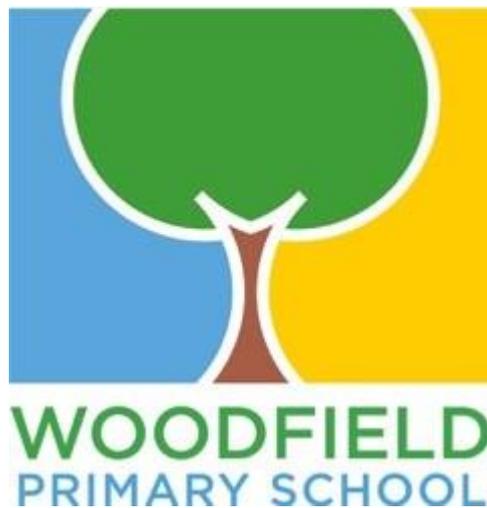


# Woodfield Primary School



## Health & Safety

Reviewed January 2017  
Next Review Due January 2018



The Head Teacher and Governor's of Woodfield Primary School, fully accept their responsibility under the 'Health and Safety at Work Act 1974' to provide the resources to ensure the health, safety and welfare of both staff, visitors and pupils.

The Health and Safety at Work Act states:

It shall be the duty of every employee while at work:-

To take responsibility for the health and safety of themselves and of any other persons who may be affected by their acts or omission and as regards any duty or requirement imposed on their employer or any person by or under any of the statutory provisions, to co-operate with them as far as is necessary to enable that duty or requirement to be performed or complied with.

Our school is therefore committed to identifying, then eliminating or controlling any hazards encountered in the school or on the site.

Our school is also committed to the safety of others not employed by the school who may be affected by the activities of the school i.e. parents and visiting members of the public.

The purpose of this policy is to further our aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. Parents need to know that every measure will be taken to keep their children safe. We believe that the prevention of accidents and hazards is a key responsibility for every member of the school community.

The Head Teacher will monitor the health and safety policy, in conjunction with the Site Supervisor and Business Manager, and revise it as necessary. It will be formally reviewed on an annual basis.

The health and safety policy will be communicated to all members of staff.

## **Rationale**

The school has a responsibility to ensure, as far as possible, the health and safety of all members of the school community. This includes staff, pupils, parents, helpers, governors, contractors, delivery people, students and other visitors. The school has a responsibility to ensure that staff and pupils are safe when they are away from the school site on visits.

There are many different aspects of health and safety at school to be considered. This policy enables the health and safety issues of our school to be identified and clarified. It enables systems to be set up to manage and monitor these issues.

## **Aims**

- To comply with the Education Department Safety Policy
- To ensure the health, safety and welfare of everyone working and visiting school
- To identify issues of health and safety
- To set up procedures to address the issues of health and safety
- To ensure that everyone concerned is aware of health and safety procedures and responsibilities
- To establish and maintain safe working procedures amongst staff and pupils
- To identify anyone who is particularly at risk
- To follow up any recommendations made by health and safety officers.

## **Objectives**

- To maintain a safe and healthy environment throughout the school
- To make clear the roles and responsibilities of everyone concerned
- To ensure that appropriate training is made available
- To provide and maintain adequate welfare facilities
- To develop safety awareness

## **Consultation Process**

All staff, pupils, parents and governors have contributed to this policy directly or indirectly. The content of the policy has been influenced by guidance from the DFE and the Health & Safety Executive.

## **ROLES AND RESPONSIBILITIES**

### **Governors**

Governors have a legal responsibility to the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must ensure that:

- the school has a suitable health and safety policy and that it is acted upon
- the senior management of the school operates safe school premises with safe equipment, materials and substances
- the policies and standards laid down by the LA are adhered to
- an inspection of the school is carried out periodically
- specific questions are asked of the school management to check that policy is adhered to

### **Head Teacher**

The Head Teacher's duties include activities organised on behalf of the school but being undertaken away from the school site.

