

FIRST AID POLICY

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1. Purpose

- 1.1 During working hours, Jigsaw School must, according to health and safety legislation, provide appropriately trained first aid personnel and equipment for pupils and employees in case they are injured or become ill at school/work and to ensure best practice by extending the arrangements as far as is reasonably practical to others who may be affected by the activities of Jigsaw School, e.g. visitors and contractors.
- 1.2 The aims of the first aid policy are to provide a framework for responding to, recording and reporting of any incidents requiring first aid

2. Definitions

- 2.1 'Jigsaw School' and 'the school' refer to Jigsaw CABAS® School
- 2.2 CABAS® is an acronym for Comprehensive Application of Behaviour Analysis to Schooling
- 2.3 'First Aid' is the initial management of any injury or illness (including Mental Health) suffered at work. It is administered to minimise the consequences of injury and illness and preserve life until medical assistance can be obtained.
- 2.4 MERT is an acronym for the school's Medical Emergency Response Team
- 2.5 'SchoolPod' is the management information system where first aid reports are recorded

3. Scope

- 3.1 This policy applies to all staff and pupils.
- 3.2 First aid does not cover the administration of medication. The school has a separate policy for the management and administration of medicines to pupils. The policy is available on the school's website.
- 3.3 The school will work closely with parents / carers where first aid has been required and all incidents of where first aid has been administered will be notified through appropriate communication systems.
- 3.5 Administration of First Aid by any member of school personnel is undertaken on a voluntary basis. Those in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupil at the school in the same way that parents might be expected to act towards their children in general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

4. Legislation and guidance

- 4.1 This policy is based on advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:
 - The Health and Safety (First Aid) Regulations 1981, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, together with appropriately qualified first aid personnel
 - The Management of Health and Safety at Work Regulations 1992, which require

employers to undertake an assessment of the risks to the health and safety of their employees

- The Management of Health and Safety at Work Regulations 1999, which require employers to undertake risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which state that those accidents meeting the relevant threshold must be reported to the Health and Safety Executive (HSE), and which establishes the timeframe for reporting and the retention periods for records of any such accidents
- Social Security (Claims and Payments) Regulations 1979, which set out rules on the retention of accident records
- The Education (Independent School Standards) Regulations 2014, which require that suitable space is provided to cater for the medical and therapy needs of pupils
- The Road Vehicles (Construction and Use) Regulations 1986 (for minibuses) and/or the Public Service Vehicles (Conditions of Fitness, Equipment, Use and Certification) Regulations 1981 (for larger vehicles) which advise that a suitable, clearly marked first aid box should be readily available and in good condition.

5. Aims and Objectives

5.1 The school's first aid policy requirements will be achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for the school, which is subject to regular review or following any significant changes that may affect first aid provision
- Ensuring that there are a sufficient number of appropriately trained first aiders on duty and available to administer first aid in accordance with the First Aid Needs Assessment for the school
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.

6. Roles and responsibilities

Appointed Persons

6.1 The school's appointed persons are: Administration Manager; Medical Administrator; and Front of House Administrator.

6.2 They are responsible for:

- Regularly checking and replenishing first aid equipment and supplies on premises and in company vehicles
- Looking after facilities designated for first aid, including Medical Room and Staff Well-Being Rooms

First Aiders

6.3 First aiders are responsible for:

- Acting as first responders to any first aid incident providing immediate and appropriate treatment
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- Taking the decision as to whether pupils or staff should be sent home to recover as appropriate
- Completing an accident/health & safety SchoolPod log on the same day, or as soon as is reasonably practicable, after an incident

The Governing Body

- 6.4 The Governing Body has ultimate responsibility for health and safety matters in the school, but delegates operational matters and day-to-day tasks to the Director of Education and staff members.
- 6.5 The Governing Body will regularly receive and review information relating to first aid incidents

The Director of Education

- 6.6 The Director of Education is responsible for the implementation of this policy, but delegates this to the Deputy Headteacher and Facilities Manager on a day-to-day basis, including:
- Ensuring that an appropriate number of appointed persons and qualified first aid personnel including paediatric trained staff as appropriate are present in the school at all times and/or accompany pupils on school trips
 - Ensuring that first aiders' qualifications are renewed as appropriate and that first aiders remain competent to perform their role
 - Ensuring all staff are aware of first aid procedures
 - Ensuring appropriate risk assessments are completed and appropriate measures are put in place
 - Ensuring that adequate space is available for the treatment and administration of first aid
 - Reporting incidents to the HSE when necessary
 - Ensuring the provision of regular reports to the Governing Body in respect of first aid incidents
 - Reporting specified incidents to the HSE when necessary.

