

First Aid / Health Care Policy

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1. Introduction

The safety of participants and the wider National Youth Ballet (NYB) community in NYB activity is paramount. The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. What is 'adequate and appropriate' will depend on the circumstances in the workplace. This includes whether trained first-aiders or mental health first aiders are needed at every activity or whether it is enough to have an appointed person, what should be included in a first-aid box and if a first-aid room is required. The Regulations do not place a legal duty on employers to make first-aid provision for non-employees such as the public or children in schools. However, the Health and Safety Executive (HSE) strongly recommends that non-employees are included in an assessment of first-aid needs and that provision is made for them.

2. Purpose

The purpose of this policy is to set out NYB's approach to First Aid provision for online, residential and non-residential activity.

3. Aims

- a. to support the First Aid and Health Care needs of the National Youth Ballet community during each NYB activity
- b. to ensure a First Aid needs assessment is undertaken to establish what is adequate and appropriate in terms of personnel, equipment, and facilities. which may include the need for a Designated First Aider (DFA), a Mental Health First Aider (MHFA) or an Appointed Person during each NYB activity
- c. to outline the different procedures for First Aid and / or medical treatment during each NYB activity including residential and non-residential
- d. to ensure that we align with our value of safe practice.

4. Definitions

The term '**National Youth Ballet community**' encompasses all National Youth Ballet participants, company members, team, parents, volunteers and alumni.

5. Scope

This policy considers residential, non-residential and online activity.

6. First Aid Needs Assessments

NYB will make an assessment of the first-aid needs appropriate to each activity as part of a risk assessment. This will take into consideration the location of the activity, the personnel and any hazards or risks present. First aid provision must be 'adequate

and appropriate in the circumstances'. NYB will provide sufficient first aid equipment (first aid kit), facilities and personnel appropriate for each activity.

As part of this needs assessment, NYB will also consider whether there are any risks that might indicate the need for provision of a Mental Health First Aider (MHFA).

7. Personnel

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. The minimum requirement is to appoint a person to take charge of First Aid arrangements. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work.

HSE guidelines state that for Mental Ill Health and First Aid "there are no hard and fast rules on exact numbers required" but NYB will always take a best practice approach which is relevant to the circumstances of each activity.

Title	Qualification	Responsibilities
Designated First Aider (DFA)	Up to date First Aid Certificate	1. Leading on the First Aid needs assessment as part of a risk assessment 2. Mitigating the First Aid risks identified in the risk assessment 3. Looking after the First Aid kit and/or familiarising themselves with the location of a First Aid kit if in a hired studio 4. Identifying an appropriate space at any given location where First Aid can be administered 5. Providing appropriate First Aid as required 6. Calling the emergency services when required 7. Updating the confidential Digital Medical and/or Accident log

Designated Mental Health First Aider (DMHFA)	Up to date Mental Health First Aid Certificate	1. Leading on the Mental Health First Aid needs assessment as part of a risk assessment 2. Mitigating the Mental Health First Aid risks identified in the risk assessment 3. Identifying an appropriate space at any given location where Mental Health First Aid can be administered 4. Providing appropriate Mental Health First Aid as required 5. Calling the emergency services when required 6. Updating the confidential Digital Medical and/or Accident log.
Appointed person	none	1. Taking delegated First Aid arrangements responsibility 2. Familiarising themselves with any First Aid risks identified in the risk assessment 3. Looking after the First Aid kit and/or familiarising themselves with the location of a First Aid kit if in a hired studio 4. Identifying an appropriate space at any given location where First Aid can be administered 5. Taking a sensible approach to provision of any First Aid emergency cover within their role and competence as required 6. Calling the emergency services when required 7. Advising the NYB MFA on any updates for the confidential Digital Medical and/or Accident log.
House Parents	First Aid Certificate preferred	
Support Team Health Care		1. Leading on the First Aid needs assessment as part of a risk assessment

Worker (STHCW)		2. Mitigating the First Aid risks identified in the risk assessment 3. Looking after the First Aid kit and/or familiarising themselves with the location of a First Aid kit if in a hired studio 4. Identifying an appropriate space at any given location where First Aid can be administered 5. Providing appropriate First Aid as required 6. Calling the emergency services when required 7. Updating the confidential Digital Medical and/or Accident log.
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8. **Equipment**

The Support Team Healthcare Worker (STHCW), Safeguarding and Support Team Manager (SSTM) and Designated First Aider (DFA) will be responsible for checking National Youth Ballet's own First Aid box/es at the residential activity annually and ensuring that any missing contents are replaced. NYB will refer to guidelines provided by HSE and the equipment will be adequate and appropriate according to the activity.

