



KELVIN PLAYERS

FIRST AIDER CHECKLIST

- Please re-read your First Aid training notes to refresh your memory!
- Please arrive 45 minutes before the start of the show (in case any first aid problems arise as audience arrive).
- Please let the Theatre Manager and Steward know that you've arrived and offer any assistance needed. In the unplanned absence of the Theatre Manager or Steward, we ask the First Aider to assist with covering their duties.
- If you suffer from any illness, disability or there is any other factor which could prevent you from fully carrying out First Aid duties, please explain these clearly to the Theatre Manager well before the show starts and make any necessary arrangements.
- A seat will be reserved for you but please note that if house is full you may be asked to sit elsewhere in the auditorium
- If anyone needs first aid you should follow the procedures set out in your training. Call the ambulance service if appropriate. If someone becomes ill during a performance but is well enough to be quietly assisted to another room, please take them to the bar. If it is clearly necessary to stop the show in order to ensure the safe evacuation of any person who is ill or injured, you should do so immediately. If you are unsure, explain the situation to the Theatre Manager and/or the Stage Manager so that a collective decision can be made to do whatever is necessary.
- Please remember that your First Aid role covers any illness amongst the cast or crew as well as the audience.
- We ask First Aiders to remain until most audience members have left. Friends and relatives of cast members often stay late and you don't need to wait till they've all gone but please check with the Theatre Manager before you go.

UPDATED August 2018

Updated November 2019