The Head Teacher will:

- take day to day responsibility for all health and safety matters affecting the school
- ensure that effective communications on health and safety matters exist between the school and the LA's Safety Advisers
- ensure compliance with the health and safety law
- report to the Governors on matters affecting health and safety within the school
- together with school staff, assess and control the risks to anyone, from hazards within the school, and from any of its activities, wherever they are undertaken
- provide equipment and articles for the school that are adequate for their intended use, are correctly serviced and properly maintained
- ensure hazardous substances i.e. cleaning substances, are properly used, stored and disposed of
- maintain first aid and accident reporting systems that are suitable for the school
- evaluate the need for health and safety training for school staff and arrange for its delivery
- bring to the attention of the Governing body or the LA, any matter of health and safety that can not be resolved or is of substantial or imminent danger to anyone
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of everyone in school
- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, fire fighting equipment, emergency lighting etc. and that records are maintained
- ensure adequate fire drills are carried out and their results recorded
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc

- ensure that the school has access to competent health and safety advice
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff

### **Deputy Head Teacher**

The Deputy Head Teacher will assume the duties of the Head Teacher when deputising for the Head Teacher. It is therefore important that the Deputy Head Teacher is fully familiar with all aspects of the school safety policy.

### **All Employees**

All employees are to be familiar with the school safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety
- report any unsafe practices which come to their notice
- report any hazardous defects on the school premises or with school equipment that come to their notice.
- participate with the school to improve the standard of health and safety
- set a personal example

### **Site Supervisor**

The Site Supervisor will ensure:

- that the store room containing cleaning materials is locked at all times during the school day
- staff within his control are adequately trained or instructed to perform the duties for which they are employed
- the COSHH assessments have been carried out, are up to date, and the assessment sheets are available to staff who need them
- all staff using chemicals have been informed of the dangers from the chemicals they use, and the control measures that are in place to prevent them from being harmed
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with chemicals
- risk assessments have been carried out on all hazardous activities undertaken i.e. using ladders, entering boiler rooms etc
- under the direction of the Head Teacher/Business Manager, liaise with contractors on site

### **Pupils**

We believe the safety of children to be paramount and all staff aim to reduce the risks to the minimum by:

- being vigilant in the supervision of pupils
- insisting on the adherence to certain rules within school
- expecting high standards of behaviour
- developing sensible attitudes in the pupils
- teaching children to have care and consideration for others

Staff need to be aware of potential dangers carried by some activities in school. Pupils need to be taught to be aware of such dangers, how to avoid them, how to work safely and what to do in the event of an accident.

Pupils need to be closely supervised at all times but extra vigilance is needed when children are working on potentially dangerous activities (e.g. using tools, using electrical appliances, baking, etc.)

Pupils need to be fully aware of school rules and procedures and the need for these rules to ensure their safety and the safety of others. High standards of behaviour should be expected and reinforced at all times.

(See Behaviour & Inclusion Policy)

### **Visitors**

Visitors will be encouraged to demonstrate a responsible attitude to health and safety procedures when they are on the school premises or in contact with pupils. They must not intentionally set out to interfere with safety procedures or safety equipment and they must be identifiable as visitors during their stay. The school will inform visitors of any unusual health or safety risks. An injury to a visitor will be reported to the Head Teacher who will take further action if necessary.

If any member of staff requires further advice in any area of health, safety and welfare they should seek it from the Head Teacher or Deputy Head Teacher. Any member of staff requiring further training should see the Head Teacher or Deputy Head Teacher.

### **Communication with Parents**

Communication with parents on health and safety matters is essential. Such communication will arise for many reasons including:-

- Seeking consent for visits
- Clarifying emergency contact arrangements
- Gaining knowledge about medical conditions
- Identifying special arrangements such as medication
- Reporting accidents/incidents and the first aid given
- Providing information to parents about school policy and our approach to health, safety and welfare and whom parents should approach if they have any problems or questions.

### **Inclusion**

Special precautions may be required when disabled persons have access to a building. Staff need to be aware of any special requirements in the event of an evacuation or health and safety issue. The school is DDA compliant and has put in place all recommendations from the Single Equality Act 2010.

### **Procedures and arrangements**

#### **Action in the event of a fire**

The safety of pupils and staff is of primary importance.

1. Any adult discovering a fire should sound the alarm from the nearest call point.
2. The Head Teacher or person delegated by her (Business Manager or Site Supervisor) should call the emergency services.
3. The Head Teacher or person delegated by her (Business Manager or Site Supervisor) should ensure vehicular accesses e.g. main gate, field gate, are clear and open to allow the emergency services immediate and easy access.

On hearing the alarm, staff should execute an orderly evacuation of the premises using the following procedure.