9. **Facilities**

A suitable room will be designated on site, (reasonably near a WC and comprising a washbasin) for use for administering First Aid and / or any medical or soft tissue treatment when required.

10. **Training**

NYB's commitment to a minimum threshold of support is that at least one member of the core NYB team will hold a relevant and up to date certificate in First Aid and a relevant and up to date certificate in Mental Health First Aid. These resources are deployed on a case by case basis for activity as part of a needs assessment. This person (or persons) will be identified at each NYB activity as the **Designated First Aider (DFA)** and when it is needs assessed and a need is identified, **the Designated Mental Health First Aider (DMHFA)**. The minimum requirement is to have an Appointed Person to take charge of first-aid arrangements.

11. **Location**

a. **Non-Residential**

The First Aid needs assessment will determine whether NYB will provide a DFA or an

Appointed Person, to lead on First Aid. The criteria for making this decision will be assessed on a case by case basis, taking into consideration the numbers of participants, the needs of the participants and whether we are delivering as part of a team with partners who may also have a DFA. Occasionally, it may be necessary to work with an Appointed Person rather than a DFA. In this case, the Appointed Person is usually the person leading

- b. the activity e.g. Creative Director or Artistic Director.

In the event of a participant requiring extra medical (non-emergency) assistance National Youth Ballet will access NHS111 or the Accident and Emergency services at the nearest available hospital.

If a participant becomes unwell during a non-residential activity, e.g. develops a temperature whilst attending an NYB activity, parents / carers will be contacted and asked to collect their child as soon as possible. **Please note NYB does not administer medication, prescribed or non-prescribed, at non-residential activity.**

- b. **Online**

The First Aid needs assessment will determine whether NYB will provide a DFA or an Appointed Person, to lead on First Aid. The criteria for making this decision will be assessed on a case by case basis, taking into consideration the numbers of participants, the needs of the participants and whether we are delivering as part of a team with partners who may also have a DFA. Occasionally, it may be necessary to work with an Appointed Person rather than a DFA. In this case, the Appointed Person is usually the person leading the activity e.g. Creative Director or Artistic Director.

During online activity participants are instructed on how to perform checks to ensure that their space is appropriate to the activity. As part of the enrolment process, parental / carer permission is sought for participants to engage with the specific processes. NYB provides guidelines specifically prepared for online auditions (see Section 18 Other Resources). Warm-ups are included in all online activity to minimise the risk of injury to participants.

- c. **Residential Activity**

At residential activity, the First Aid and Health Care needs assessments are led by the **Support Team Health Care Worker (STHCW)**. This person acts as the DFA as their training exceeds that of the DFA but they may also hold a relevant and up to date certificate in First Aid / Mental Health First Aid. The STHCW has a detailed Scope of Work to deliver their role.

The STHCW works with the Safeguarding and Support Team Manager (SSTM) as part of the Support Team ensuring that the NYB residential community is well cared for at all times. Either the STHCW or SSTM will be onsite at any given time, and both will be

reachable at all times.. In addition, there will be a visiting qualified **Soft Tissue Therapist** available daily in a two-hour surgery to assess physical injuries.

There may also be a DFA member of the core NYB team and, when it is needs assessed and a need is identified, DMHFA. These people will also be identified at the residential as part of the support team.

Where possible, volunteer House Parents will also hold an up to date First Aid / Mental Health First Aid certificate, although this is not mandatory.

The STHCW will lead a mandatory training on how to use an Epipen in advance of all residential activity for all the NYB team.

The STHCW will lead on administering medication centrally and will hold current registration with an appropriate professional regulatory body (such as the GMC, NMC, or HCPC) or, where the postholder is not a registered health care professional, will hold a current and recognised certificate of competency in medication administration.

