



# ADF DANCE ACADEMY

---

## FIRST AID POLICY

---

ISSUE DATE: JUNE 2026

REVIEW DUE: JUNE 2027

PREPARED BY  
*Alexandra Gale*  
PRINCIPLE

## Our Approach

At ADF Dance Academy, first aid is not simply about responding to accidents, it's about promoting awareness and creating an environment where every student feels safe, assured and cared for whilst participating in Academy activities.

We recognise and are committed to our responsibility not only to respond calmly, safely and appropriately when injuries, illness or medical emergencies arise, but to help create an environment where everyone within the Academy feels safe and cared for.

### 1. Purpose

First aid involves establishing and maintaining appropriate arrangements, procedures and responses that support the health, safety and wellbeing of everyone involved in Academy activity. It is embedded into daily practice through how we:

- Prepare for injuries, illness and emergencies
- Respond calmly and appropriately to incidents
- Support the wellbeing and safety of others
- Maintain accessible first aid equipment and information
- Communicate and work responsibly during emergencies

This policy outlines:

- First aid expectations and procedures
- The Academy's approach to responding to injuries, illness and medical emergencies
- Measures to help support safe and appropriate first aid practice
- Shared responsibilities relating to first aid and wellbeing
- How appropriate care and support is promoted throughout the Academy

### 2. Scope

This policy applies across all areas of ADF Dance Academy and to everyone involved in Academy activities, including staff, students, parents/carers, visitors and external professionals.

It applies throughout:

- Classes
- Rehearsals
- Performances
- Competitions
- Workshops
- Trips
- Events
- Any other Academy-related activities involving hired venues or external facilities

It should be read alongside the Academy's related policies and procedures, such as:

- Health and Safety Policy
- Safeguarding and Child Protection Policy
- Attendance and Commitment Policy
- Data Protection Policy

### 3. First Aid Responsibilities

Principal, Responsible Person and Appointed First Aider  
Alexandra Gale  
info@adfdanceacademy.com  
07884 001630

Responsibilities include:

- Overseeing first aid arrangements within ADF Dance Academy
- Maintaining suitably stocked and accessible first aid equipment and supplies
- Reviewing first aid procedures and accident reporting arrangements
- Monitoring first aid concerns or incidents appropriately
- Liaising with venues or emergency services where required
- Arranging additional first aid support where necessary for performances, trips, competitions or events
- Keeping clear records of accidents, injuries and treatment provided
- Ensuring emergency contact information remains available during activities
- Making sure that additional first aiders engaged by the Academy are appropriately qualified and suitable for their role and hold safeguarding and DBS checks where required in line with Academy safeguarding procedures

## Academy Responsibilities

The Academy will:

- Promote safe and appropriate first aid practice
- Maintain accessible first aid equipment during activities
- Respond effectively to injuries, illness or medical emergencies
- Record accidents or incidents where required
- Communicate with parents/carers following significant concerns or injuries
- Promote a calm, supportive and responsible environment during emergencies

## Staff Expectations

Staff are expected to:

- Respond calmly and responsibly to injuries or illness
- Follow Academy first aid procedures and emergency arrangements
- Report accidents, incidents or concerns promptly
- Have access to emergency contacts and medical information where relevant
- Support students appropriately during injuries, illness or medical emergencies

## Parent/Carer Expectations

Parents/Carers are expected to:

- Communicate any concerns that may affect safe participation
- Follow Academy first aid and emergency procedures where required
- Provide accurate and up to date emergency and medical information upon enrolment
- Inform the Academy of any changes to medical conditions, injuries, allergies or medication requirements

## 4. First Aid Equipment

Portable first aid kits containing all supplies required for dance activity will be available at Academy classes, rehearsals, performances, events, workshops, trips and any other related activities.

First aid supplies will be:

- Clearly labelled
- In good condition
- Kept safely in an accessible location
- Checked regularly and restocked where necessary

## 5. Medical Information and Emergency Contacts

Supporting safe participation relies on the Academy having accurate and up to date medical, health and emergency information. To help maintain a safe and supportive environment, parents/carers should ensure that relevant information is shared and kept up to date where it may affect a student's participation, safety or wellbeing during activities. This includes providing accurate emergency contact information upon enrolment, informing the Academy of medical conditions, allergies, injuries or additional health needs and updating information where necessary.

If additional clarification or support arrangements are required, further information may be requested to help ensure safety and wellbeing. Where sufficient information is not provided, we reserve the right to determine that participation cannot safely take place until appropriate clarification or guidance has been received.

### Emergency Medication

Emergency medication such as inhalers and EpiPens should be clearly labelled, easily accessible and provided in line with Academy procedures. Parents/carers are responsible for ensuring medication is supplied, in date and suitable for use during participation.

