

## **FIRST AID POLICY**

### **1. Introduction**

- I. MINI PROFESSIONALS DANCE ACADEMY provides extra-curricular dance classes to children aged 0-18 years both in and out of school settings. The company provides performance opportunities at both internal and external events as well as workshops and dance camps. The company provides dance and fitness classes to adults of all ages.
  
- II. The Company address is:  
  
12 Banbury Road  
  
Kidlington  
  
Oxfordshire  
  
OX5 2BT  
  
Company Number: 09980761
  
- III. Mini Professionals Dance Academy expects every working or helping adult to support and comply with this policy. This policy applies to all staff, managers, volunteers, students or anyone working on behalf of the Company

### **2. Statement**

- I. This policy outlines the procedures in the event a customer needs first aid treatment while under the care of Mini Professionals Dance Academy staff. All staff have read this policy and are aware of what is expected of them.
  
- II. MPDA staff are able to apply first aid treatment to students and other persons on site should it be required. The aim of first aid will be to preserve life, prevent worsening and promote recovery of the patient.

- III. All staff members are qualified first aiders with up to date certification in EFAW and/or paediatric first aid<sup>1</sup>.
- IV. All staff carry and full first aid kit and additional kits are also available at the venues that MPDA operates from. Defibrillators are also available at a number of the venues. When operating at external schools MPDA staff must still follow the procedures outlines in this policy.

### 3. The First Aid Kit

- I. All staff (employed by MPDA and self-employed) have access to first aid kits that comply with the Health and Safety (First Aid) Regulations outlined by the HSE and detailed in the table below. All staff also have access to instant ice packs.

	Small	Medium	Large	Travel
Guidance leaflet	1	1	1	1
Contents List	1	1	1	1
Medium sterile Dressing	4	6	8	1
Large sterile dressing	1	2	2	1
Triangular bandage	2	3	4	1
Safety pins	6	12	24	2
Sterile eye pad	2	3	4	1
Wash-proof plasters	40	60	100	10
Sterile saline wipes	20	30	40	4
Microporous tape	1	1	1	1
Nitrile gloves (pairs)	6	9	12	1
Sterile finger dressing	2	3	4	0
Resuscitation face shield	1	1	2	1
Foil blanket	1	2	3	1
Sterile eye wash (150ml)	0	0	0	1

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<sup>1</sup> All staff must carry their certification with them to classes. Copies of certificates are also held by Principal, Bethan Gorton

Hydrogel burn dressing	1	2	2	1
Scissors	1	1	1	1
Conforming bandage	1	2	2	1

#### 4. **Requirements of staff**

- All staff must ensure they bring their first aid kit to each and every class
- First aid kits must be accessible at all times
- Self-employed staff must ensure their kit is up to date and employed staff must ensure they request new equipment from Principal Bethany Gorton as and when required
- Specific medication for any students should not be stored in the first aid kit but rather in the designated medication area or fridge where necessary<sup>2</sup>
- Staff must also carry MPDA accident forms with them at all times
- Accident forms **MUST** be completed if any first aid treatment is carried out and must include:
  1. Date and time of incident
  2. Full names of all involved (patient, first aider and any other persons)
  3. Address and contact information of parents and of the person who administered the first aid
  4. Description of the incident and any treatment provided
  5. Details of recommendations given to parent or student
  6. Signature of first aider AND parent/guardian
- All forms must be handed over to Principal, Bethany Gorton for storage and a copy to be sent to parents via email by MPDA's administration team

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<sup>2</sup> See Administering Medications Policy

- Parents are NOT to be given the hard copy of the form
- In case of head injury staff must complete the head injury section of the form<sup>3</sup>

## 5. **Other Policies**

This Policy should be read together with the following policies:


- Head Injury Policy
- Administering Medication Policy
- Health and Safety Policy
- Safeguarding Policy
- Staff Behaviour Policy

## 6. **Legal Framework:**

- Health and Safety (First Aid) Regulations (1981; 2013)

Further Guidance available at: <https://www.hse.gov.uk/simple-health-safety/firstaid/index.htm>

This Policy is due for review every YEAR.

Signed:  \_\_\_\_\_

BETHANY GORTON (PRINCIPAL AND SAFE GUARDING LEAD)

Date: 01/06/2022

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<sup>3</sup> See Head Injury Policy