North East Dance Project – First Aid Policy

Owner: Amy Becke, Director

Created: 29/08/2026

Edited: 07/10/2026 upon completion of most recent first aid training and venue updates

Next Review Date: 07/10/2027

1. Purpose and Statement

First aid is the immediate assistance given to a person who is injured or becomes ill, with the aim of preserving life, preventing the condition from worsening, and promoting recovery until appropriate medical assistance is available.

This policy outlines the arrangements and procedures to be followed if a participant, member of staff, volunteer or other person requires first aid or emergency assistance while attending a North East Dance Project class, rehearsal or performance.

North East Dance Project is committed to providing appropriate first-aid arrangements to ensure the health, safety and welfare of participants and staff.

All teachers and relevant staff have appropriate first-aid training and are expected to understand and follow this policy.

An appropriately trained first aider will be present during all North East Dance Project classes, rehearsals and performances. All teachers delivering sessions are first-aid trained, and a session will not proceed without the responsible teacher being present.

First aiders must ensure that they only provide assistance and treatment that is within their level of training, competence and experience.

2. First Aid Provision

North East Dance Project will ensure that:

- An appropriately trained first aider is present during all classes, rehearsals and performances.
- First-aider training is kept current and renewed in accordance with the requirements of the relevant training.
- A suitable and accessible first-aid kit is available at each venue.
- The first-aid kit is checked before each session to ensure that it is accessible and contains appropriate supplies.
- Any item used from the first-aid kit is replaced as soon as reasonably possible.
- The first aider who uses an item is responsible for informing Amy Becke if a replacement is required.
- A venue-specific risk assessment is considered by Amy Becke before attending each venue to ensure that appropriate first-aid provision is available.

The venue risk assessment will consider, where relevant:

- The nature and location of the activity.
- Potential hazards associated with the venue and dance activities.

- The location and accessibility of first-aid equipment.
- The location and accessibility of the venue's defibrillator.
- The location of emergency exits.
- The arrangements for contacting emergency services or venue staff.
- Relevant medical information voluntarily provided by participants.
- Circumstances in which additional medical assistance may be required.

3. First Aid Kit Contents

Each venue will have access to an appropriate first-aid kit. The current standard contents are:

First Aid in an Emergency Booklet	x1
Microporous Tape 2.5cm x 10m	x1
Revive-Aid	x1
Foil Blanket Adult 204 x 140cm	x1
Conforming Bandage 7.5cm x 4.5cm	x1
Sterile Hydrogel Burn Dressing 10 x 10cm	x1
Tuff-Kut Scissors	x1
Sterile Wound Cleansing Wipe - 100% Viscose - Plastic Free	x10
Medium Sterile Dressing 12 x 12cm - in Paper Pouch	x2
Large Sterile Dressing 18 x 18cm - in Paper Pouch	x2
Triangular Bandage Viscose 90 x 90 x 127cm with Paper Insert	x2
Sterile Finger Dressing 3.5 x 3.5cm	x2
No.16 Eye Pad Dressing - in Paper Pouch	x2
Large Nitrile Powder-Free Gloves (Pair)	x6
Washproof Sustainable Plasters	x40
Razor	x1
Instant Ice Packs	x2

The contents of the first-aid kit may be amended where necessary to reflect the needs of a particular venue or activity.

Medication belonging to participants must not be stored in the first-aid kit. Where medication needs to be stored or accessed during a session, arrangements should be agreed in advance with the participant. Medication should be kept in a designated location or fridge where required and in accordance with any relevant instructions.

4. Medical Information

Participants are given the opportunity to provide relevant medical information through the North East Dance Project registration form when registering for classes, rehearsals and performances. Participants may provide any information they feel is relevant to their safety, participation or ability to receive appropriate assistance in an emergency.

Participants are responsible for ensuring that information provided to North East Dance Project is accurate and kept up to date. Where a participant's medical circumstances change, they should inform North East Dance Project as soon as possible.

Where North East Dance Project receives conflicting, unclear or significantly changing information about a participant's medical condition, the organisation may seek clarification from the participant.

Where there is a genuine concern about whether a participant is medically fit or safe to participate in dance activities, North East Dance Project may request appropriate confirmation from a medical professional before allowing participation to continue.

Any request for medical confirmation will be made on a case-by-case basis and will be based on legitimate health and safety concerns. The purpose of such a request is to ensure that North East Dance Project has sufficiently reliable information to make appropriate arrangements for the participant's safety.

