is unavailable, the medication must be clearly labelled with the staff member's name and given to an appropriate YBS first aider for safe storage. Medications requiring constant carry, such as inhalers or Adrenaline Auto-Injectors, should also be securely labelled and kept on the person at all times.

The contents of the first aid kits will be checked before the start of the Easter and Summer courses by **Skye November, Dylan Vivian** and **Cira Robinson** (collectively, the "**Responsible Staff Members**"). A walk around with all staff to show where the kits are will be conducted at the start of each course.



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## **5. Defibrillators**

Numerous defibrillators are located throughout the campus, with each building containing a visibly accessible machine.

## **6. First Aiders**

YBS' designated first aiders are the Responsible Staff Members.

First aiders will be expected to:

- Provide immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the residential;
- When appropriate, ensure that an ambulance or other professional medical help is called;
- Maintain records of all incidents requiring first aid and report these accordingly; and
- Undergo additional training, if necessary, including paediatric first aid for students and training in life-saving prescription medication administration as identified in first aid needs assessments.

## **7. Incident reporting and record keeping**

YBS accident books, compliant with data protection, will keep a record of all incidents involving staff, students, and visitors that require first aid attention. This will help identify trends in accidents and areas for improvement.

Records will include:

- Date, time, and place of incident
- Name of the injured or ill person
- Details of the injury or illness
- Details of what first aid was given
- What happened immediately after the incident (e.g., went home, returned to class, went to hospital)
- Name and signature of the first aider or person dealing with the incident
- An investigation should occur as soon as possible after an accident to identify problem areas or procedures needing remedial action.

First aid records will be kept until the student turns 25. This record is separate from the statutory accident book, though YBS may choose to combine them.



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## **8. RIDDOR reporting**

The national regulator, Health and Safety Executive (“HSE”) will be notified of fatal and major injuries, and dangerous occurrences without delay. To report, YBS will contact the HSE Incident Contact Centre at 0845 300 99 23.

The following are examples (but not limited to) of reportable major injuries and dangerous occurrences

Major Injuries:

- Fractures (excluding fingers, thumbs, or toes)
- Amputation
- Dislocation of shoulder, hip, knee, or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burns to the eye
- Injuries from electric shock or electrical burn leading to unconsciousness
- Acute illness requiring medical treatment from harmful substance exposure

Dangerous Occurrences:

- Collapse or failure of lifting equipment
- Explosions or fires leading to suspension of normal work
- Sudden, uncontrolled release of flammable materials

The Responsible Staff Members will consider whether the incident was caused by:

- A failure in the way an activity was organised.
- The way equipment or substances were used.
- The condition of the premises.

## **9. Medicines administration at YBS**

First aid at YBS does not include giving tablets or medicines. The only exception is when aspirin is used as first aid for a suspected heart attack (for students over 16). The Responsible Staff Members will not give aspirin to a student under 16 unless prescribed by a doctor. Furthermore:

- Medication will be kept in a first aid container and will be locked away.
- Students over the age of 18 are responsible for their own medication but it must be locked away in their bedroom unless a life-saving prescription.
- Some students may need access to life-saving prescription drugs in an emergency. Details will be recorded in the student’s individual healthcare plan, and responsible staff will be aware of what to do.
- Staff will have access to asthma kits and spare Epi-pens.



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- The administration of prescription-only medication specified in Schedule 19 of the Human Medicines Regulations 2012 will only be given by the Responsible Staff Members.
- Any member of staff may be asked to provide support to students with administering medicines, but they cannot be required to do so.

### **10. Reviewing first aid arrangements**

YSB will review its first aid needs after any major changes such as staff or premises changes to ensure provision remains appropriate.

Responsible Staff Members will ensure that staff, students, parents/guardians and visitors are aware of first aid arrangements, including:

- This Policy;
- The location of first aid equipment and facilities; and
- The identity and contact details of first aiders or responsible staff.

This Policy will be reviewed annually or following any significant changes to regulations, staffing, or premises.

### **11. Relevant Dates**

Approved by the Board of Trustees: 17 March 2025

Date of next review: March 2026