

St. Patrick's Primary School



Health & Safety Policy

2015-16

General

The Board of Governors of St. Patrick's Primary School acknowledge their responsibility for health and safety within the school, not only as a legal requirement, but also for the promotion of a better environment for the staff and pupils.

The recommendations and procedures outlined by CCMS, EA, and the DFEE Guidance for First Aid manual and the DFEE manual for Supporting Pupils with Medical Needs are to be the basis of our management and are to be followed to the best of our ability.

This policy should be reviewed annually.

The Board of Governors acknowledge and accept the responsibilities laid upon them as employers. Health and safety responsibilities derive from the Health and Safety at Work Act 1974 and associated regulations. Health and safety legislation is enforced by the Health and Safety Executive (HSE).

Responsibility for Health and Safety in Schools

The **Governing Body** is responsible for:

- ensuring that the appropriate documentation is in place;
- monitoring its implementation;
- reviewing it on an annual basis.

The general daily management of health and safety is delegated by the governors to the **Principal** who may, in turn, delegate specific areas of responsibility to individual members of staff.

The Principal will be responsible for:

- the day to day management of health and safety;
- the implementation of this policy;
- ensuring that all staff are aware of the information contained in this document;
- ensuring compliance with procedures laid down in the document;
- reporting to the Board of Governors as appropriate;
- liaising with contractors and others to ensure adequate exchange of health and safety information;
- ensuring that all defects in the buildings and grounds are dealt with promptly.

Employer

- The Health and Safety at Work etc. Act 1974 places overall responsibility for health and safety with the employer.
- Education employers have duties to ensure, so far as is reasonably practicable:
 - the health, safety and welfare of teachers and other education staff;
 - the health and safety of pupils in-school and on off-site visits; and
 - the health and safety of visitors to schools, and volunteers involved in any school activity.

Employees

- Employees have responsibilities too. The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to them as well. Employees must
 - take reasonable care of their own and others' health and safety;
 - co-operate with their employers;
 - carry out activities in accordance with training and instructions; and
 - inform the employer of any serious risks.

The Law expects each member of staff accepts the responsibility of a reasonable parent and is responsible for order in his/her own classroom and throughout the school. Specific duties include:

- To encourage order in and around the school.
- To disallow running or climbing, other than at appropriate times i.e. P.E./Games e.g. swinging on bars after school.
- To be punctual in assembling classes and in Playground Supervision
- To take precautions in lifting and erecting apparatus.
- To ensure that children enter and leave the building, classrooms etc safely, walking to left in corridors and on the stairs in an orderly manner.

- No child to be left in a classroom or other part of the school building without supervision.
- To ensure that cups containing hot drinks are not in a position where children may have access to during school hours.
- To ensure that no glass bottles or containers are used by children unsupervised.
- To disallow loud noise in classroom, corridors etc.
- To ensure children are not exposed to VDU for excessive periods of time.
- To disallow any child from doing PE or Games with unsuitable clothing or footwear.
- To ensure that children are aware of the fire exit procedure for their class.
- To ensure that the fire exit procedures are clearly displayed.
- To ensure that no child has medicines/tablets including Ventolin inhalers in the classroom or Cloakroom without following the school's medicines procedures.

All members of staff should be familiar with the health and safety arrangements in place and should comply with them. All members of staff have the authority to temporarily disable or forbid the use of facilities they consider to be unsafe prior to consultation with the Principal and his decision.

All members of staff have a responsibility towards themselves and others for health and safety and should report any problems promptly. Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment and materials. All staff should complete their own risk assessment for commencing 'risk activities' such as PE, practical science etc.

First Aid

Practical Arrangements

There should always be at least one member of staff who is a trained first aider. Mrs Cullen is the appointed person in charge of first aid, in her absence Mrs O'Shea or the Principal should be contacted; however each adult needs to be

able to deal with minor injuries. If in doubt about the seriousness of an accident additional adult assistance should be sent for and reported to a senior member of staff.

In the event of an accident to a child;

- An assessment of the child's injuries should be made by the supervising adult.
- If the child is able to walk they should be taken to the medical room for treatment. Depending on the severity of the injury another child can accompany the injured child.
- If the child is able to stand but finds walking difficult the child should be assisted to the medical room by the supervising adult. Weight should not be put on the injured limb. If necessary assistance should be sent for.
- If the supervising adult deems the injury severe and the child is unable to move assistance must be sent for immediately.
- If in doubt send for assistance.

Accidents **must be** reported to the appointed person in charge of first aid who will record them in the school accident book and, if appropriate, fill in an accident form.

