

Health, Safety, First Aid & Medical Needs Policy

Just 4 Kids Performing Arts

Policy Lead: Victoria Nagy, Principal

Last reviewed: September 2026

Next review: September 2027

1. Our Commitment

Just 4 Kids Performing Arts (J4K) is committed to providing a safe, welcoming and supportive environment for all children, staff, assistants, volunteers, parents, carers and visitors.

We take reasonable steps to identify and manage risks associated with our classes, workshops, rehearsals, performances and events, while recognising that performing arts and physical activity naturally involve some degree of risk.

This policy explains our approach to health and safety, supervision, first aid, accidents, illness, medical conditions, medication and emergency procedures.

The safety and wellbeing of the children in our care will always be our priority.

PART ONE - HEALTH & SAFETY

2. Responsibility for Health & Safety

The Principal, **Victoria Nagy**, has overall responsibility for health and safety at J4K.

The Principal is responsible for:

- maintaining appropriate health and safety procedures;
- ensuring suitable risk assessments are undertaken where required;
- making appropriate first-aid arrangements;
- ensuring staff and assistants understand relevant safety procedures;
- ensuring accidents and significant incidents are appropriately recorded;
- considering the safety and suitability of venues and activities;
- ensuring relevant information about children's medical needs is available to appropriate team members;
- reviewing this policy regularly.

All J4K team members also have a responsibility to take reasonable care of themselves and others and to report hazards, accidents, incidents or safety concerns.

3. Safeguarding Checks & Safer Recruitment

J4K is committed to appropriate safer-recruitment and safeguarding practices.

Appropriate **Disclosure and Barring Service (DBS) checks** will be undertaken for team members according to their role and current eligibility requirements. Where a team member's role meets the definition of regulated activity with children, J4K will ensure the appropriate safeguarding and DBS arrangements are

followed.

Team members awaiting a relevant check, where applicable, will not be given unsupervised responsibility for children. J4K will review DBS eligibility when a person's duties or working arrangements change.

4. Risk Assessments & Safe Environments

J4K will take reasonable steps to identify hazards and reduce risks associated with its activities. Risk assessments will be completed and reviewed where appropriate for our venues, classes, workshops, performances, events and other activities.

Staff should remain alert to potential hazards including:

- trip and slip hazards;
- damaged or unsuitable equipment;
- blocked entrances or exits;
- spillages;
- unsafe flooring;
- electrical equipment and cables;
- props and performance equipment;
- risks associated with physical activities;
- risks associated with individual medical or additional needs.

Any significant hazard should be dealt with or reported as soon as reasonably possible. As J4K operates from hired venues, we will also work with venue providers where necessary regarding matters relating to the safety of the premises.

5. Supervision, Arrival & Collection

Children will be appropriately supervised while they are in J4K's care. A register will be taken at each class, workshop or activity.

Parents and carers remain responsible for their child until they have been handed over to the J4K team at the beginning of the session. Children should not be left unattended at a venue before their class begins unless this has been specifically agreed with J4K.

At the end of a session, children should be collected promptly by their parent/carer or another authorised person. If a parent or carer is unexpectedly delayed, they should contact J4K as soon as possible. A child will remain appropriately supervised until suitable collection arrangements have been made.

6. Safe Participation

J4K activities will be planned and delivered with consideration for the children's ages, abilities and individual needs. Where appropriate, classes will include suitable preparation and warm-up activities before more physically demanding work.

Children should:

- wear their J4K T-shirt and comfortable clothing suitable for movement;
- wear appropriate footwear;
- bring a named bottle of water;
- follow reasonable safety instructions;

- use props and equipment appropriately.

Children should not wear or bring anything that could create an unnecessary safety risk during an activity. If a member of the J4K team believes an activity is unsuitable or unsafe for a particular child at that time, the activity may be adapted or the child may be asked to sit out that particular element.

7. Fire & Emergency Procedures

J4K operates from several different venues and will follow the relevant emergency and evacuation procedures for each location.

Team members should be familiar with the appropriate:

- emergency exits;
- evacuation routes;
- assembly points;
- fire and emergency procedures.

In an emergency, staff will supervise the children and evacuate the building where necessary. The class register will be used to account for children following an evacuation. No child should re-enter a building until it is considered safe to do so.

