

## First Aid Policy for Danceworks

At Danceworks, we are committed to ensuring the health, safety, and well-being of all our students, staff, and visitors. This First Aid Policy outlines the procedures and responsibilities in place to provide prompt and appropriate care in the event of an injury or medical emergency during classes, events, or any other Danceworks activities.

### 1. Objectives of the First Aid Policy

- To provide a safe environment for students and staff.
- To ensure prompt and effective first aid treatment is available in the event of injury or illness.
- To define roles and responsibilities for staff in administering first aid and handling emergencies.
- To outline procedures for managing medical incidents and ensuring appropriate follow-up care.

### 2. First Aid Provision

- **Trained First Aiders:** Danceworks will ensure that at least one qualified first aider is present during every class, rehearsal, or event. All staff members who work directly with children will have received basic first aid and CPR training. Additionally, some staff may be trained in more advanced first aid practices as required.
- **First Aid Kits:** Fully stocked first aid kits are available at all times in the studio and at off-site events. These kits will be regularly checked and replenished to ensure they contain the necessary items, including bandages, antiseptic wipes, plasters, cold packs, and any other items required for treating minor injuries.
- **Accident Book:** An accident record book is maintained at the front desk to log all injuries, accidents, and incidents. This record will include the nature of the injury, first aid provided, and any follow-up actions taken.

### 3. Procedure for Dealing with Injuries

- **Minor Injuries (e.g., cuts, bruises, sprains):**
  - Injuries should be assessed by the first aider, and appropriate first aid should be administered (e.g., cleaning a wound, applying a bandage, or using a cold pack for swelling).
  - If a minor injury occurs, a parent or guardian will be notified as soon as possible, and an injury report will be completed.
- **Moderate Injuries (e.g., strains, fractures, head injuries):**
  - For moderate injuries, the first aider will immediately assess the injury and take appropriate action, which may include contacting emergency services or a healthcare professional for advice.
  - A child with a moderate injury will be kept under supervision and comforted until further help arrives.
  - Parents/guardians will be contacted immediately, and an incident report will be completed.

- **Serious Injuries or Medical Emergencies (e.g., unconsciousness, severe bleeding, difficulty breathing):**
  - In the event of a serious injury or emergency, the first aider will call emergency services immediately and provide first aid (e.g., CPR, stopping severe bleeding, or stabilizing the child).
  - The child will be kept under supervision until medical professionals arrive.
  - The child's parent or guardian will be contacted as soon as possible to inform them of the situation.
  - An accident report will be completed, and the necessary follow-up procedures will be followed, which may include contacting insurance providers.

#### 4. Accident Reporting and Follow-Up

- **Accident Record:** Every incident involving injury or illness will be documented in the accident book. This includes minor, moderate, and serious injuries. Details recorded will include:
  - The nature of the injury.
  - The first aid treatment given.
  - The response time and actions taken.
  - Any medical professionals contacted.
  - Parent/guardian notification and any follow-up actions.
- **Parent/Guardian Notification:** For all injuries, parents or guardians will be notified either immediately (for serious or moderate injuries) or at the end of class (for minor injuries). If a student requires medical treatment, parents will be contacted and required to pick up their child as needed.
- **Review of Incidents:** All incidents will be reviewed by Danceworks management to determine if any changes are needed to safety protocols, class procedures, or risk assessments.

#### 5. Medication and Medical Conditions

- **Medical Information:** Parents or guardians are required to provide up-to-date medical information about their child when they enrol in Danceworks, including any known allergies, chronic conditions, or medications required during classes.
- **Administering Medication:** Danceworks staff are not permitted to administer medication to students unless it is in the case of a prescribed emergency (e.g., an epinephrine injection for a severe allergy). Parents must provide written consent for staff to administer specific emergency medication if necessary.
- **Asthma & Epilepsy:** If a student has asthma or epilepsy, a written care plan should be submitted by the parent/guardian, detailing the signs to watch for and the steps to take in case of an emergency.

#### 6. Emergency Contacts

- **Up-to-Date Contact Information:** Parents/guardians must ensure that Danceworks has current contact information on file, including emergency contacts who can be reached if the primary contact is unavailable.
- **Emergency Medical Information:** In case of emergency, we will make every effort to contact the parent/guardian and follow the instructions provided on the child's medical form. If necessary, emergency services will be called.

## 7. Training and Awareness

- **Staff Training:** All staff members will undergo basic first aid training, including CPR and dealing with common dance-related injuries (e.g., sprains, strains, overuse injuries). Training will be refreshed regularly to ensure up-to-date knowledge and compliance.
- **Student Awareness:** While students will not be trained in first aid, they will be encouraged to report any discomfort or injury to their instructor. Danceworks staff will foster an environment where students feel comfortable speaking up about their health and well-being.

## 8. Review and Update

This First Aid Policy will be reviewed annually to ensure it remains in line with best practices, any changes in relevant legislation, and the needs of our students and staff. Any necessary adjustments will be made, and the policy will be updated accordingly.

**Contact Information:** For more information or if you have any questions about our first aid procedures, please contact:

- **Email:** [info@danceworksstudio.co.uk](mailto:info@danceworksstudio.co.uk)
- **Phone:** 01242 233 338
- **Address:** 35 St George's Street, Cheltenham, GL50 4AF

Thank you for helping us create a safe and caring environment at Danceworks!