



## **First Aid Policy**

### **1. Introduction**

The health and safety of all children attending the Ovation Theatre Club is of paramount importance. This First Aid Policy outlines the procedures and measures in place to ensure that, in the event of an injury or medical issue, children, staff, and volunteers are treated quickly and effectively. It is essential that all incidents are managed appropriately to prevent further harm and ensure the well-being of all participants.

### **2. Objectives**

- To provide a clear plan of action in the event of an accident or medical emergency.
- To ensure that the sole owner (who is also the primary club leader) is adequately trained and equipped to provide first aid.
- To maintain a safe environment where children can participate in activities with minimal risk.
- To keep parents and guardians informed of any accidents or injuries.

### **3. Responsibilities**

- **Club Owner/Manager**  
As the sole owner and lead of the club, the owner is responsible for implementing and overseeing this First Aid Policy. They are also responsible for ensuring that appropriate first aid procedures are followed and that all relevant equipment and training are in place. In case of injury or emergency, the club owner will take the lead in administering first aid or will ensure that qualified assistance is sought if needed.
- **Staff and Volunteers**  
Any additional staff or volunteers assisting with the club will be informed of this policy, and all staff will be required to follow the procedures set out here. Volunteers may be asked to assist in the event of an emergency but must defer to the club owner's decision in an emergency situation.

- **Parents/Guardians**

Parents and guardians are responsible for informing the club about any pre-existing medical conditions or allergies their child may have, as well as providing emergency contact details. Parents should also ensure that their child is physically capable of participating in all club activities.

#### **4. First Aid Training and Certification**

- The club owner must hold a current, valid **First Aid at Work** qualification or equivalent, which includes training in CPR (Cardiopulmonary Resuscitation) and dealing with common childhood injuries (e.g., cuts, sprains, burns).
- The owner must also undergo periodic refresher courses to maintain first aid certification.
- In the event that volunteers or staff are involved, they should also have basic first aid knowledge. If volunteers assist with higher-risk activities (e.g., dance, physical games), it is recommended that they also receive basic first aid training, although this is not mandatory for every volunteer.

#### **5. First Aid Kits**

- A **fully stocked first aid kit** will be readily available at all times during club sessions. The first aid kit will be checked regularly by the club owner to ensure it is complete and fully stocked.
- The first aid kit should include, at a minimum:
  - Plasters (various sizes)
  - Sterile bandages and dressings
  - Antiseptic wipes and creams
  - Disposable gloves
  - Ice packs or gel packs
  - Scissors and tweezers
  - A list of emergency contact numbers
  - An accident report form

#### **6. Procedure for Handling Injuries and Accidents**

- **Minor Injuries (e.g., cuts, bruises, scrapes):**
  - The club owner will clean the wound using antiseptic wipes, apply a sterile dressing or plaster, and monitor the injury for any signs of infection.
  - If the injury is a minor bruise or scrape, the club owner will ensure the child is comfortable and reassure them.

- **More Serious Injuries (e.g., sprains, fractures, head injuries):**
  - In the event of more serious injuries (e.g., suspected sprains, fractures, or head injuries), the club owner will call emergency services immediately (dial 999 or 112 in the UK, or the appropriate emergency number for the location).
  - The child will be kept as still and comfortable as possible until help arrives.
  - The owner will attempt to prevent further injury by keeping the child calm and avoiding unnecessary movement of the injured area.
- **Medical Emergencies (e.g., asthma attacks, allergic reactions):**
  - If the child has a known medical condition (e.g., asthma, allergies), the owner will follow the procedures agreed upon with the parent/guardian. This may include administering medication (e.g., inhaler or epinephrine auto-injector) as needed.
  - If the child's condition worsens or does not improve, the club owner will seek immediate medical attention by calling emergency services.

## 7. Emergency Contacts

- Parents/guardians will be asked to provide emergency contact information for their child at the time of registration. This information will be kept securely and updated regularly.
- In case of an injury or emergency, the club owner will contact the child's parents or guardians as soon as possible.
- If a child's injury requires professional medical treatment, the parents/guardians will be notified immediately.

## 8. Accident Reporting and Record Keeping

- All accidents or injuries that occur during club activities will be documented using an **Accident Report Form**. This will include:
  - A description of the incident
  - The date, time, and location of the accident
  - Details of the injury or medical issue
  - The treatment provided
  - The name of the staff member or volunteer who administered treatment
  - A record of when parents/guardians were contacted and their response
- **Accident reports** will be kept on file for a minimum of 3 years for future reference, as required by law. Copies of these reports will be made available to parents/guardians upon request.

## **9. Preventative Measures**

- Regular risk assessments will be carried out to identify potential hazards during club activities. Any necessary action will be taken to reduce or eliminate risks.
- Children will be given clear instructions on safety, including how to handle equipment and how to behave during physical activities (e.g., dance or movement exercises).
- The club owner will ensure that children are adequately supervised at all times, particularly during physical or potentially risky activities.

## **10. Communication with Parents and Guardians**

- The club owner will keep parents informed about any injuries that occur during activities. If the injury is minor, the parent may be notified at pick-up time. If the injury is more serious, parents will be contacted immediately.
- If there is any ongoing concern or if an injury requires medical follow-up, the club owner will liaise with the parents to ensure that appropriate care is taken.

## **11. Review of the Policy**

- This First Aid Policy will be reviewed annually and updated as necessary, particularly after any incidents or accidents, to ensure it remains relevant and effective.
- Any changes to first aid procedures or practices will be communicated to parents, staff, and volunteers promptly.

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### **Contact Information:**

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