PART TWO - FIRST AID & ACCIDENTS

8. First Aid Provision

J4K will maintain **adequate and appropriate first-aid arrangements** based on the nature of our activities, venues, staffing and the children attending.

The Principal currently holds a valid first-aid qualification. J4K assesses its first-aid needs and ensures appropriate first-aid arrangements are in place for its activities. Where additional or renewed staff training is identified as necessary, this will be arranged.

Appropriate first-aid equipment will be available and supplies will be checked and replenished when necessary. Team members will be made aware of how to obtain first-aid assistance and what to do in an emergency.

9. If a Child Is Injured or Becomes Unwell

If a child is injured or becomes unwell during a J4K activity, a member of the team will assess the situation and obtain assistance from a trained first aider where appropriate.

Depending on the circumstances, we may:

- provide appropriate first aid;
- allow the child to rest while supervised;
- contact their parent or carer;
- ask for the child to be collected;
- seek medical advice;
- call the emergency services.

If an injury or illness appears serious or urgent, **J4K will not delay necessary emergency assistance while waiting for a parent or carer to arrive.** Where emergency services are called, the child's parent or carer will be contacted as soon as reasonably possible. A member of the J4K team will remain with the child

until appropriate arrangements have been made.

10. Head Injuries

Any known injury to the head will be treated seriously. The child will be monitored and their parent or carer will be informed about the incident and any first aid provided.

Where symptoms cause concern, appropriate medical advice or emergency assistance will be sought. Parents/carers will be advised to continue monitoring their child following a head injury.

11. Recording & Reporting Accidents

Accidents and significant first-aid incidents will be recorded as appropriate. Records may include:

- the child's name;
- date and time of the incident;
- what happened;
- any injury sustained;
- first aid or action taken;
- the team member who dealt with the incident;
- whether and when the parent/carers was informed.

Parents and carers will be informed of an accident, injury or significant first-aid treatment involving their child as soon as reasonably practicable. Where an accident, injury or dangerous occurrence meets the legal requirements for external reporting, J4K will make the appropriate report.

12. Off-Site Activities & Performances

Where J4K is responsible for children during an off-site activity, performance or event, appropriate health and safety arrangements will be made.

Depending on the activity, these may include:

- a suitable risk assessment;
- access to an appropriate first-aid kit;
- access to emergency contact information;
- information about relevant medical needs;
- access to a mobile phone;
- appropriate staffing and supervision.

PART THREE - MEDICAL NEEDS & MEDICATION

13. Supporting Children With Medical Conditions

Having a medical condition should not unnecessarily prevent a child from participating in or enjoying J4K.

We will work with parents and carers to understand their child's medical needs and will make **reasonable adjustments wherever reasonably possible** to help them participate safely.

Support will be considered individually, taking into account:

- the child's needs;

- the nature of their medical condition;
- information provided by their parent/carer or healthcare professional;
- the activity being undertaken;
- the venue;
- available staffing;
- the safety and wellbeing of the child and others.

14. Information From Parents & Carers

Parents and carers are responsible for providing J4K with **accurate and up-to-date information** about any medical condition, allergy, medication or health need that may affect their child while attending J4K.

This information should be provided on the child's registration form. Parents/carers must tell us if this information changes.

Relevant information may include:

- medical conditions;
- allergies;
- medication that may be required during a session;
- emergency medication;
- symptoms staff need to recognise;
- action required in an emergency;
- relevant healthcare plans or professional guidance.

Parents/carers are responsible for providing any medication, equipment and relevant instructions their child requires.

15. Individual Healthcare Plans

Some children with significant or complex medical needs may benefit from an **Individual Healthcare Plan (IHP)** or equivalent written care plan. Not every child with a medical condition will require one.

Where appropriate, J4K will work with the child's parent/carer and, where necessary, relevant healthcare professionals to establish appropriate arrangements.

A plan may include:

- details of the child's condition;
- signs and symptoms;
- medication and dosage;
- treatment required;
- emergency procedures;
- emergency contact details;
- reasonable adjustments;
- staff responsibilities;
- any other information necessary to support the child safely.

Plans should be reviewed when the child's medical needs change.

16. Medication

If a child may need medication during a J4K session, their parent or carer must provide this information on their registration/medical information form and inform us of any subsequent changes.

Medication should normally:

- be in date;
- be clearly labelled with the child's name;
- be provided in its original packaging or container where appropriate;
- have clear instructions regarding its use and dosage.