Bumps to the head will, however slight, should always be reported a senior member of staff and it is the policy to report any incidents to parents. A sample 'HEAD INJURY LETTER' is attached as Appendix 1. If deemed severe, parents will be contacted immediately and asked to collect their child.

Parents must be contacted if possible before a hospital consultation is sought, but the "*in loco parenti*" rule will be adopted if a child is in pain or danger and parents/guardians cannot be contacted. Contact numbers for parents should be kept as up to date as possible through the annual updating of the school's emergency contact forms. It is the parents' responsibility to notify the school of a change of contact number.

The main first aid box is situated in the first Aid room. Subsidiary first aid boxes are kept in the office, the Nursery and Playgroup. Essential first aid books are also available in the medical room and a Basic Advice on First Aid is leaflet attached to this policy as an appendix.

Only items listed in the health and safety manual will be used in administering first aid. The named person will have responsibility for insuring it is adequately stocked.

In the event of a child being ill or claiming to be ill they should report to the designated person.

Under no circumstances should a child be kept in the classroom if they have reported/complained of feeling unwell or have injured themselves.

Emergencies

If serious injury, or ill-health, occurs at work DO NOT DELAY - CALL AN AMBULANCE IMMEDIATELY. This can be done direct by dialling (line out or 9) 999. Give your name, location address and as much detail as possible about the injury/ill person.

Accident Recording, Reporting and Investigation

Accidents will be recorded in the accident book, which is kept in the medical room.

More serious accidents will be brought to the attention of the Principal who will decide on further action, including the completion of appropriate documentation.

The person completing the accident record or report will be responsible for investigating the causes of the accident and, if necessary, making recommendations to prevent recurrence.

Medicines in School

Issuing of Medicines in School

Teachers and ancillary staff terms and conditions of employment do not include giving medication or supervising a pupil taking it, although staff may volunteer to do this. Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance. He or she should also be aware of possible side effects of the medication and what to do if they occur. The type of training necessary will depend on the individual case.

No member of staff should agree to administer medicine to any child without prior consultation with the Principal. Parents must complete a Health Care Plan and a Request for the School to Administer Medicine form before any

medication should be administered, see attached appendices.

Parents must provide the school with full information about their child's medical needs. Staff noticing deterioration in a pupil's health over time should inform the head who should let the parents know.

Short Term Medical Needs

At St. Patrick's we realise that many pupils will need to take medication (or be given it) at school at some time in their school life. Mostly this will be for a short period only; to finish a course of antibiotics or apply a lotion. To allow pupils to do this will minimise the time they need to be off school. Medication should only be taken to school when absolutely essential. It is helpful if, where possible, medication can be prescribed in dose frequencies which enable it to be taken outside school hours. Parents should be encouraged to ask the prescribing doctor or dentist about this.

Non-Prescription Medication

Pupils sometimes ask for pain killers (analgesics) at school, including aspirin and paracetamol. School staff should not give non-prescribed medication to pupils. They may not know whether the pupil has taken a previous dose, or whether the medication may react with other medication being taken. **A child under 12 should never be given aspirin, unless prescribed** by a doctor.

If a pupil suffers regularly from acute pain, such as migraine, the parents should authorise and supply appropriate painkillers for their child's use, with written instructions about when the child should take the medication and a completed Health Care Plan and a Request for the School to Administer Medicine form. A member of staff should supervise the pupil taking the medication and notify the parents, in writing, on the day painkillers are taken.

Long Term Medical Needs

It is important for the school to have sufficient information about the medical condition of any pupil with long term medical needs. If a pupil's medical needs are inadequately supported this can have a significant impact on a pupil's academic attainments and/or lead to emotional and behavioural problems. The school therefore needs to know about any medical needs before a child starts school, or when a pupil develops a condition. For pupils who attend hospital appointments on a regular basis, special arrangements may also be necessary. In these cases a written health care plan (attached), involving the parents and relevant health professionals will be agreed and implemented.

Administering Medication

No pupil under 16 should be given medication without his or her parent's written consent. Any member of staff giving medicine to a pupil should check:

- pupil's name
- written instructions provided by parents or doctor
- prescribed dose
- expiry date

If in doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action.

The dosage and administration of all medicine should be recorded using Form 4, attached.

Self Management

It is good practice to allow pupils who can be trusted to do so to manage their own medication from a relatively early age and schools should encourage this. If pupils can take their medicine themselves, staff may only need to supervise this.