### **Evacuation Procedure.**

1. Pupils and staff should leave the building by the nearest available safe exit in an orderly manner. Registers should be brought out by the office staff.
2. Other adults (visitors) should leave by the nearest safe exit.
3. Pupils not in their classroom at the time of the alarm must leave the building by the nearest safe exit and join their class at the relevant fire assembly point.
4. On reaching the assembly point, all classes should line up in a quiet orderly manner. A roll call and a head count should then be made.
5. The assembly points are on the playgrounds, well back from the school building.
6. Classes assemble in orderly lines
7. The Class Teachers will ensure roll calls and head counts have been made and report any missing pupils and staff to the Fire office on their playground (KS2 Deputy Head Teacher, KS1 Assistant Head Teacher) who will then in turn report any information to the Head Teacher/Business Manager immediately
8. On leaving the building where safe to do so doors and windows should be closed to prevent the spread of smoke and flames.
9. No person may re-enter the building until the all-clear is given by the fire officer in charge. (Head Teacher/Business Manager)

NB A Fire Drill will take place once every term. A written record is made of each fire practice, evacuation and for any real fires occurring during the school day. Staff and any visitors who leave the premises during the school day including break/lunchtime should sign in and out using the electronic visitors/staff system in main reception.

### **Bomb Alert**

Follow the procedures outlined above. It may be necessary to take children off the school site. The off school site assembly point is the garages off Swinburne Avenue where a roll call will be taken and then children and staff make their way to the Woodfield Working Men's Club where they can remain until collection by parents or it is safe to return to school.

### **Lock Down Procedure**

This is the term given to keeping pupils safe by keeping them indoors, in their classrooms or other safe locations. An example of when a lockdown may be appropriate is where there is a serious threat from an intruder carrying a weapon on or around school premises.

The lockdown signal is a continuous ringing of the school session bell, all staff should be aware of the signal used. The lockdown procedure is a 'protect in place' procedure so that you can ensure you have control of the children at all times.

Site Supervisor (SLT in his absence) to activate the session bell and activate the lockdown signal.

Ensure all pupils are in their classrooms or designated safe area.

Keep all pupils in designated safe areas until given the all clear from the police. If a child is out of class for interventions etc do not take out of the room to return to their classroom, follow procedures in the room you are in.

Consider locking or wedging classroom doors if necessary, close windows and blinds.

Keep pupils seated and away from windows and doors. There may be circumstances where it is necessary to sit on the floor or under desks.

Teachers will need to maintain a calm atmosphere (as best they can in the circumstances) and keep alert to the emotional needs of pupils.

Try to keep pupils engaged in a quiet activity or game.

Do **not** allow anyone out of the classroom during a lockdown procedure under any circumstances.

Teachers should remain with their pupils at all times.

This procedure has saved the lives of children in American Schools during shooting incidents and also at Dunblane.

### **Grab Bags**

In the event of a whole school evacuation the school has two pre-prepared grab bags.

One grab bag is kept securely on site in the main reception office and will be taken outside in the event of evacuation by the admin assistants or the Business Manager. The other grab bag is kept securely off site at the home of the Head Teacher the contents of which would be used to aid the recovery process following an incident affecting the school outside of normal opening hours. For more details please see the Emergency Planning Policy.

### **Fire Alarm Call Points.**

A bell is sounded in the event of a fire. This bell has a different tone to the session bell.

### **Testing of Equipment**

The fire alarm is tested weekly by the Site Supervisor.

The fire equipment is maintained and tested annually by Firesolve. - Governors make the decision annually to buy back this service.

The emergency lighting is tested quarterly by an external agency nominated by the LA Health and Safety office.

A record of fire drills and equipment testing should be entered in the Fire Log book.

### **Preventative Measures in Place**

Parents/visitors to be informed of fire procedures/exit points and assembly points. Information is given to new members of staff on fire safety as part of their induction.

Pupils are made aware of fire procedures and safety in the event of a fire in assemblies and PSHCE lessons.

Preventative measures are discussed with staff at regular meetings with regard to good housekeeping.

All fire exits remain unlocked during the working day and are regularly maintained.

PE/crash mats are flame retardant. The school and premises are non-smoking.

A clear desk and table top policy is in place.

### **Electrical Safety**

- All portable electrical appliances should be tested annually or biannually according to the equipment and where/how it is used.
- The fixed electrical installations should be tested at five yearly intervals.
- All staff using items of portable equipment should visually inspect them on every occasion prior to every period of use. Such equipment must not be plugged into the premises electrical supply, until such a check has been carried out. Any defective equipment should be recorded in the defects book on staff notice board and should not be connected to the electrical supply.
- It is essential that staff switch off and unplug any item of electrical equipment before moving or checking such equipment.
- Everyone must be aware of the dangers of trailing cables and ensure they do not cross walkways.