Where J4K staff are expected to administer medication, **written parental/carers consent must be provided**. Medication will be kept appropriately while remaining readily accessible where it may be needed urgently. Where a member of the J4K team administers medication, this will be recorded as appropriate, including what was administered and when.

17. Emergency Medication

Emergency medication such as **inhalers or adrenaline auto-injectors** must be readily accessible when required and should not be stored somewhere that could cause an unreasonable delay during an emergency.

Parents/carers are responsible for ensuring medication supplied for their child is in date and suitable for use. Relevant members of the J4K team will be made aware of emergency medication and instructions where necessary.

18. Children Managing Their Own Medication

Depending on the child's age, understanding, medical needs and individual circumstances, they may be able to carry and use their own medication. This should be agreed between the parent/carers and J4K.

Children will not be deliberately prevented from accessing medication that they genuinely require.

19. Medical Emergencies

In a medical emergency, J4K staff will follow any relevant emergency healthcare information provided for the child and take appropriate action.

This may include:

- providing appropriate first aid;
- administering agreed emergency medication where appropriate;
- contacting the child's parent/carers;
- calling **999**;
- following instructions from emergency services.

A member of the J4K team will remain with the child until their parent/carers or an appropriate medical professional takes responsibility for their care.

20. Illness & Attendance

Children should not attend J4K if they are too unwell to participate safely or if attending could pose a significant risk to other children or members of the team.

If a child becomes unwell during a session and is unable to continue comfortably or safely, their parent/carer may be contacted and asked to collect them. Where urgent medical assistance is required, J4K's emergency procedures will be followed.

PART FOUR - STAFF, INFORMATION & RESPONSIBILITIES

21. Staff Awareness & Training

J4K recognises that different team members have different roles and levels of responsibility.

The Principal holds a current first-aid qualification. J4K assesses its first-aid needs and ensures appropriate first-aid arrangements are in place for its activities. Where additional or renewed staff training is identified as necessary, this will be arranged.

Relevant staff and assistants will be made aware of:

- J4K's first-aid and emergency procedures;
- how to obtain assistance;
- relevant medical needs of children in their care;
- emergency medication where applicable;
- accident and incident reporting procedures.

Where a child's medical needs require specific knowledge or training beyond ordinary first aid, J4K will consider what additional information or training is reasonably necessary before agreeing how the child's needs can safely be supported.

Information about children's medical needs will only be shared with team members who reasonably need that information.

22. Young Assistants

J4K may employ or involve younger assistants as part of its team. Young assistants will be appropriately supervised and will **not be treated as substitutes for the responsible adult staff required to run and supervise a J4K session.**

Appropriate safeguarding and DBS requirements will be considered according to the assistant's role, duties and frequency of work. J4K will keep these arrangements under review in line with current DBS eligibility requirements.

23. Parents' & Carers' Responsibilities

Parents and carers must:

- provide accurate medical information;
- provide current emergency contact details;
- inform J4K when information changes;
- provide necessary medication and equipment;
- ensure medication supplied is in date;
- provide instructions and written consent where required;

- discuss significant medical needs with J4K before their child's first session wherever possible;
- collect their child if asked to do so because they are unwell.

Open communication between J4K and families is essential to supporting children safely.

24. Confidentiality & Medical Information

Information concerning children's health and medical needs will be handled sensitively and appropriately.

Medical information will only be shared with J4K team members who reasonably need it to support or safeguard the child. Records will be stored and handled in accordance with J4K's **Privacy Policy** and applicable data-protection requirements.

25. Safeguarding

Health, safety or medical concerns may sometimes also raise a safeguarding concern. Where a member of the J4K team believes a child's safety or welfare may be at risk, J4K's **Safeguarding & Child Protection Policy** will be followed.

26. Concerns & Complaints

Parents and carers are encouraged to speak to **Victoria Nagy, Principal**, if they have any concerns about health and safety, first aid or the management of their child's medical needs.

We will aim to address concerns promptly and constructively. Where a concern cannot be resolved informally, J4K's **Complaints Policy** should be followed.

27. Monitoring & Review

This policy will be reviewed **annually**, or sooner if:

- there is a significant change to J4K's activities;
- staffing arrangements significantly change;
- relevant legislation or guidance changes;
- an accident or incident identifies a need for review;
- the medical or support needs of children attending J4K indicate that changes are required.

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Related J4K Policies

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