In the case where pupils can carry and administer their own medication, they should give these medicines to their class teacher to ensure that other children do not have access to it. In the case of an asthma inhaler the child should keep this on their person if at all possible. A parental consent form is attached. For younger children the teacher should keep this in class securely.

Refusing Medication

If pupils refuse to take medication, school staff should not force them to do so. The school should inform the child's parents as a matter of urgency. If necessary, the school should call the emergency services.

Record Keeping

Parents are responsible for supplying information about medicines that their child needs to take at school, and for letting the school know of any changes to the prescription or the support needed. The parent or doctor should provide written details including:

- name of medication
- dose
- method of administration
- time and frequency of administration
- other treatment
- any side effects

See Form 2 attached.

Although there is no legal requirement for schools to keep records of medicines given to pupils, and the staff involved, it is good practice to do so.

Records offer protection to staff and proof that they have followed agreed procedures, see Form 4.

School Trips

It is good practice for schools to encourage pupils with medical needs to participate in schools trips, wherever safety permits. Sometimes the school may need to take additional safety measures for outside visits. Arrangements for taking any necessary medication will also need to be taken into consideration. Staff supervising excursions should always be aware of any medical needs, and relevant emergency procedures. If staff are concerned about whether they can provide for a pupil's safety, or the safety of other pupils on a trip, the child's parent must be in attendance.

Dealing with Medicines Safely

Safety Management

Some medicines may be harmful to anyone for whom they are not prescribed. Where our school agrees to administer this type of medicine the employer has a duty to ensure that the risks to the health of others are properly controlled. This duty derives from the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

Storing Medication

At St. Patrick's we will try to avoid storing large volumes of medication. The principal will request the parent or pupil to bring in the required dose each day.

However, when the school stores medicines staff should ensure that the supplied container is labelled with the name of the pupil, the name and dose of the drug and the frequency of administration. Where a pupil needs two or more prescribed medicines, each should be in a separate container. Staff should never transfer medicines from their original containers. The principal is responsible for making sure that medicines are stored safely. Pupils should know where their own medication is stored and who holds the key. A few medicines, such as asthma inhalers, must be readily available to pupils and must not be locked away. Children will be encouraged to carry their own inhalers.

Some medicines need to be refrigerated. Medicines can be kept in a refrigerator containing food but should be in an airtight container and clearly labelled. In this instance the school will restrict access to a refrigerator holding medicines.

Access to Medication

Pupils must have access to their medicine when required and this will form part of the Health Care Plan.

Disposal of Medicines

School staff should not dispose of medicines. Parents should collect medicines held at school at the end of each term. Parents are responsible for disposal of date-expired medicines.

Hygiene/Infection Control

All staff should be familiar with normal precautions for avoiding infection and must follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with spillages of blood or other body fluids and disposing of dressings or equipment. Only the school caretaker should deal with spillages of blood or other body fluids, however protective disposable gloves are issued to each classroom.

Confidentiality

The principal and school staff will treat medical information confidentially, as far as possible. The principal will agree with the pupil (where he/she has the capacity) or otherwise the parent, who else should have access to records and other information about a pupil. If information is withheld from staff at the request of a parent staff cannot be held responsible if they act incorrectly in giving medical assistance but otherwise in good faith. Please read the schools **Confidentially Policy**

Fire Drill

- Continuous ringing of bell.
- Children line up silently, in an orderly manner.
- Teacher leads children out of class and into front playground by the designated route.
- CHECK THAT ALL CHILDREN ARE PRESENT! Registers will be available.

POINTS TO TAKE NOTE OF

Classes at P.E. use emergency door in P.E. Hall.

Classes in the Dining Hall use emergency door in Dining Hall.

Children at the toilet should join their class in the playground. **(Do not go back to class).**

Children at SEN support should join their class in the playground. **(Do not go back to class.)**

Hazard and Defect Reporting

All defects and hazards relating to the buildings and school grounds should be reported immediately to the Principal, who will be responsible for monitoring remedial progress on all items reported.

Control of Substances Hazardous to Health (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Principal, the Cleaner in Charge or the School Secretary, depending on the substance concerned.

COSHH data sheets are kept in the Caretaker's office.

Broken windows or glass must be reported to the Caretaker immediately. Only the Caretaker should remove broken glass.

Security

Upon entry to the school at morning, break time and dinnertime all member of staff should ensure that all doors are firmly closed behind them, any door jamming or sticking must be reported to the Caretaker immediately. All visitors to the school must report to the School Office, to sign the visitors' book and wear a visitors' badge. Staff and children are encouraged to challenge politely anyone they do not recognise who is not wearing an accepted identity badge.