North East Dance Project will not make assumptions about a person's medical condition based solely on historic information. However, where information provided is contradictory or unclear, the organisation may require clarification before the participant takes part in activities where their health or safety could reasonably be affected.

5. Responding to an Injury or Illness

If a participant becomes injured or unwell during a North East Dance Project session, the first aider should:

1. Ensure that the immediate area is safe and that there is no ongoing risk to the participant or others.
2. Assess the participant and establish what has happened, where appropriate.
3. Provide appropriate first aid within their training and competence.
4. Monitor the participant's condition.
5. Determine whether further medical assistance is required.
6. Contact emergency services by calling 999 where the situation is serious, life-threatening or beyond the first aider's level of competence.
7. Follow instructions provided by the emergency call handler.
8. Arrange for someone to meet emergency services and direct them to the casualty where necessary.
9. Remain with the participant until they are handed over to an appropriate person, such as a family member, medical professional or emergency service.
10. Complete an incident report form following the incident.

A first aider should not attempt to provide treatment that is beyond their training or competence.

A participant should not be moved unnecessarily following a significant injury, particularly where there may be a suspected spinal injury or other serious trauma, unless remaining in their current position presents an immediate danger.

Where emergency medical treatment is required, the priority is always to obtain appropriate professional medical assistance.

6. Emergency Medical Assistance and Calling 999

The first aider will assess the situation and use their training, knowledge and professional judgement to determine whether further medical assistance is required.

Where the first aider considers that a participant's condition is serious, life-threatening, or beyond the level of first aid that can safely be provided, 999 should be called immediately.

Where 999 is called, the first aider should remain with the participant wherever possible, provide appropriate first aid within their training and competence, and follow the instructions provided by the emergency services until responsibility is transferred to medical professionals.

In the event of a suspected cardiac arrest, 999 must be called immediately, CPR should be started where appropriate, and the venue's defibrillator (AED) should be retrieved and used as soon as it is available, following its instructions.

7. Defibrillator and Cardiac Arrest Procedure

In the event of a suspected cardiac arrest:

1. Call 999 immediately and follow the instructions of the emergency call handler.
2. Begin CPR where appropriate.
3. Send another person to retrieve the venue's defibrillator (AED).
4. Continue CPR and follow the instructions provided by the AED.
5. Continue to follow the emergency call handler's instructions until emergency services arrive.
6. Ensure someone is available to meet and direct the ambulance crew to the casualty.

The defibrillator should be used as soon as it is available and should not delay calling 999.

Newcastle College

The defibrillator is located opposite the barriers on the left as you enter the building. It is located on the wall to the right of Reception. Participants will be shown the location of the defibrillator during their first session so that there are people familiar with its location and access arrangements.

If the situation is a suspected cardiac arrest, the teacher/first aider should remain with the casualty and call 999 immediately. Another person should retrieve the defibrillator, while another person should contact Security on 0191 200 4187.

Newcastle High School Junior School

The defibrillator is located in the main school building next to the hall.

A key card on a yellow lanyard will be kept with the first-aid kit in the dance studio.

Participants will be shown the location of the defibrillator during their first session so that there are people familiar with its location and access arrangements.

If the situation is a suspected cardiac arrest, the teacher/first aider should remain with the casualty and call 999 immediately. Another person should retrieve the defibrillator.

Newcastle High School has informed me that they cannot guarantee access to the defibrillator on site. Participants will be informed that if they are unable to access the onsite defibrillator, they must collect the defibrillator located on Goldspink Lane. They have also been sent the Defib Finder website address.

https://www.defibfinder.uk/

Dance City Newcastle

In an emergency, the teacher should use the studio phone to contact the Ticket Office.

A suitably qualified member of the Ticket Office staff will attend the studio while the teacher remains with the casualty and will bring the defibrillator from the Ticket Office.

If there is no answer on the studio phone, the teacher should remain with the casualty while another person goes to the Ticket Office to alert the first aid team.

In the event of a suspected cardiac arrest, 999 must be called immediately and CPR/AED procedures followed as appropriate.

8. Medication

North East Dance Project does not routinely store medication in its first-aid kits.

Participants who require medication during a session are responsible for ensuring that their medication is available and accessible as agreed in advance.

Where medication requires specific storage, such as refrigeration, arrangements should be agreed with North East Dance Project before participation.