Staff

- 6.7 School staff are responsible for:
- Ensuring they follow first aid procedures
 - Ensuring they know who the first aiders in school are
 - Completing accident/health & safety reports for all incidents where it is not deemed necessary to call a trained first aider

- Informing the Director of Education or their manager of any specific health conditions or first aid needs they have
- Ensure that parents / carers are informed of any incident requiring first aid

The Medical Emergency Response Team (MERT)

6.8 Members of the Medical Emergency Response Team are first aid trained (either paediatric or emergency first aid or first aid at work) and respond to injuries and 'medical emergencies' including emergency medication requests and head injuries.

7. First aid procedures In-school procedures

- 7.1 In the event of an accident resulting in injury, the closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment
- 7.2 The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- 7.3 The first aider will also decide whether the injured person should be moved or placed in a recovery position
- 7.4 If the first aider judges that a pupil is too unwell to remain in school, with the agreement of a member of School Management Team, the parents will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents
- 7.5 If the emergency services are called, a member of the Administration team will contact parents immediately. In the event that a pupil requires hospital treatment and the parents cannot be contacted prior to attendance, a qualified first aider/appointed person/other staff member will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital
- 7.6 The first aider/relevant member(s) of staff will complete an accident/health & safety SchoolPod report form on the same day or as soon as is reasonably practical after an incident resulting in an injury
- 7.7 The First Aider should always seek medical advice via NHS111 or call the emergency services in the event of:
- A serious injury
 - Any significant head injury
 - A period of unconsciousness
 - The possibility of a fracture or where this is suspected
 - If the first aider is unsure of the severity of the injuries or is unsure of the correct treatment
 - For any epileptic or diabetic exhibiting worrying symptoms or severely allergic children if they are having a reaction

8. First aid procedures Off-site procedures

8.1 When taking pupils off the school premises, staff will ensure they always have the following:

- A school mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Parents' contact details

8.2 Risk assessments will be completed by the trip leader prior to any educational visit that necessitates taking pupils off school premises. There will always be at least one first aider on school trips and visits. The school ensures that a member of staff with full paediatric first aid training accompanies pupils in reception year on school trips.

9. First aid equipment

9.1 The school keeps sufficient number of first aid kits in key locations across the school. The contents of first aid kits are checked regularly. Please see Appendix 2 for more information on the location and contents of first aid kits.

9.2 No medication is kept in first aid kits.

10. Records Management & Retention

10.1 The school will ensure that the following records are reviewed, updated and where required, shared with key stakeholders:

- Contact information for parents and emergency contacts – maintained by the administration staff, reviewed and updated at least twice a year
- Emergency contact information for staff – reviewed and updated annually by the Human Resources Team
- First aid needs assessment (risk assessment) – reviewed and updated annually in line with this policy by the Facilities Manager and assigned member of the School Management Team; and made available as part of the School's First Aid Policy via the website
- First aid training records – reviewed and updated on an ongoing basis by administration staff and assigned member of the School Management Team
- Training certificates – maintained by the Human Resources Team and kept on each staff member's personal file
- First Aid Policy – reviewed and updated annually by the Facilities Manager and assigned member of the School Management Team and shared via the School's website
- First aid kit checks records – completed and updated by the administration team on a monthly basis
- SchoolPod records of first aid administered – completed after each incident and reviewed and monitored by the medical administrator and assigned member of the

School Management Team

- List of first aid trained staff – reviewed and updated by the Facilities Manager and Medical Administrator and made available to staff and visitors via displays across the school.
- Floor Plans highlighting First Aid Accommodation (area available to carry out first aid and store first aid supplies) – reviewed and updated half-termly or earlier in the event of any changes by the Facilities Manager and shared with staff and visitors via the H&S display boards in each main school building
- Basic First Aid Guidance and Head Injury Management Leaflet – reviewed and updated by the administration team and assigned member of the School Management Team; and shared with staff via H&S display boards, displays in the medical and wellbeing rooms and Jigsaw's Home Page

10.2 SchoolPod First Aid records will include the following information:

- date, time and place of incident
- name of injured or ill person
- details of the injury or illness
- details of first aid administered
- what happened following the incident (for example, went home, went back to class, went to hospital)
- name of first aider or person dealing with the incident

10.3 Copies of records of first aid administered to staff and first aid needs assessments will be kept for a minimum of seven years. In the case of first aid records relating to children and young persons, these will be retained for a minimum of 31 years after their date of birth.