For students attending the school where the Academy hires facilities for weekly classes, medication arrangements must be agreed between ADF Dance Academy, the parent/carer and where necessary, the school before participation begins. Emergency medication should be left at the agreed school collection point in line with relevant procedures and consent arrangements. The medication will be collected by an Academy representative prior to the class so that it remains accessible if required and will be returned at the end of the class either directly to the parent/carer or to the student where parent/carer consent has been provided.

For students attending ADF Dance Academy externally, emergency medication should be provided directly to the responsible person upon arrival. Medication will be stored safely whilst remaining accessible throughout the class if required.

### Prescription Medication

Prescription medication will only be administered where parental/carer consent and relevant instructions have been provided. Medication should be clearly labelled and supplied in its original packaging where required.

### Emergency Contacts

To help support safe practice and effective communication, parents/carers must provide two emergency contact numbers upon enrolment and ensure that all information remains accurate and up to date. Emergency contact information should include a primary emergency contact, a secondary or backup emergency contact, the full name of each contact, their relationship to the student and any additional relevant contact numbers where applicable.

## 6. Injuries, Illness and Participation

Injuries, illness or medical concerns that may affect participation should be communicated directly by a parent/carer and not solely through the student. Participation decisions will be based on the information available to the Academy at the time. We cannot accept responsibility where relevant information has not been disclosed appropriately.

Where a student is unable to participate physically due to injury or illness, but does not require collection or emergency medical treatment, they may remain present to observe the session where appropriate. We aim to help students continue to feel included, supported and part of the class environment wherever possible. To support this, we will ensure safe supervision throughout the session, provide an appropriate place to sit comfortably and observe, encourage involvement in class content where possible to maintain engagement, and offer sensitive and appropriate support whilst considering wellbeing and comfort.

## 7. Administering First Aid

We provide first aid support calmly, safely and respectfully with responses guided by the circumstances and wellbeing of the individual at the time. Minor injuries or illness will be responded to using available first aid equipment and appropriate judgement. Where necessary, gloves should be worn when dealing with bodily fluids, students who are unwell or injured may be asked not to continue participating, parents/carers will be informed of injuries requiring monitoring or further treatment and may also be asked to collect a student where illness, injury or wellbeing concerns make it unsuitable for them to continue participating or remain under supervision.

## 8. Head Injuries

Any bump, knock or injury involving the head will always be treated seriously. Even where symptoms initially appear minor, head injuries will continue to be managed with care and caution in the interests of student safety and wellbeing. Following a head injury, parents/carers will be informed and the student will be monitored carefully for signs of concussion or deterioration. Emergency medical assistance will be sought where required. Further guidance relating to injury management and student wellbeing is outlined within the Academy's Health and Safety Policy.

## 9. Serious Injuries and Emergencies

The safety, wellbeing and comfort of the injured person will always remain the priority during any serious injury or medical emergency. A calm, supportive and responsible response will be maintained throughout the situation. Where a serious injury or medical emergency occurs, emergency services will be contacted immediately where necessary and will not be delayed whilst attempts are being made to contact parents/carers. Parents/carers will be informed as soon as reasonably possible and the injured person will remain safely supervised until relevant assistance arrives. Suspected fractures, significant sprains, inability to weight bear or injuries causing significant pain will be treated seriously and may require emergency medical assessment or collection from the activity where needed.

## 10. Accident Reporting

Accidents, injuries and incidents occurring during activities should be recorded appropriately using the Academy's accident and incident reporting procedures to help support safe practice, clear communication and accurate record keeping. Where necessary, an accident/incident report form will be completed and may include:

- Date, time and location
- Name of injured person
- Details of the injury or incident
- Treatment provided
- Actions taken or follow-up arrangements if necessary

Serious incidents may be reviewed to help identify any additional safety measures, monitoring or improvements that could support future practice. All records will be handled securely and confidentially in line with GDPR, data protection requirements and the Academy's Data Protection Policy.

## 11. Hygiene and Infection Control

Maintaining good hygiene practice helps reduce avoidable health risks and supports a clean, safe and hygienic environment throughout Academy settings. Where appropriate, hygiene and protective measures should be followed, spillages involving blood or bodily fluids should be cleaned safely, hands should be washed before and after administering first aid and used materials should be disposed of appropriately.

## 12. Performances, Trips and Events

During performances, trips, competitions and events, additional first aid and safety arrangements may be considered depending on the nature of the activity, venue or level of participation involved. To support safety throughout external activities and events, access to appropriate first aid equipment will be available, emergency contact information will remain accessible and appropriate supervision and communication arrangements will be maintained.

## 13. Monitoring and Review

This policy will be reviewed annually or sooner where necessary to reflect changes in legislation, first aid guidance or Academy practice. Overall responsibility for monitoring and review rests with the Principal and Responsible Person.

## 14. Final Statement

At ADF Dance Academy, the health, safety and wellbeing of everyone involved in Academy activities will always remain a priority. Through clear procedures, responsible practice and a supportive approach, we aim to maintain a safe environment where individuals feel protected, reassured and appropriately supported throughout their time at ADF Dance Academy.