Valuables should always be locked away, never leave a bag unattended.

Staff should be aware that when meeting with a potentially aggressive parent, they should not leave themselves vulnerable in a one to one situation- inform another member of staff.

Smoking

No smoking is allowed on the school premises. This regulation extends to the hiring and use of the school after school hours as well as during the school day.

The Use of Equipment

Staff should at all times be familiar with the workings of large pieces of equipment, e.g. large PE apparatus, electrical equipment etc. The boilers and portable electrical equipment are checked and serviced annually.

Small items of equipment which carry inherent dangers when in use are dealt with under the relevant curriculum policies, as are regulations concerning appropriate dress.

Additional Information

Emergency Contact forms must be filled in by all parents, these being returned to school as soon as possible, with at least two contact phone numbers.

Clubs

All members of staff organising an after school club must ensure that appropriate permission forms are completed and returned from all participating children. A register must be kept of all children in attendance. All children must be seen off the premises after the club is finished.

Educational Visits/Trips

These procedures are an essential requirement and must be followed for all educational visits i.e. 'Trips'.

A Risk Assessment must be completed and signed by the Principal / VP.

A Planning Form (EV1) must be completed and submitted to the Principal.

Appropriate levels of adult supervision must be attained in accordance with EA / CCMS guidance.

Read trip guidance document.

1. A letter informing the parents must be sent at least 2 weeks before each visit and written permission obtained for the child to take part. It is the responsibility of each teacher to ensure that this permission has been received and without it no child may be taken out of school. A checklist should be kept in the green record book for this purpose.

2. Educational Visit Form (EA / CCMS)(copy included) has to be completed for all visits, these forms are available in the office. In planning a visit the preparatory work and follow-up work as well as that being done on the day must be shown. This form must be given in 2 weeks **PRIOR** to any Educational visit -all parts of the form are to be completed before it is given to the Principal. The form is to be used for all times the children are involved in activities with a teacher outside school premises.

FOR LOCAL VISITS e.g. Markets, shops, church, traffic counts, the Principal should be informed in advance. Written permission for these visits may not be required if the parents have completed a general permission form at the beginning of the school year.

NO TEACHER may take a class out without additional adults to accompany them. Ideally, there should always be at least the required number of accompanying adults on any visit.

NO TEACHER may transport children unless they hold a fully comprehensive motor insurance policy, which permits limited business use. Teachers should check with their Insurance Company in order to ensure that they are covered to carry children.

Monitoring and Evaluating :

The Safeguarding Team will update this Policy and procedures in the light of any further guidance and legislation as necessary and review it annually. The Board of Governors will also monitor.

On-going evaluation will ensure the effectiveness of the Policy.

Date Policy Reviewed: _____

Signed:

_____ (Principal)

_____ (Chair of Board of Governors)

FORM EV1

EDUCATIONAL VISITS

This form must be completed for **ALL** visits which require children to leave the school premises. Completed form to be given to Principal a minimum of 2 weeks before outing.

Proposed Visit - Place
Means of Transport
Company Name

Tel:

Date
Supervising Adults

Total Cost

Cost to Children

No: Children involved

Reason:

Work to be done by children in preparation

Work to be done on visit (attach Worksheet)

Proposed follow-up work

Class Teacher.....

Class No:.....

Principal.....

Date.....

Approval:



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Principal: Sean McKinley

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Fax: 028 3751 0878

Website: www.stpatricksparmagh.com

HEAD INJURY NOTE

Date: _____

Dear parent,

Your child _____ sustained a Head Injury in school today.

They were assessed at _____ (time) by : _____ (First Aider)

We tried to make contact by telephone. Successful Unsuccessful

OUTCOME: Parent / Guardian visited school

Child remained in school

Child was taken home by parents

Signed: _____ (parent)

NOTES: Although no problems were detected at the time, we request that you observe your child for the next 24 hours for any of the following symptoms:

- Blurred vision
- Drowsiness
- Nausea or vomiting
- Severe headache
- Confusion
- Slurred speech
- Unresponsiveness
- Clumsy, staggering or dizziness
- Bleeding from ears or nose

Contact your GP or the nearest Accident and Emergency Department if you notice any of the above symptoms.

This is in line with best advice and our current 2016-17 First Aid Policy and Procedure

Yours sincerely,

S. Mc Kinley
PRINCIPAL

(Please sign and return this form once you are confident your child has recovered from any effects of their fall/ injury)