As part of the preparation process of the residential, a participant questionnaire is sent in advance to identify if a participant or member of the NYB team has a medical / health condition. Where this is the case, we will seek additional advice from the parent/carer or team member on how we can best support them in our residential setting. We may seek further advice from an external health care practitioner.

NYB will always do its best to support the medical and health care needs of a participant or team member, as within the guidelines of this policy and assessed on a case by case basis. In certain cases, and following discussion between NYB and the parent/carer, as part of a needs assessment, it may be necessary to consider whether NYB is able to provide the necessary medical and health care support required. In such cases, NYB will always err on the side of caution and consider the safety of the participant / team member first.

In the event of a participant requiring extra medical (non-emergency) assistance National Youth Ballet will access NHS111 or the local GP walk-in centre. In the event of a participant requiring extra medical (emergency) assistance National Youth Ballet will access the Accident and Emergency services at the nearest available hospital. NYB prepares a list in advance of local A&E services including an emergency dentist.

If a participant needs to be taken to the walk-in GP centre or the local A&E, the participant will be accompanied by the House Parent and another member of the NYB Support Team so that the participant is never left unattended whilst at hospital. The parent / carer will be informed immediately should the participant require off site medical attention.

d. Other locations including public theatres

During public theatre performances the Project Manager (or if there is no Project Manager, the SSTM) and DFA will be supported by the theatre/venue. As part of the Risk Assessment for the venue, there will be a needs assessment to clarify the First Aid needs and the name of the onsite DFA, should a First Aid emergency occur. On arrival at the theatre/other venue the Project Manager (or if there is no Project Manager, the SSTM) will check the identity of First Aid support staff on duty, and ensure that all National Youth Ballet team and chaperones have the correct information.

In the highly exceptional circumstance that there is no STHCW or SSTM and there are no trained First Aiders on-site at the residential setting or within the theatres/other venues, National Youth Ballet staff will always call NHS111 or 999 for emergency medical support.

12. Administering Medication and Soft Tissue Therapy to participants (Residential only)

- a. Participants must be well enough to attend NYB activity, including those taking non-prescribed and prescribed medication.
- b. Parents / carers will be asked in advance to complete the Residential Participant Questionnaire which includes questions about additional needs, dietary requirements, allergies, medical, physical, and emotional health and wellbeing, including injuries or accidents. This information is confidential and stored in a confidential area of the NYB Google Drive. This will be discussed with our Safeguarding and Support Team Manager and our Support Team Health Care Worker to ensure NYB is prepared in advance to support our participants as best as possible and where necessary a support plan will be put in place. This information will also be updated nearer the time of the residential.
- c. The Residential Participant Questionnaire includes the consent to Administer non-prescribed Medication (paracetamol, ibuprofen, anti-histamine/cetirizine, calpol and plasters). Please note NYB cannot administer these non-prescribed medications unless parent / carer consent has been given.
- d. The Residential Participant Questionnaire includes a question about prescribed medication. Please note NYB cannot administer prescribed medications unless a doctor, dentist or nurse has prescribed them. Any

medicine containing Aspirin can only be given if a doctor, dentist or nurse, (not an over-the-counter medication) has prescribed it.

- e. The Residential Participant Questionnaire includes a consent question about whether a Parent/Carer gives permission for a participant to be seen and treated by our onsite Soft Tissue Therapist. Participants are always accompanied by a house parent for these appointments.
- f. If a participant is on a prescribed medicine during an NYB Residential we will only administer medicine whilst the participant is in our care under the following circumstances:
 - parent/carers has completed the Residential Participant Questionnaire informing us if the participant is on any prescribed medications and specifically whether they carry an epipen or allergy medication.
 - parent/carers should provide the name of the child, name/s of parent(s)/carer(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, how and when the medication is to be administered.
 - medicines are in date and clearly labelled with a prescription in the name of the child.
 - If the medication is to be taken for a full course we will follow the advice given initially until the parent/carers informs us of any changes.
 - parent/carers agree to provide prescribed medication stored in their original containers / packaging and are clearly labelled
- g. If the administration of prescribed medication requires medical knowledge, individual training should be provided for the relevant member of staff by a health care professional.
- h. If refrigeration is required for storage of medication this will be provided in a secure, locked space
- i. The administration of any medication or First Aid or Soft Tissue Therapy is always recorded in the confidential Digital Medical and/or Accident log accurately each time it is given and initialled by the staff member completing the form
- j. Administration of prescribed medication will be undertaken centrally by the STHCW following written consent with directions from the parent/carers as outlined in the Residential Participant Questionnaire. The STHCW will always ensure that the correct dosage is administered and recorded in the confidential digital medical log. If medication needs to be administered overnight in the house-setting, on occasion the STHCW will provide the

