

FIRST AID POLICY

REVIEWED: 04/10/2024

This policy should be read in conjunction with our Health and Safety Policy.

Overview

Centre Stage Productions recognises its responsibilities to provide First Aid in certain situations and will ensure that members, visitors and volunteers will be well looked after in the event of an accident, no matter how minor or major, and have access to appropriate facilities and materials at all times during rehearsals and society events.

The provision of First Aid facilities is based on an assessment of the First Aid needs within rehearsals, appropriate to the circumstances. CSP recognises the need for trained First Aiders and Appointed Persons, in sufficient numbers. Also, there will be adequate supplies available to enable First Aid to be administered to members, visitors and volunteers without delay.

CSP provides training, and updates the training, of selected committee members and volunteers for Emergency First Aid certificates. Committee members and suitably qualified volunteers are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of those in distress. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

Role of First Aid Administrator

- To ensure that first aid cover is available for all rehearsals.
- To keep updated medical records and consent forms of members.
- To ensure named First Aiders are provided with information of those who are known to be asthmatic, anaphylactic, diabetic, epileptic or have any other serious illness.
- Provide appropriately stocked First-Aid containers, which are green and marked with a white cross.
- Ensures that there are Accident report forms that comply with the Data Protection Act 1998, and they are used correctly. These should include a record of those attended to the affected party, the date, time, and the nature of the injury or ailment, plus any treatment given.
- Keep an up to date list of qualified First Aiders and ensure their training is up-to-date.

Role of the First Aider (Responder)

- Must have completed a training course approved by the Health and Safety Executive (HSE), which is updated every three years.
- Always attend a casualty when requested to do so and treat the casualty to the best of their ability in the safest way possible (wearing gloves where loss of blood or bodily fluid is evident).
- Ensure that an ambulance or other professional medical help is called when necessary.
- Help fellow First Aiders at an incident and provide support during the aftermath.
- Complete an Accident Form following any incident where First Aid attention was required.

In the case of Serious Injury

- The First Aider will check the safety of the area before caring for a seriously injured person.
- They will check for a response from the patient, then assess the situation and the condition of the patient.
- If necessary, the First Aider (or another designated adult) will call for an ambulance.
- The First Aider will ask another member of the committee to ensure that the parent(s) or next of kin are contacted immediately to inform them of the incident.
- The First Aider will stay with the patient at all times.



CENTRE STAGE PRODUCTIONS

In association with the Manx Gilbert & Sullivan Society (Charity number: 406)

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- If the person requires to be taken to hospital by ambulance, the First Aider will accompany, or ensure that a committee member accompanies, the patient.
- An Accident Form will be completed at the first opportunity by all directly involved in the incident.

In the case of minor injuries or ailments

- In the case of minor injuries (e.g. small cuts, minor burns) the patient will be attended to by an appropriate First Aider.
- The individual will be treated appropriately for their needs by the designated First Aider.
- An Accident Form will be completed at the first opportunity by all directly involved in the incident.
- In the case of members under the age of 16, parents will be informed either at collection or via a telephone call if the child is walking home.

In all cases:

- Protective gloves should be worn when dealing with open wounds.
- Any dressings used which contain bodily fluids should be appropriately disposed of.
- An Accident Form will be completed at the first opportunity by all directly involved in the incident.
- Parents of children aged under 16 will be informed of any incidents which have occurred.

Should you have any questions regarding our First Aid Policy, we can be contacted at centre-stage-productions@outlook.com.