##### Young Dancers Academy

##### Health & First - Aid policy

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###### The school’s programme of dance and academic training is extremely demanding and students have to cope with the mental and physical challenges. Dance staff at The Young Dancers Academy, have had professional careers themselves and understand these pressures well. The school provides a strong support network to monitor and support students’ physical and mental well-being. Regular tutorials are provided each week and students can request a private meeting at any time.

######  The school also has good contacts with various professional counselling services and can refer students if the need arises.

All usual dance injuries are reported to the school’s first aider, in the first instance. The situation is assessed and the appropriate action taken. Students who are unable to dance are, on the advice of the school’s physiotherapist, having being assessed for the injury, given exercises to improve or correct their injury. If it was felt that the injury was serious and that further action is needed then a meeting immediately would be set up with the student, parents and dance staff to discuss a way forward.

Our Consultant Chartered Physiotherapist, Shirley Hancock, MCSP SRP ONC, works closely with the school.

###### First – Aid Provision

The school first aid box is situated in the school office in a lockable cupboard and labelled clearly. The Accident book is placed on top. First – Aid provision is available at all times while people are on the school premises and on off-sites visits. Additional to this the downstairs studio has a first-aid box situated on the top shelf where only an adult can reach it. However all records of accidences or injuries are logged in the same accident book. The accident book records:

* Date, time and place of incident:
* The name of the injured or ill person:
* Details of the injury or illness and what first aid was given:
* What happened to the person after
* Signature of the first-aider and student where possible
* The First- aid box and contents is regularly checked and restocked as soon as items have been used.

###### Responsibilities

The school has three first-aiders who are responsible for the First-Aid provisions in the Young Dancers Academy. Staff trained with the British Red Cross and their certificates are valid for three years.

###### Confidential medical history and consent form

Parents are requested to complete a medical form and return it to the school. All information will be treated as confidential.

###### Medication

Prescribed medications may only be brought to school with signed instructions from parents and must, under all circumstances, be lodged with the school’s first aider.

###### Severe Asthma, Diabetes, Epilepsy and Severe Allergies

Parents of any students suffering from these conditions will be required to complete a Management plan and attend a meeting with staff and parents.

###### Sickness or Injury during the School Day

Students who are taken ill or who sustain injury during the school day will be taken immediately to a room where they can rest (unless their illness or injury is judged sufficiently severe that they should be taken directly to hospital). Parents will be informed immediately of the situation.

Parents are asked to ensure that the school always has a full, up-to-date and comprehensive list of emergency contact numbers for each family.

The school cannot administer any medication, or allow any to be taken, unless this has been authorized in writing:

* If a student needs to bring pills, medicine or homeopathic treatments to school, they must be sent, clearly labelled with their name and dosage instructions, to the first aider.
* Students who suffer from asthma should carry an inhaler with them at all times, and also pass one to their dance teacher during lessons. The parent must sign a medical form stating that their child carries an inhaler.

###### Head Injuries

Any student or member of staff who hit their head at school will follow this protocol:

* Student or staff member will be monitored if he or she appears to be stable.
* The accident will be logged and parent/s or in the case of staff, next of kin will be informed.
* If necessary the Health and Safety Executive must be informed is the injury is very severe leading to fatality.
* If at any stage the person becomes tired, vomits or is unwell then an ambulance will be called for and a member of staff will accompany the patient to the hospital. The school will contact the parent /next of kin to update them of the situation.
* If the patient is knocked unconscious or is seriously injured than an ambulance will be called for immediately and next of kin informed. A member of staff will accompany the patient. If there is a fatality then the school will immediately contact the External Health and Safety team.
* All information will be logged on file.

###### Infectious Diseases

Advice regarding appropriate action if students are suffering from infectious diseases is available from the school office. This includes guidelines on periods of absence from school, and from sporting or other communal activities, in respect of common diseases such as: Athlete’s Foot; Chicken Pox; Conjunctivitis; Diarrhoea and Vomiting; Impetigo; Measles; Mumps; Tinea (Ring Worm); Warts.

The school also has a Swine Flu policy.

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###### Immunisations

It is important that students are up-to-date with their immunisations. This applies in particular to polio, tetanus and meningitis C.

Hygiene / Infection control

All staff and students must take precaution to avoid infection and follow basic hygiene procedures. Staff dealing with either vomit, blood or other body fluids must have the correct equipment to deal with the situation. Disposable gloves must be worn and disposing of either body fluid or blood must be reported to the local authority. Any member of staff/student who is concerned after being in contact with blood should first speak to the school First-Aider on what appropriate actions (if any) should be taken.

Physical contact with Children

The treatment of children for minor injuries, illness or medical conditions may involve members of staff in physical contact with children. Any treatment should:

* Not involve more contact then necessary
* Be undertaken by staff who have volunteered to be designated to the task
* The nearest hospital is The Chelsea and Westminster in Hammersmith.

###### All medical records will be destroyed when the student leaves the school unless there are exceptional circumstances.

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