

First Aid Policy

Freesoles Dance

Policy review date: 21/02/2024

Name of school principal: Victoria Race

This policy is to be read and understood by all those working with or for Freesoles Dance. A copy of this policy will always be available on the school website.

Aims

- to ensure the health and safety of all staff and visitors
- to provide a framework for responding to an incident and recording and reporting the outcome

Legislation and Guidance

This document has been written to align with our duties and responsibilities as outlined in:

- Health and Safety (first aid) Regulations 1981,
- Riddor 2013,
- Management of Health and Safety at Work regulations 1992,
- Keeping children safe during community activities after school clubs and tuition (guidance).

Roles and Responsibilities

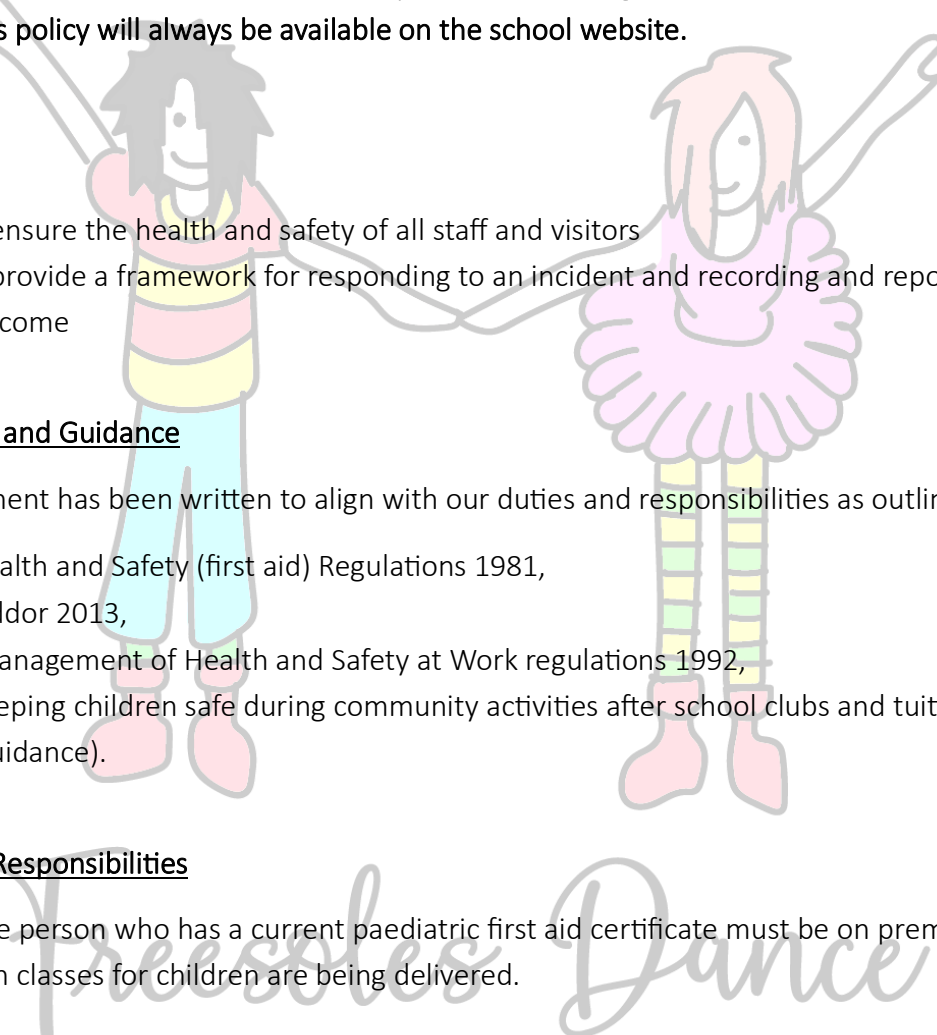
At least one person who has a current paediatric first aid certificate must be on premises at all times when classes for children are being delivered.

At least one person with an appropriate first aid at work certificate must be on the premises at all times when classes for adults or staff meetings are being held.

Appointed Person and First Aiders

The schools appointed person is Victoria Race and they are responsible for:

- taking charge when someone is injured or becomes unwell.



- ensuring there is an adequate supply of first aid kits and the replenishment of these kits ensuring that an ambulance is called when required.

First aiders are trained to carry out the role and are responsible for

- acting as first responders to any incident.
- sending dancers or other participants or staff members home to recover where necessary.
- filling in an accident form as soon as reasonably practicable after an incident if required.

Staff

Staff are responsible for:

- ensuring they follow first aid procedures.
- ensuring they know who the first aiders are.
- completing accident forms.
- informing management of any specific and relevant health conditions.

