RUISLIP-NORTHWOOD FESTIVAL ASSOCIATION

FIRST AID POLICY

IMPLEMENTED: February 2026 **ANNUAL REVIEW DUE: February 2027**

CHAIRMAN: Chris Lee, 01895 631971

At Ruislip-Northwood Festival, we are committed to ensuring the health, safety, and well-being of all our participants, volunteers and visitors. This First Aid Policy outlines the procedures and responsibilities in place to provide prompt and appropriate care in the event of an injury or medical emergency.

Objectives of the First Aid Policy

- To provide a safe environment for all participants, volunteers and visitors
- To ensure prompt and effective first aid treatment is available in the event of injury or illness.
- To define roles and responsibilities for volunteers in administering first aid and handling emergencies.
- To outline procedures for managing medical incidents and ensuring appropriate follow-up care.

First Aid Provision

- Trained First Aiders: Ruislip-Northwood Festival will ensure that at least one qualified first aider is present on the premises during the entirety of the festival. The trained first aiders on each shift will be identified on the volunteers list so it is clear to all volunteers who can be called in the event of an emergency
- First Aid Kits: Fully stocked first aid kits are always available at the festival – one is available back stage and one is available at the front desk. These kits will be checked and replenished before every festival to ensure that they contain the items as listed in within the First Aid kit.
- Accident Book/Record Sheet: An accident record book/sheet is maintained with the First Aid kit to log all injuries, accidents and incidents. This record will include the nature of the injury, first aid provided, and any follow-up actions taken. These records will be kept for a minimum of 3 years.

Procedure for Dealing with Injuries

- Minor Injuries (e.g., cuts, bruises, sprains):
  - Injuries should be assessed by the first aider, and appropriate first aid should be administered (e.g., cleaning a wound, applying a bandage, or using a cold pack for swelling).

- If a minor injury occurs, a parent or guardian will be notified as soon as possible, and an injury report will be completed.

- Moderate Injuries (e.g., strains, fractures, head injuries):
  - For moderate injuries, the first aider will immediately assess the injury and take appropriate action, which may include contacting emergency services or a healthcare professional for advice.
  - A child with a moderate injury will be kept under supervision and supported until further help arrives.
  - Parents/guardians will be contacted immediately, and an incident report will be completed

- Serious Injuries or Medical Emergencies (e.g., unconsciousness, severe bleeding, difficulty breathing):
  - In the event of a serious injury or emergency, the first aider will call emergency services immediately and provide first aid (e.g., CPR, stopping severe bleeding, or stabilizing the child).
  - The child will be kept under supervision until medical professionals arrive.
  - The child's parent or guardian will be contacted as soon as possible to inform them of the situation.
  - An accident report will be completed, and the necessary follow-up procedureswill be followed

Accident Reporting and Follow-Up

- Accident Record: Every incident involving injury or illness will be documented in the accident book/record sheet. This includes minor, moderate, and serious injuries. Details recorded will include:
  - The nature of the injury.
  - The first aid treatment given.
  - The response time and actions taken.
  - Any medical professionals contacted.
  - Parent/guardian notification and any follow-up actions.
- Parent/Guardian Notification: For all injuries, parents or guardians will be notified immediately
- If a student requires medical treatment, parents will be informed and the participant will no longer be able to take part in the festival until feedback on the medical treatment is received
- Review of Incidents: All incidents will be reviewed by Ruislip-Northwood Festival to determine if any changes are needed to safety protocols or risk assessments.

Medication and Medical Conditions

- Medical Information: Parents or guardians are required to provide medical information about their child when they enter the festival, including any known allergies or chronic conditions.
- Administering Medication: Ruislip-Northwood Festival volunteers are not permitted to administer medication to participants unless it is in the case of a prescribed emergency. By entering the festival, the parent or guardian gives permission for any trained festival First Aiders to administer First Aid

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Emergency Contacts

- Up-to-Date Contact Information: Parents/Guardians must ensure that up to date contact information is available on the Festival Connect entry system

Training and Awareness

- Volunteer Training: Ruislip-Northwood Festival will ensure that there is a trained First Aider available throughout the festival. The first aid training will include CPR and dealing with common dance-related injuries (e.g., sprains, strains, overuse injuries). Training will be refreshed regularly to ensure up-to-date knowledge and compliance.

- Participant Awareness: While participants will not be trained in first aid, they will be encouraged to report any discomfort or injury to volunteers. Ruislip-Northwood Festival volunteers will foster an environment where participants feel comfortable speaking up about their health and well-being.

This First Aid Policy was last reviewed on:

Name: C. H. LEE

Signed: 

Date: 27/01/26.