



## **First Aid Policy for Hitchin School of Dance**

Hitchin School of Dance (HSD) is committed to providing a safe environment for all students, staff, and visitors. This First Aid Policy outlines the provision of first aid in the event of injury or illness occurring on the premises or during off-site dance events.

### **Aims of the Policy**

- To ensure prompt and appropriate first aid is given.
- To provide trained first aiders during operational hours.
- To maintain accessible and fully stocked first aid kits.
- To document and report all incidents and injuries.

### **Responsibilities**

- **Dance School Owner/Principal**
  - Ensure policy is reviewed annually.
  - Provide appropriate training and equipment.
  - Ensure a sufficient number of qualified first aiders are available.
- **First Aiders**
  - Hold a valid First Aid at Work (or Paediatric First Aid) qualification.
  - Provide first aid in line with training.
  - Record and report all incidents appropriately.
- **Staff**
  - Be aware of the first aid procedures.
  - Know the location of the first aid kits and emergency contacts.
  - Support the first aider when necessary.

### **First Aid Provision**

- **First Aid Kits**
  - Located in the reception area under the sink. First aid kits will also be with staff during off-site events.
  - Contents checked and restocked monthly (or after each use).
  - Clearly marked and accessible.
- **First Aiders On Site**
  - At least one qualified first aider will be present during classes. There shall be more on site during shows or events.
- **Dance Shows & Performances**
  - A portable first aid kit is carried.
  - A designated first aider will be present.
  - Emergency contact details and medical forms will be taken for all students.

### Dealing with Incidents

1. *Assess the situation and ensure safety.*
2. *Administer appropriate first aid.*
3. *Call emergency services if necessary.*
4. *Inform parent/guardian (if a child is involved).*
5. *Record the incident in the **Accident Report Book**.*
6. *Review the cause to prevent recurrence.*

### Reporting and Recording

- *All injuries, regardless of severity, must be recorded.*
- *Use an **Accident Report Form** located with the first aid kit under the sink in the reception area.*
- *Notify parents/carers of any head injury or incident requiring further care.*
- *Maintain records securely for at least 3 years.*

### Training

- *All first aiders will renew their certification every 3 years.*
- *Regular refresher training are encouraged.*

### Emergency Procedures

- *Emergency contact numbers displayed prominently.*
- *Staff trained in evacuation procedures.*
- *AED (if available) located at the top of the road by the flats (on the left hand side as you walk towards the barrier)*

### Policy Review

*This policy will be reviewed annually or following any incident that highlights a need for change.*

