



PiPeLine Productions First Aid Policy & Procedure – September 2020

Pre-amble: [Please also refer to updated, temporary guidance and policies in relation to Covid-19 protocols.](#)

Introduction

PiPeLine Productions Academies LTD fully recognises the importance of safeguarding young people and play a full and active part in protecting pupils from harm. In developing this First Aid Policy, due consideration has been given to [PiPeLine Productions' Safeguarding \(Children\) Policy](#) and the Bradford Safeguarding Children Board Procedures under which we primarily operate.

So far as is reasonably practicable, PiPeLine Productions Academies LTD is fully committed to providing a safe and healthy environment for all educational activities with capable, adequately trained and supervised staff, and with procedures to protect the health, safety, and welfare of all staff, pupils, and other people including contractors and the public who visit our provisions or become involved in any of our activities. This policy exists to ensure that all pupils, staff, and visitors to our provisions are properly cared for in the event of an accident or if they feel/become unwell.

Aims

- To ensure that all staff and pupils are aware of the systems in place if someone sustains an injury or becomes unwell.
- To provide a First Aid service, where appropriate, for pupils, staff, and/or visitors.
- To ensure compliance with current First Aid Regulations and guidance:
 - [DfE - Guidance on First Aid for Schools: A Good Practice Guide.](#)
 - [First Aid at Work – The Health and Safety \(First Aid\) Regulations 1981](#) and the [Approved Code of Practice and Guidance.](#)
- To demonstrate care, compassion, and courtesy when treating casualties, their relatives, and others involved.

Who should administer First Aid?

In the first instance, First Aid should be administered by the designated First Aid officer. These are primarily the managers in the provisions, Michelle Gordon and Jolante Saulite. However, in their absence, First Aid can and should be administered by anybody else who has undergone the training and whose certification is current. The health & safety and the preservation of life of pupils, staff, and/or visitors should always be the primary consideration.

Administering First Aid and/or Intimate Care

PiPeLine Productions First Aid Policy & Procedure – September 2016: Reviewed September 2020
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Company Limited by Guarantee, registered in England and Wales. Company No.: 07392854
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Staff who administer First Aid should ensure, wherever possible, that another adult or pupil is present. The dignity of the person receiving First Aid must always be considered and where contact of a more intimate nature is required (e.g. assisting with toileting or the removal of wet/soiled clothing), another member of staff should be in the immediate vicinity and should be made fully aware of the task being undertaken. Regular requirements of an intimate nature for an individual pupil should be carefully planned. Agreements between the school, those with parental responsibility, and the pupil concerned should be documented and be easily understood. The necessity for such requirements should be reviewed regularly. The child's views must also be actively sought and, in particular, any discomfort with the arrangements addressed.

First Aid & Medication

The administration of all medications should be done in line with DFE guidance: [Supporting Pupils with Medical Conditions at School](#) and all staff are expected to read and understand this guidance.

The administration of non-emergency medication (e.g. paracetamol, ibuprofen etc.) to pupils should only be done by a manager. The procedure is to contact home to obtain parental/carer consent **every time** said medication is requested unless we have, **in writing** and stored in CPOMS documents a letter from parents/carer giving consent without the need to contact home each time.

No other non-emergency medication should be administered without proper training, parental/carer and school consent, and permission from directors.

Emergency medication (e.g. EpiPens) must only be administered by those trained to administer them.

First Aid boxes are kept in various places:

- Two in the kitchen at PiPeLine Bradford (one can be used for excursions etc.)
- One in the listening room (this should be used for excursions etc.)
- One on each minibus (used at our Keighley provision but not stored there)
- There is a First Aid kit in the main church building in the kitchen area

General Policy/Procedural Elements

- PiPeLine will provide First Aid cover during provision working hours of the academic week and, where appropriate and necessary, out of normal work hours (for instance where an activity is taking place or where a pupil is in attendance after normal hours).



- Users of the PiPeLine premises for non-PiPeLine activities are responsible for their own First Aid provision but should be aware, and take consideration of our First Aid policies and procedures.
- In the event of an accident /incident, a manager should be immediately contacted.
- First Aid information will be readily available and staff and pupils will be informed of who to call for help in any emergency.
- First Aid kits for minor injuries are available for use in appropriate areas of PiPeLine provisions as well as in other key areas such as on our minibuses.
- The designated First Aider will attend the casualty and provide any necessary emergency care.
- The First Aider will request that a member of staff contact emergency services if required.
- Referring schools and the parents of pupils will be contacted by a manager if a pupil has sustained an injury. The next of kin will be contacted if a member of staff sustains an injury or becomes ill whilst at work.
- If necessary, the First Aider or another appropriate adult will accompany a casualty to hospital if parents/carers are unavailable. An appropriate adult will accompany a pupil taken to hospital in an ambulance. No casualty should be allowed to travel to hospital unaccompanied.
- All appropriate precautions will be taken with regards to infection control (please also see Covid-19 update detailed above).
- The First Aider is responsible for recording the incident using CPOMS. The CPOMS report should be brought to the attention of managers and directors, particularly Philip Charles as having overall Health & Safety responsibility.
- The First Aider will ensure that the First Aid Kit is replenished after use.