10.4 Jigsaw School is committed to adhere to Data Protection legislation and will ensure that first aid records are held in accordance with regulatory requirements.

11. Reporting to the HSE

11.1 The Facilities Manager and or Health and Safety Consultant will report as soon as is reasonably practicable any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7) to the Health and Safety Executive and in any event within 10 days of the incident.

11.2 Reportable injuries, diseases or dangerous occurrences include:

- Death
- Specified injuries, which are:
 - Fractures, other than to fingers, thumbs and toes
 - Amputations
 - Any injury likely to lead to permanent loss of sight or reduction in sight
 - Any crush injury to the head or torso causing damage to the brain or internal organs

- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
 - the collapse or failure of load-bearing parts of lifts and lifting equipment
 - the accidental release of a biological agent likely to cause severe human illness
 - the accidental release or escape of any substance that may cause a serious injury or damage to health
 - an electrical short circuit or overload causing a fire or explosion

12. Training and Information

- 12.1 All school staff are able to undertake first aid training if they would like to.
- 12.2 All first aiders must have completed an accredited training course and must hold a valid certificate of competence. The school will keep a register of all trained first aiders, the training received and the period of validity
- 12.3 The school will arrange for first aiders to retrain before their first aid certificate expire. In cases where a certificate expires, the school will arrange for staff to retake the full first aid course before being reinstated as a first aider.
- 12.4 At all times, at least 1 staff member will hold a current paediatric first aid (PFA) certificate which meets the requirements set out in the Early Years Foundation Stage statutory framework. The PFA certificate will be renewed every 3 years.
- 12.5 As part of the induction training all staff receive a H&S presentation which informs them how to identify first aiders, where the first aid kits are located, the legal requirements on reporting of accidents, incidents and near misses and how to call emergency services.
- 12.6 As part of their three-month probation targets staff need to undertake training on:
- Medication administration and management policy and emergency medication procedures
 - Basic first aid
 - How to complete a first aid report using SchoolPod
- 12.7 Any updates or changes to policies and procedures including first aid, are covered in staff meetings and class meetings.

12.8 For staff reference, posters on basic first aid and management of head injuries are displayed on the Health and Safety noticeboards throughout the key locations in the school.

13. Linked policies

13.1 This first aid policy is linked to the:

- Health and Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Infectious Diseases and Hygiene Control Policy
- Managing and Administering Medication for Pupils

14. Policy Review

14.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

14.2 This policy was last reviewed in May 2023.

APPENDIX 1 - ASSESSMENT OF FIRST AID NEEDS, JIGSAW SCHOOL

Considering our legal responsibilities for those in their care, Jigsaw School needs to carefully consider the likely risks to pupils, employees and visitors and make allowance for these when deciding on the numbers of trained first-aid personnel. As there is no legal or mandatory requirement on the level of first aid provision a thorough first aid needs assessment is undertaken on a regular basis to determine an adequate and appropriate first aid resource.

The sections within the template below demonstrate the general factors involved in determining the first aid provisions required for Jigsaw School.

No.	Items to consider	First-aid considerations
1	What are the risks of injury and ill-health arising from the work and activities, as identified from risk assessments?	Trips and falls from pupils (at play, lunch, P.E sessions etc.) Trips and falls for adults and pupils due to poor housekeeping. Behaviours that challenge and inappropriate behaviour between pupils and/or staff
2	Are there any specific risks? (e.g. work with hazardous substances, dangerous tools / machinery, high risk activities etc.)	No specific risks to pupils except during specialist lessons e.g. Food Tech, PE, art Cleaning and Facilities staff are at higher risk due to work with hazardous substances. COSHH risk assessments available on Common Drive and Classroom Emergency Procedures in place and accessible
3	Are large numbers of people employed on site?	Total number of individuals on site is around 180 on an average day. Comprised of 76 pupils and 100 staff with the balance being visitors etc.
4	What is shown the record of injury and ill-health? What type, where and how they happened?	Accidents (mainly pupils in play areas and around School) and behaviour that challenge are the major reasons for needing first aid. Injuries mainly include small cuts, scratches, bumps and bruises, bites, sprains and soft tissue injuries.
5	Are there staff and pupils with additional needs or specific health problems?	All pupils have SEN and some with specific medical needs. Staff with specific health issues identified and risk assessment put in place to support the individual member of staff. Mental Health first aid available from specially trained team.
6	Are there others attending site who may need first-aid?	Visitors and others on site who may have an accident / episode of ill-health
7	Is there sufficient first-aid cover for lunch times and at the beginning and end of day?	First aiders on site during school day and sufficient during lunch times and breaks. Office staff remain at school at end of day.
8	What is the site layout and will the layout require additional first aid cover for separate buildings?	All buildings on one level. Main school in three separate buildings with ancillary single temporary cabins adjacent. Provision is considered across the three main buildings and when on off-site visits or at the Life Skills Centre.
9	Do you have any work experience trainees?	Occasionally and mainly covered by separate risk assessment. Subject to usual induction process

