SWINDON DANCE

First Aid Policy

Swindon Dance will ensure that all duty managers, chaperone's, relevant teachers and reception staff receive emergency first aid training. The organisation will endeavour to have at least one first aider on duty at all times. In the rare occurrence that no first aider is on site a nominated staff member will be appointed to deal with any first aid emergencies. They will be instructed not to move the person and to call an ambulance or refer the person to their GP or to casualty. No advice about the seriousness or treatment of an injury/illness is to be given by unqualified persons.

Adequate first aid supplies will be maintained by monthly checks on all first aid boxes to be conducted by the Reception Manager or her deputy.

Ice packs will be kept in the freezer compartment of the fridge in the first floor kitchen. A supply of emergency ice packs will be kept at reception and in the Education and Development office on the first floor and the Centre for Advanced Training office adjacent to the dance studio.

Any activities likely to involve a greater than usual risk of injury will be separately risk assessed and a first aider present during the activity.

For enrolled classes and courses, parents, carers, and where appropriate students, are asked to detail any medical conditions or injuries that affect their children. Any children or young people with highlighted conditions will be indicated on the register with full details kept at reception in the event of an emergency.

Parents and/or carers will be informed of all accidents and incidents involving children and young people.

Employees are required to notify their Line Manager if they have any illness or condition that may lead to them requiring medical treatment so that appropriate plans can be put into place.

Any accidents or illnesses are to be recorded on the appropriate form and signed by all persons involved. Swindon Dance will follow up and review all accidents and illnesses.

Serious occurrences or illnesses may be referred under RIDDOR if appropriate or for investigation to Health and Safety Executive body.

Swindon Dance maintains its facilities to a high standard in order to minimise risks.

A sign listing the names of First Aiders will be displayed at Reception.

under review