Roles & Responsibilities

Directors

- Ensure that First Aid at Work qualifications are organised and undertaken at appropriate intervals to ensure that staff retain this qualification.
- Ensure that sufficient numbers of staff are trained so that there is always a First Aid responder present.
- Ensure that policies are written, reviewed, and communicated to all staff so all staff know their roles, responsibilities, and legal obligations.
- Ensure that policies and procedures are compliant with guidance and legislation.



- Ensure that staff adhere to policies and procedures.
- Ensure that any pertinent health issues colleagues may have are communicated to relevant staff on a need-to-know basis, with the colleague's consent, and with full consideration of the [GDPR](#).
- Ensure that managers keep an up-to-date record of medical conditions of all pupils on their CPOMS record.
- Act on information and advice provided by managers and/or First Aid trained staff.
- Collate and analyse accident figures.
- Report any relevant incidents to HSE.

All Staff

- Familiarise themselves with the subject-specific risk assessments so that they are aware of teaching-related hazards.
- Contribute their specialist knowledge to risk assessments of their specific subjects.
- Contribute general knowledge to the generic risk assessments that cover the overall workplace.
- Refer to the individual Pupil/Staff First Aid Guidelines to familiarise themselves with the First Aid procedures in operation.
- Familiarise themselves with the additional needs of individual pupils (as detailed on CPOMS).
- Never move a casualty unless the casualty is in immediate danger.
- Send for help immediately.
- Request a First Aider if not immediately present by sending another member of staff or by calling them.
- Refer pupils with minor injuries to a First Aider.
- Take a First Aid kit on any trips away from the usual provision sites.
- Record any incident on CPOMS and inform managers as soon as possible.
- Inform the Directors of any relevant personal medical information relating to their own health and wellbeing.

First Aiders

- Hold a current Emergency First Aid at Work (EFAW) or First Aid at Work (FAW) qualification and undertake training at appropriate intervals to retain their qualifications.
- Have access to a First Aid Kit and re-stock this after use.
- Record any incident on CPOMS and pass this to the Directors as soon as possible.
- Follow the guidelines on the management of specific medical conditions and health care plans relating to individual pupils/colleagues.



PiPeLine has a sufficient number of First Aiders who are trained in First Aid at Work as well as Paediatric First Aid. Despite most staff being trained in these areas, the two managers are always the default designated First Aiders.

Records of First Aid training along with other training are kept with personnel records by PiPeLine directors.

Pupils in Distress

On occasion pupils may be distressed and need comfort and reassurance that may include physical touch such as a caring parent would give. Staff must remain self-aware at all times to ensure that their contact is not threatening or intrusive, not culturally insensitive and not subject to misinterpretation. Judgement will need to take account of the circumstances of a pupil's distress, their age, cultural factors, and the extent and cause of the distress. Unless the child needs an immediate response, staff should consider whether they are the most appropriate person to respond. It may be more suitable to involve the pupil's relative or a member of staff with an established relationship with the pupil.

This paragraph is not intended to stifle the natural human response of comforting someone in distress but rather to ensure that it is a considered response/approach, which is rationalised and justified and considers wider safeguarding ramifications and the safety and wellbeing of all involved.

Physical Contact

All staff engaged in the care and education of pupils need to exercise caution in the use of physical contact. The expectation is that staff will work, in the main, in a "limited touch" culture and that when physical contact is made with pupils this will be in response to the pupil's needs at the time, will be of limited duration, and will be appropriate given their age, stage of development, and background. Staff should be aware that even well-intentioned physical contact might be misconstrued directly by the child, an observer, or by anyone to whom the action is described. Staff must therefore always be prepared to justify their actions and accept that all physical contact may be open to scrutiny.

At all times, physical contact should be:

- Necessary
- Considered
- Justifiable
- And where practicable, witnessed by/in the presence of others



At all times, the health, wellbeing, and preservation of life of pupils, staff, and visitors should be the primary, overriding concern.

This policy & procedure should be read, understood, and implemented in relation to all other PiPeLine Productions Academies' policies and procedures.

Signed:  Philip Charles

Joanne

McGill



Reviewed:	By:	Updates:	Next Review:
Sept 2018	Philip Charles	Links to updated policies. Addition of GDPR references	Sept 2019
Sept 2019	Philip Charles	Updates on manager information.	Sept 2020
Sept 2020	Philip Charles	References to COVID-19. Hyperlinks.	Sept 2021