- Four way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.
- Pupils should be instructed that if a problem or defect occurs on any item of equipment they should inform the teacher immediately. Under no circumstances should pupils tamper with, or be allowed to interfere with any item of equipment.
- No member of staff should carry out any repairs to any piece of equipment, including electrical items unless they have received the appropriate training and are authorised by the DMBC.
- Staff are responsible for switching off any electrical appliances and where possible unplugged.

### **Chemical Safety - COSHH**

- All hazardous chemicals used for cleaning should be kept in the cleaning cupboard which will be locked at all times during the school day.
  - Teachers should not keep their own supply of cleaning materials in the classroom.
  - Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings shown clearly on the container.
  - Food or drinks containers should not be used to store chemicals. Only small quantities of the chemicals should be kept on the premises.
  - Any spillages should be cleaned up at once
  - Children should be taught to recognise the orange warning symbols which they may come across on household containers such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc. and be warned of the dangers
  - Protective clothing should be available when using chemicals Waste/Hypodermics/Sharps Disposal
  - The LA Policy is available in school (See Site Supervisor)
  - Waste disposal and 'Duty of Care' regulations contracts are reviewed annually
  - The site Supervisor carries out a regular inspection of the school field for sharp or hazardous objects
  - All staff should be vigilant. Pupils should be instructed never to touch any hazardous/sharp objects and inform a member of staff immediately if they encounter anything suspicious
- PE Equipment**
- The PE equipment is inspected and maintained annually by an outside agency
  - Teachers must check equipment as it is used. Any defects should be reported immediately and the equipment should not be used until remedial work has been carried out
  - Crash Mats/PE mats are flame retardant

### **Contractors on Site**

- All contractors used by the school have been checked and approved by the LA. All contractors follow safeguarding procedures – providing photo I.D. and comply with signing in procedures and if held copies of DBS certificates are provided to school.
- Before any work commences, a site meeting is held to discuss the work to be undertaken and agree how any potential problems can be avoided
- Any changes to school procedures required while the work is being carried out are communicated to staff, pupils and parents. As far as is possible, work is carried out outside of the school hours

### **Storage**

- Staff should make every effort to minimise the risks to themselves or others by ensuring that items are not stored on stock room floors in a way that restricts shelf access
- The doors to the electricity control box in the cleaning cupboard should be kept clear at all times

### **Risk Assessments**

- Risk assessments regarding hazardous activities on the school premises i.e. putting up displays, use of VDU equipment, use of ladders etc. and off site are available from the Head teacher, Business Manager or Site Supervisor and are located in the Site Supervisor's office and online. These are brought to the notice of and circulated to relevant staff
- Risk assessments are carried out by party leaders prior to each out of school visit using the QES website under the guidance of the Deputy Head Teacher.

### **Traffic Management**

The vehicular entrance/exit to the school is clearly marked and signs displayed. Pupils and parents are made fully aware of the pedestrian entrances to the playgrounds which are traffic free and for their use only. The visitor pedestrian entrance to the school goes via the car-park where there is a pedestrian crossing.

### **Ladders and Stepladders**

The DMBC safety procedures with regard to the use of ladders and stepladders on school premises are held in school and brought to the attention of all employees.

### **Office Safety**

A Display Screen Assessment is carried out to ensure that the school administration staff are not exposed to risks from repetitive strain injury or work related upper limb disorder. The administrative staff are involved in these assessments.

### **Use of Interactive Whiteboards**

Whilst the risk assessment in place relates specifically to potential risk relating to eye injury, it is important to stress that any trailing cables emanating from the projector, when not attached to the ceiling, should be covered by rubber trunking in order to reduce any potential trip hazard.

### **Security**

#### **School Access/Intruders**

The following measures have been taken to improve the security of the school.

1. All visitors enter through the main door and are required to report to the office, show photo I.D. and to sign in and out. They are issued with a visitor's badge for the duration of their stay in school.
2. Once signed in visitors enter school via a security locked door. (The security lock is at a high level where the majority of children cannot reach, it is also impressed on all the children that they must not operate the release button to allow entry to any person, even if that person is known to them.)
3. If any person unknown to a member of staff is seen in on the school premises without a badge they should be politely challenged i.e. 'Can I help you?' and directed back to reception. Any visitor giving cause for suspicion should be reported immediately to a member of SLT.
4. The school site is enclosed with security fencing and fitted gates padlocks which remain closed between 9.15am – 2.45pm
5. Staff must ensure that windows are closed at the end of the working day and that doors are closed and secure all day.
6. A clear table top and desk policy is in place.