First aid procedures

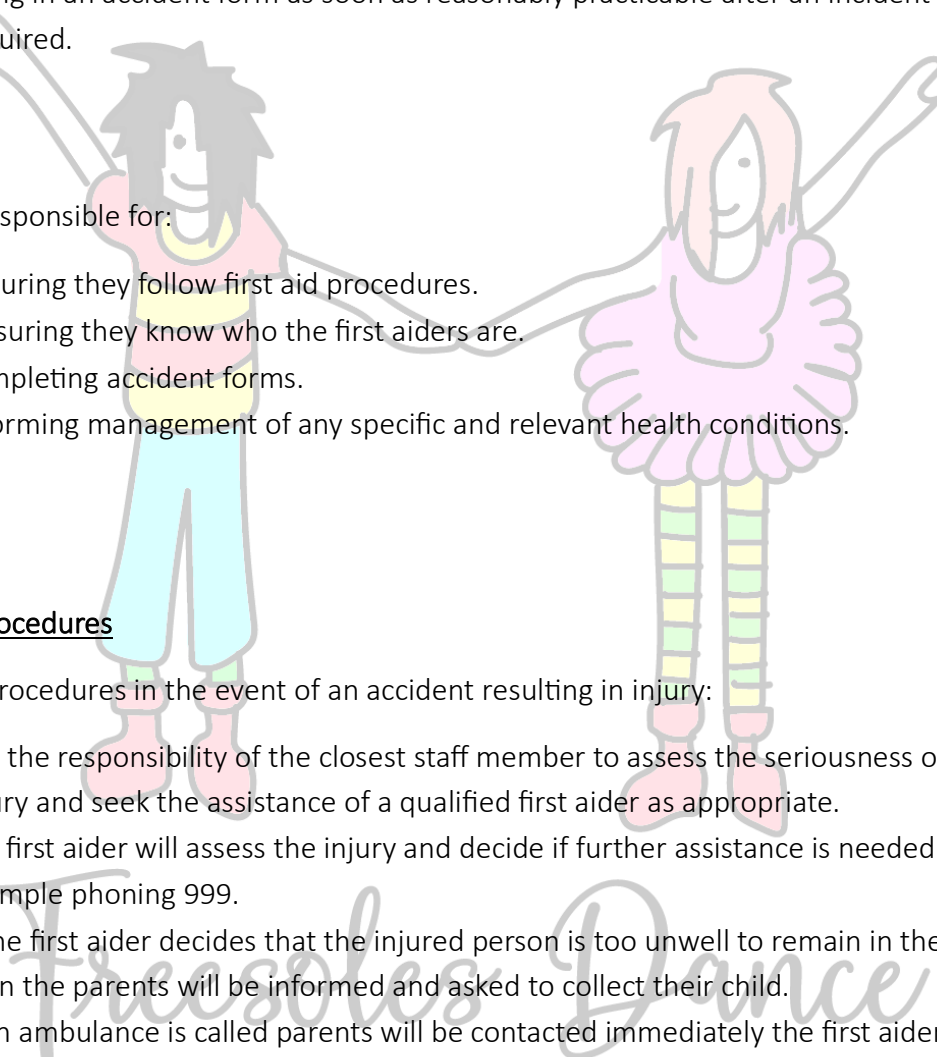
In school procedures in the event of an accident resulting in injury:

- it is the responsibility of the closest staff member to assess the seriousness of the injury and seek the assistance of a qualified first aider as appropriate.
- the first aider will assess the injury and decide if further assistance is needed for example phoning 999.
- if the first aider decides that the injured person is too unwell to remain in the school then the parents will be informed and asked to collect their child.
- if an ambulance is called parents will be contacted immediately the first aider will complete an accident form as soon as is reasonably practicable.

Record keeping and reporting

First aid and accident record book

- An accident form will be completed by the 1st aider or relevant member of staff the same day or as soon as possible after an incident resulting in an injury.
- as much information as possible should be supplied when reporting an accident.



- a copy of the incident report form is to be retained by the dance school for a minimum of three years before being securely disposed of.

Reporting to the Health and Safety Executive

The school principal will keep a record of any accident which results in a reportable injury disease or dangerous occurrence as defined in the Riddor legislation.

The principle will report these to the health and safety executive as soon as is reasonably practicable within 10 days of the incident.

Reportable injuries diseases or dangerous occurrences could include:

- death
- specific injuries such as fractures other than two fingers' thumbs or toes
- amputations any injury likely to lead to permanent loss of sight or reduction of sight.
- any crush injury to the head or torso causing damage to the brain or internal organs.
- serious burns including scalding.
- Any scalding requiring hospital treatment.
- any loss of consciousness caused by head injury or asphyxia.
- injuries where an employee is away from work or unable to perform their usual duties for more than 7 consecutive days not including the day of the incident
- where the accident leads to somebody being taken to hospital
- or near miss events that do not result in an injury but could have done so