house parent with the necessary instructions and support to administer this and this will be witnessed by another house parent and the time / dose will be recorded by hand and then entered into the confidential digital medical log the next morning. If medication needs to be administered whilst in a performance setting e.g. theatre, this will be done by either the STHCW or SSTM and not by a chaperone or House Parent. House Parents will only be asked to administer medication after discussion with the STHCW.

13. Participants self-administering medication

- a. NYB will support participants who self-administer, and will record this in the confidential digital medical log according to the outline below.
- b. Where a participant self-medicates regularly (e.g. asthma, diabetes), the parent/carer can request a meeting with the STHCW or SSTM to agree on the most suitable support plan for the participant. There must always be written agreement between the Parent / Carer and NYB.
- c. The Residential Participant Questionnaire asks the Parent/Carer to confirm whether the participant can administer their own medication or if the participant requires supervision to administer their own medication e.g. asthma inhalers. If necessary, we will ask the parent/carer to give a demonstration on the use of the inhaler.
- d. The administration of any medication is always recorded in the confidential Digital Medical and/or Accident log accurately each time it is given and initialled by the staff member completing the form.

14. Medication for NYB Team Members (Residential and non-residential)

- a. All team members working for NYB are asked to complete a Staff Questionnaire which allows NYB to support them as best as possible. This includes information about any additional needs, dietary, allergy or health care requirements.
- a. If team members need to bring prescription or non-prescription medication onto site whilst working with NYB, this should be kept safe and secure from participant access at all times. If there is no access to a lockable safe space then it is the responsibility of team members to ensure any medicine containers are clearly named. Containers should be given to the DFA to store safely. It is not necessary for the DFA to be aware of the contents of this container. Where a member of staff needs to carry medication at all times (e.g. an inhaler or epipen) then team members must also ensure that it is clearly labelled and that this is kept securely on their person at all times.
- b. Where a member of staff has an access rider, we will work together to provide support and make reasonable adjustments. We may seek further advice from an expert health care practitioner.

15. Storage of medication

All medication will be stored safely and securely overnight in a locked room out of reach of participants.

16. Procedures for Accidents or if a Team member of Staff / Volunteer or Visitor becomes unwell (Residential and Non-Residential)

- a. All incidents will be handled by the Support Team Health Care Worker or DFA or by any other designated First Aid team member or Appointed Person who is available.
- b. The first person on the scene or a First Aider will make an assessment and dial 999 for an ambulance if the injury or symptoms indicate the need for urgent medical attention.
- c. If less urgent medical attention is required, arrangements will be made to accompany the injured person to the nearest walk-in clinic or hospital A&E by taxi.
- d. An entry into the Confidential Digital Medical or Injury and Accident log must be completed as soon as possible after any accident occurs and no later than 24 hours after the incident has occurred.

17. Procedures for accidents or if a participant becomes unwell (Residential and Non-Residential)

- a. In the case of a participant becoming unwell, having a minor injury or accident, NYB Safeguarding and Support Team Manager, Support Team Health Care Worker or DFA should be alerted immediately and decide whether non-emergency external medical advice is required e.g. NHS 111, or whether it can be managed onsite. At the residential, an injury might often include a referral to see our onsite Soft Tissue Therapist for guidance on whether it is safe to continue to dance.
- b. In the event of a participant becoming unwell, having an accident or injury that requires external medical assistance, the Parent/Carer will be contacted by NYB Safeguarding and Support Team Manager, Support Team Health Care Worker or DFA.
- c. In the case of a participant requiring external medical assistance, two members of the support team will accompany the participant to hospital. The NYB Safeguarding and Support Team Manager or Support Team Health Care Worker or DFA will record the incident in the confidential Digital Medical and/or Accident log.
- d. In the case of a participant becoming unwell, or having a minor injury or accident at the end of an activity, whether residential or non-residential,

consideration will be given by the activity lead, NYB Safeguarding and Support Team Manager, Support Team Health Care Worker or DFA as to how the participant is getting home to ensure safe onward travel. Where parents have given permission for their child to travel home unaccompanied, NYB reserves the right to contact parents in such cases to discuss alternative arrangements e.g. that they collect their child or make suitable onward arrangements if they are deemed too ill/injured to travel unaccompanied. NYB Safeguarding and Support Team Manager, Support Team Health Care Worker or DFA will record the discussion with parent / carer in the confidential Digital Medical and/or Accident log.