10	Are there inexperienced or young staff/workers/visitors on site?	Occasional visitors
11	Do the numbers of persons on site vary throughout the day? Are additional first aiders needed for peak periods?	Core hours from 8.45am until 4.30pm and most first aiders on site at same times
12	Do staff work in shift patterns and, if so, does each shift have adequate first aid cover	No. Reduced staff availability during break (11-11.30am)/lunch times (11.30am – 12.30pm)
13	Do you work on a site occupied by other organisation's and share first aid arrangements	No We are responsible for our own provision.
14	What is the distance from emergency services and how long are they likely to take to arrive on site?	GP practice in Cranleigh (4 miles away) Royal Surrey Hospital is nine miles away with an average 30 minutes' drive time
15	Do some staff work alone or remotely (inc. home workers)	Some staff work in holiday periods. Need to identify level of first aid cover during these times. Staff working alone or at home will have individual requirements put in place
16	Are any service users aged five years or younger?	Yes – EYFS pupils covered by Paediatric First Aider
17	Do members of the public visit the premises	Yes, for School visits / tours etc. Adequate number of first aiders on site at times of visits
18	Are there any employees with reading or language difficulties	Yes

Do not forget that first aid trained staff, paediatric first aid trained staff, mental health first aiders and appointed persons take leave and/or often absent from the premises for other unscheduled reasons. There must be sufficient persons to cover these absences to enable first aid personnel to be available at all times when people are at work.

**Jigsaw School First Aid Needs Assessment including the Life Skills Centre, Guildford
(May 2023)**

First aid personnel	Required Y/N	Number needed
First-aider with First Aid at Work certificate (FAW) (3-day training)	Yes	A minimum of ONE in each main building on Dunsfold site, plus 2 additional staff to ensure absence/holiday cover therefore a minimum of five are needed
First-aider with Emergency First Aider at Work certificate (EFAW) (1-day training)	Yes	A minimum of TWO in each main building therefore, a minimum of six are needed When going off site to Life Skills Centre, Guildford a minimum of one is needed
First Aider with additional Training (paediatric/mental health)	Yes	ONE paediatric first aider is required for Building 22 and on any off-site visits for Reception Year pupils. To allow for sickness and absence cover, a minimum of 3 staff are required to hold full paediatric first aid cover. A minimum of ONE mental health first aider is required for Jigsaw school
Appointed Person	Yes	One appointed person to be present at all times. To cover absences and sickness the school has 3 named appointed persons.

First-aid equipment and facilities	Required Y/N	Number needed
First-aid boxes	Yes	11
Additional equipment (e.g. defibrillator)	No	N/A
Travelling first-aid kit	Yes	One per vehicle
First-aid room	Yes	One The interview room to be used a first aid room Life Skills Centre, Guildford a minimum of one is needed

SUMMARY OF FIRST AID PROVISION

Level of First Aid Staff	Number on site	Numbers requiring training
First Aider at Work (FAW)	5	Nil
Emergency First Aider at Work (EFAW)	33	Nil
Full Paediatric First Aider	20	Nil
Emergency Paediatric FA	19	Nil
Mental Health First Aider	5	2
Appointed Person	3	3

First Aid Kits	Quantity required	Locations
	11	Through all school buildings

Travel First Aid Kits	Quantity required	Location
	7	In all vehicles & off-site bags

First Aid Rooms/areas	Quantity required	Location
	1	Pupil Medical Room
	2	Staff Wellbeing Rooms (B20 & 22)