Training

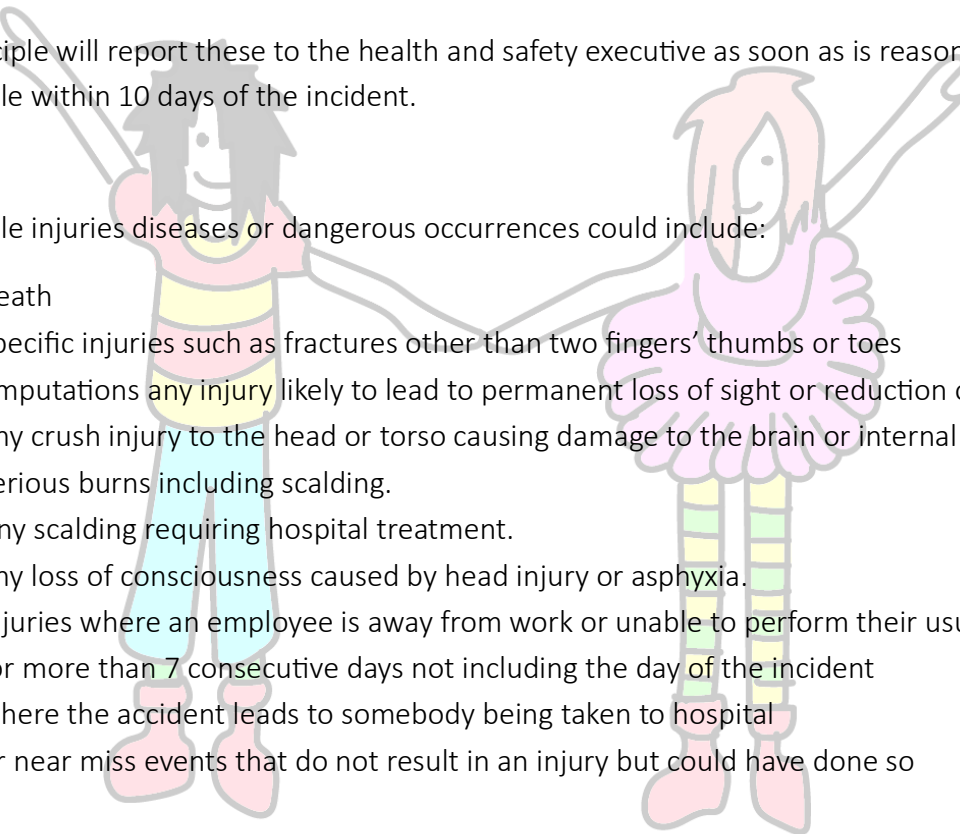
All school staff should be encouraged and supported to take first aid training if they would like to.

At all times at least one member of staff will have current paediatric first aid training.

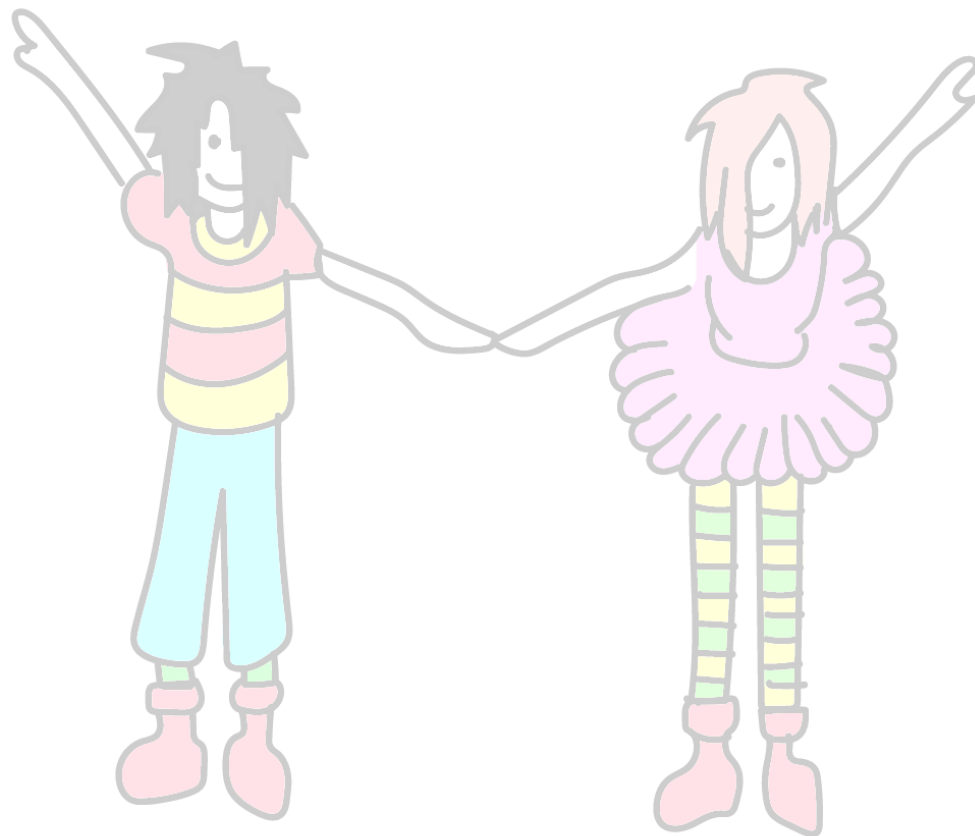
Locations

First aid equipment a first aid kit will always be kept in the class with the teachers and in the kitchens (please list as appropriate).

This policy was written in February 2024 and will be reviewed annually:



Signed: V Race dated 21/02/2024



Freesoles Dance