- e. **Residential only** – In the case of a participant developing an injury that is preventing them from dancing, on the advice of the Soft Tissue Therapist and the Support Team Health Care Worker, and in discussion with Artistic Director RPC and Parent/Carer, NYB will do its best to support the young person to continue to stay at the residential for as long as feels reasonable and practical. The priority is always the wellbeing of the participant, which includes being able to participate and enjoy and sustain the level of ballet training. Where the NYB pastoral team (Support Team Health Care Worker and Safeguarding and Support Team Manager) feels that this is taking its toll on the wellbeing of the participant, through not being able to take part, NYB reserves the right to contact Parent/Carer to discuss an earlier than planned departure. This will be assessed on a case by case basis. In such cases our Refund Policy still applies.

- f. **Residential only** – In the case of a participant struggling with emotional wellbeing as a result of e.g. homesickness and/or other external factors, on the advice of the Safeguarding and Support Team Manager, Support Team Health Care Worker, and in discussion with Artistic Director RPC and Parent/Carer, NYB will do its best to support the young person to continue to stay at the residential for as long as feels reasonable and practical. The priority is always the wellbeing of the participant, which includes being well fuelled and rested so they are able to participate, enjoy and sustain the level of ballet training. Where the NYB pastoral team (Support Team Health Care Worker and Safeguarding and Support Team Manager) feels that this is taking its toll on the wellbeing of the participant, through not being able to cope with the residential element, NYB reserves the right to contact the Parent/Carer to recommend a non-residential alternative (which would need to be provided by Parent/Carer) or to discuss an earlier than planned departure. This will be assessed on a case by case basis. In such cases our Refund Policy still applies.

- g. **Residential only** – If a participant becomes ill during the night, the House Parent will be the first person to investigate the nature of the illness. If the House Parent has any concerns, the House Parent will contact the NYB Safeguarding and Support Team Manager immediately and the Support Team Health Care Worker to assess. In cases of minor illness where a child is unable to attend rehearsals/classes or a performance the Safeguarding and Support Team Manager will be informed immediately and will inform the Artistic Director. The participant's Parent/Carer will be contacted. The House Parent will record all details in the confidential Digital Medical and/or Accident log.
- h. In cases of severe illness or accident, the House Parent will call 999 and request an ambulance and then contact the NYB Safeguarding and Support Team Manager and Support Team Health Care Worker. Depending on the nature of the illness, in an emergency, the House Parent may also administer emergency First Aid.
- i. NYB will follow the guidelines set out in the Infectious Disease Outbreak Plan for any illness that falls into this category and will act accordingly to mitigate against the risk of any spread of infection.
- j. An entry into the confidential Digital Medical and/or Accident log must be completed as soon as possible after any accident occurs and no later than 24 hours after the incident has occurred.

18. Other Resources

This policy should be read in conjunction with NYB's

- Health and Safety at Work Policy
- Safeguarding Policy
- Safeguarding Adults Policy
- Outbreak Management Plan
- Privacy Policy
- Refund Policy
- Online Auditions Terms and Conditions
- [HSE First Aid Legislation](#)
- [HSE First Aid at Work Guidance on First Aid Needs Assessments.](#)

NYB Values	
DIVERSE	We make ballet accessible to young people from all backgrounds and levels of experience.
AMBITIOUS	We present bold new works and push the boundaries of performance and production.
NURTURING	We prioritise the wellbeing and creativity of every dancer, building kind communities where they can be their authentic selves.
CHALLENGING	We reframe how ballet is created, taught, and experienced, inspiring a more accessible art form.
ETHICAL	We seize every opportunity to champion fairness, equity and the environment to make a positive impact.