

Accident and First Aid Policy- Saddleworth Ballet School

Policy Statement

Saddleworth Ballet School is a Dance School in the private dance sector.

The school currently operates from Greenfield Primary School, located at Shaw Street, Greenfield, Saddleworth, Oldham, OL3 7AA. The premises at Greenfield Primary School includes 1 dance studio, 1 sports hall, secure entrance/collection area for parents/guardians, small break out area for students, separate male and female toilets also used as changing facilities.

At Saddleworth Ballet School we aim to protect children at all times. We recognise that accidents or incidents may sometimes occur. We follow this policy and procedure to ensure all parties are supported and cared for when accidents or incidents happen; and that the circumstances of the accident or incident are reviewed with a view to minimising any future risks.

At Saddleworth Ballet School we treat our responsibilities and obligations in respect of health and safety as a priority, and we provide ongoing training to all members of staff, which reflects best practice and is in line with current health and safety legislation.

Accidents

Location of accident files: Dance Studio with Principal

- The person responsible for reporting accidents, incidents or near misses, is the member of staff who saw the incident, or was first to find the child where there are no witnesses. They must record it on an Accident Form and report it to the Principal. Other staff who have witnessed the accident may also countersign the form and, in more serious cases, provide a statement. This should be done as soon as the accident is dealt with, whilst the details are still clearly remembered. Parents must be shown the Accident Report, informed of any first aid treatment given, and asked to sign the Accident Report when collecting their child.
- The Principal reviews the accident forms every couple of months for patterns, e.g. a particular area in the building (steps, floor surface), or a particular time of the day when most accidents happen.
- The Principal will report serious accidents to the registered person for investigation for further action to be taken (i.e., a full risk assessment or report under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Where medical attention is required, a member of staff will notify the parent(s) as soon as possible, whilst another first aided member of staff is caring for the child appropriately.

Transporting children to hospital procedure

The Principal/staff member must:

- Call for an ambulance immediately if the sickness, injury is severe. You must only transport the child in your own vehicle if you feel an ambulance is either not needed and the parent/carer cannot come to Saddleworth Ballet School, or if the ambulance cannot get to Saddleworth Ballet School.
- Whilst waiting for the ambulance, contact the parent(s) and arrange to meet them at the hospital.
- Arrange for the most appropriate member of staff to accompany the child, taking with them any relevant information, such as registration forms, relevant medication sheets, medication.
- A second staff member must accompany the driver and child in the vehicle to hospital, located in the back of the car to monitor the child.
- Always remain calm.
- Children who witness an incident may well be affected by it and may need reassurance. Staff may also require additional support following the accident.

First Aid

- The first aid boxes are located in: the breakout area outside the dance studio upstairs and held with the Principal.
- These are always accessible with appropriate content for use with children.
- First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages, and eye pads. No other medical items, such as paracetamol, should be stored.
- The appointed person(s) responsible for first aid is the Principal.
- We All the staff are trained in First Aid and this training is updated every three years, excluding volunteers and possible students.

Dealing with blood

- We may not be aware that any child attending Saddleworth Ballet School has a condition that may be transmitted via blood.

Any staff member dealing with blood must:

- Always take precautions when cleaning wounds, as some conditions such as hepatitis or the HIV virus, can be transmitted via blood.

- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

Administration of medication

- In the unlikely event of medicines needing to be administered, only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
 - Children taking prescribed medication must be well enough to attend the dance school.
 - Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication, the dose, and times, or how and when the medication is to be administered.
 - The administration is recorded accurately each time it is given and is signed by staff.
 - Parents sign the record book to acknowledge the administration of a medicine.
 - If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.
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- **Last reviewed- September 2025 for the 25-26 academic year.**
 - **The person responsible for reviewing: Emily Turner, Principal and Business Owner.**