First aiders must not administer medication unless they are appropriately trained and authorised to do so and there is a clear arrangement in place for its administration.

Where a participant has been prescribed emergency medication that may be required during a session, relevant information should be provided through the participant information process so that appropriate arrangements can be considered.

9. Reporting and Recording Incidents

Any injury, illness or incident requiring first aid should be reported to the first aider as soon as possible.

Where first aid treatment is administered, an incident report form should be completed by the first aider as soon as reasonably practicable following the incident.

The report should include:

1. Date and time of the incident.
2. Full names of all relevant persons involved, including the participant and first aider.
3. The address/name of the studio or venue where the incident occurred.

4. A description of what happened.
5. Details of any first aid or other assistance provided.
6. Details of any recommendations or further action advised.
7. The signature of the first aider.
Completed incident forms should be provided securely to Amy Becke, Director of North East Dance Project, for appropriate storage.

Incident records will be kept confidential and access will be restricted to those who have a legitimate reason to access the information.

Amy Becke is responsible for ensuring that incident records are stored securely and handled in accordance with North East Dance Project's data-protection and record-retention arrangements.

Serious incidents will be reviewed to determine whether any further action is required, including whether the incident meets the criteria for reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Where appropriate, lessons identified from incidents will be used to review risk assessments, procedures or first-aid arrangements.

10. Participants' Responsibilities

Participants are expected to:

- Provide relevant medical or health information that they believe may affect their safety or participation.
- Ensure that information provided to North East Dance Project is accurate and kept up to date.
- Inform North East Dance Project if there is a significant change in their medical circumstances.
- Follow reasonable instructions given by the teacher or first aider.
- Report injuries, illness or concerns as soon as possible.
- Ensure that any required personal medication is available and accessible during the session.

Providing medical information is encouraged so that appropriate safety arrangements can be considered. Participants are not expected to provide medical information that is unrelated to their participation or emergency care.

11. Confidentiality and Data Protection

Any personal or medical information provided to North East Dance Project will be handled securely and in accordance with applicable data-protection legislation, including the UK GDPR and Data Protection Act 2018.

Only information that is reasonably necessary for the safe participation and welfare of individuals will be requested.

Medical and emergency contact information will be treated as confidential. Access to this information will be limited to authorised North East Dance Project staff and other individuals who have a legitimate need to know in connection with their role.

Relevant medical and emergency contact information may be shared with teachers or other individuals leading North East Dance Project sessions where this is necessary to support the health, safety and welfare of participants. Only information that is reasonably necessary for the safe delivery of the session or to respond appropriately to a health or safety situation will be shared.

For example, a session teacher may need to be informed of a participant's relevant medical condition, allergy, medication or emergency contact details where this information is necessary to help keep the participant safe or respond appropriately in an emergency.

Information will not be shared more widely than necessary and those who receive medical or emergency information should treat it as confidential and only use it for legitimate purposes connected with participant safety, welfare and the delivery of North East Dance Project activities.

Participants should be aware that, in an emergency, information relevant to their immediate safety may need to be shared with emergency services, healthcare professionals or other appropriate professionals. This may occur without obtaining consent first where necessary to protect an individual's vital interests or where otherwise permitted by data-protection law.

Medical and first-aid information may be provided through online forms, email, WhatsApp or in connection with an accident, injury or first-aid situation. Such information will be stored securely and only retained for as long as reasonably necessary for participant safety, safeguarding, insurance, legal or incident-record purposes.

Further information about how North East Dance Project collects, uses, stores, shares and retains personal and medical information is provided in the North East Dance Project Privacy Policy.

12. Review and Responsibilities

Amy Becke, Director of North East Dance Project, is responsible for overseeing the implementation and review of this policy.

The policy will be reviewed annually, or sooner if:

- There is a significant change in legislation or guidance.
- There is a significant change to North East Dance Project's activities or venues.
- A serious incident occurs.
- An incident identifies a need to amend the policy or procedures.
- First-aid arrangements or venue emergency procedures change.

All teachers and relevant staff are responsible for familiarising themselves with this policy and following the procedures contained within it.

Concerns, worries or complaints can be raised directly with Amy Becke via:

Email: northeastdanceproject@outlook.com

Where a concern relates to Amy, or someone does not feel able to raise an issue directly with her, Dance City can be contacted as an independent reporting option:

Dance City Newcastle

Email: info@dancecity.co.uk

Phone: 0191 261 0505