Additional equipment	Quantity required	Location
	N/A	N/A

APPENDIX 2 - LOCATIONS OF FIRST AID KITS, AND CONTENTS

BUILDING 20	BUILDING 21	BUILDING 22 & CABINS	PORTACABINS
Administration office Staff room Wellbeing room PE Hall	Facilities office Lunch Room Medical Room	Supervisors office off Galaxy B22 Wellbeing room	Daily Living skills kitchen Sixth form hub

Content of On-Site First Aid Boxes:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

Content of Travelling First Aid Kits:

- a leaflet giving general advice on first aid
- 6 individually wrapped sterile adhesive dressings
- 1 large sterile unmedicated dressing
- 2 triangular bandages individually wrapped and preferably sterile
- 2 safety pins
- individually wrapped moist cleansing wipes
- 2 pairs of disposable gloves

Contents of First Aid Kits in School Vehicles:

- 10 antiseptic wipes, foil packed
- 1 conforming disposable bandage (not less than 7.5 cm wide)
- 2 triangular bandages
- 1 packet of 24 assorted adhesive dressings
- 3 large sterile unmedicated ambulance dressings (not less than 15.0 cm × 20.0 cm)
- 2 sterile eye pads, with attachments
- 12 assorted safety pins
- 1 pair of rustless blunt-ended scissors

APPENDIX 3 - TRAINED PERSONNEL

As of May 2023, this document is reviewed after every inset day & the H&S noticeboards are updated

ROLES AND RESPONSIBILITIES				
SAFEGUARDING	Designated Safeguarding Lead (DSL)		Jayne Lobley	
	Deputy Designated Safeguarding Lead (DDSL), ELSA & Mental Health Lead for pupils		Meredith Wightman	
EMERGENCY FIRST AID	Andrea Roa Diaz	Chloe Mason	Amy Wilkinson	Charmaine Terblanche
	Martine Winter	Hannah Burcombe	Carol Comber	Emma Roberts (mat leave)
	Fran Brewster	Jack Barsby	Edi Middleton	Miriam Dudek
	Lorren Reader	Jessica Hall	Tyler Duckworth	Meredith Wightman
	Adriana Borzecka	Lara Sandys	Hannah Stockford	Natalie Leow-Dyke
	Kate Hewett	Maria Rossi Mantilla	Carrie Skates	Hannah Reilly
	Stacy Owen	Rhys Jones	Jessica Wilding	Wendy Love
	Vicky Lumsden	Amber Jones	Chloe Daniels	
	Heather Baily	Pauline Scrase	Sophie House	
	PAEDIATRIC FIRST AID	Hannah Stockford	Jo Thorne	Edi Middleton
Jessica Wilding		Fran Brewster	Hannah Reilly	Emma Roberts (mat leave)
Jack Barsby		Miriam Dudek	Lara Sandys	Charmaine Terblanche
Linda Glaysher		Martine Winter	Hannah Johnson	Meredith Wightman
Stacy Owen		Jess Pini	Caitlin Harper	Andrea Roa Diaz
		Tilda Tester		
MEDICAL EMERGENCY RESPONSE	Jessica Wilding	Jess Pini	Hannah Johnson	
	Stacy Owen	Andrea Roa Diaz		
	Meredith Wightman	Jo Thorne		
BEHAVIOUR SUPPORT	Kate Hewett (instructor)	Chloe Mason (instructor)	Rhys Jones (instructor)	
	Hayley Locke	Jack Barsby (instructor)	Hannah Burcombe	
	Natalie Leow-Dyke	Lorren Reader	Tyler Duckworth	
MENTAL HEALTH FIRST AID (MHFA)	Fran Brewster	Jessica Wilding		
FIRE WARDENS	Adriana Borzecka (Online 2022)	Tyler Duckworth (Practical 2021 Online 2021)	Fran Brewster (Online 2021)	
	Jayne Lobley (Online 2022)	Hannah Johnson (Online 2020)	Hayley Locke (Online 2022)	
	Jo Thorne (Online 2022)	Charmaine Terblanche (Online 2022)	Sophie House (Online 2022)	
	Meredith Wightman (Practical 2021 Online 2022)	Vicky Lumsden (Online 2022)	Cameron Caldwell-Kyd (Online 2022)	
	Miriam Dudek (Online 2022)	Rhys Jones (Online 2022)	Linda Glaysher (Online 2023)	
	David Humphries (Practical 2021 Online 2023)	Fran Hatch (Online 2022)	Evert Bruwer (Practical 2023 Online 2023)	
	Alan Holgate (Practical 2023)			

Note: 'Practical' – use in fire extinguisher training