### **Images Consent**

Parents/carers are asked to give permission for their son/daughter to be photographed for publications and for their image to be used on the school website.

We will not use full names of any pupil in a photographic image or video (just first names), on our website, in our school prospectus or in any other printed publications. We will only

use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

### **Personal Property**

- Staff are responsible for the security of their own personal items.
- Pupils should not bring valuables or money for personal use into school unless for a specific purpose eg. Tuck shop money.
- Parents are constantly reminded to identify pupils' clothing by securing name tags to them.

### **Valuable Equipment**

- Valuable items are security marked (using Smart Water) and included in the school asset register.

### **Aggression and Violence**

- Staff who have been victims of violence or aggression, physical or verbal, should report immediately to the Head Teacher.
- Where physical injury has been sustained this must be reported in accordance with the RIDDOR Regulations 1995.

### **First Aid**

We as adults have a joint responsibility for the health and safety of the pupils in our care and for each other.

Although great care is taken in the supervision of the pupils at all times, we cannot avoid accidents happening from time to time. We have staff in school who have a responsibility for First Aid, but occasions could arise when any adult in school may be called upon to give assistance to a pupil or adult on the premises or on a school visit.

Fortunately most accidents are minor and injuries are slight, but if a pupil/adult is hurt in any way and a first aider is unavailable, the responsibility for giving attention will fall on anyone else present.

The list of people in school with a certificate for emergency First Aid and paediatric first aid is held in the Main reception and Business Manager's office.

First Aid boxes are kept in the reception office, pe hall, Business Managers Office and in the two kitchens. (Spare supplies in the cabinet in the reception).

There is one large and several small boxes of first aid supplies kept in a cabinet for the purposes of visits. These are always kept properly stocked for this purpose.

Each MSA also carries a portable first aid kit with them on the playground at lunch times.

### **GUIDELINES**

1] If it is considered that a pupil is deemed to be unwell for school, the parent or person on the contact address should be requested to collect him/her. Details of contact telephone numbers can be found on the SIMS.NET (accessed by Office staff) or in the class folders in the reception.

In the event of a minor accident or a pupil feeling unwell, facilities are available at the office, including the possibility of rest.

2] In case of minor accident:-

Wash hands and put on disposable gloves

Wash wound carefully with water

If bruising/swelling has occurred, apply cold water compress  
Dispose of dressings etc. in a plastic bag and place in bin kept for that purpose.  
Wash hands thoroughly  
Record in accident book.

3] Any bump to the head or other injury considered to be more serious should be reported to the parents and recorded in the accident book. A standard first aid slip is available to advise parents of a bump to the head.

The school internal accident book should contain the following information and should be recorded in ink:

Date and time of accident

Location

Nature and place of wound (example, graze to right knee)

Treatment administered and by whom

Signature

4] If it is thought an injury requires a pupil to be taken home or merits further medical attention, the parent or nominated person should be notified as soon as possible.

5] Should the accident be of a more serious nature (requiring hospital attention) the external accident book /LA form should be completed in addition to the information in point 3 above. The Head or Deputy should be responsible for completing this and informing the LA.

The external accident book/forms can be found in the Business Manager's Office.

The internal accident book can be found in the main reception.

6] In the event of obvious or suspected serious injury or illness, an ambulance should be summoned without delay and parents or carers notified immediately. Under no circumstances should a pupil be taken to hospital in a member of staff's car.

RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences) To comply with regulations, the Health Authority should be informed immediately of any notifiable diseases.

### **Asthma at School - Guidelines**

These guidelines have been written with advice from the DFE, Asthma UK and the LA.

Woodfield Primary School recognises that asthma is a wide spread, serious but controllable condition affecting many pupils. We positively welcome all pupils with asthma, and encourage such pupils to achieve their full potential in all aspects of school life.

### **Asthma Medicines**

Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree that they are mature enough. The reliever inhalers of younger children are kept in the classroom.

All inhalers must be labelled with the child's name by the parent.

School staff are not required to administer asthma medicines to pupils (except in an emergency)

All school staff will let pupils take their own asthma inhaler when they need to.

### **Record Keeping**

When a pupil joins school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form.

A medical register is held in school and updated on an annual basis.

Parents are asked to keep the school informed of any changes.

### **PE, Games and Activities**

Taking part in sports, games and activities is an essential part of school life for all pupils. All staff know which children in their class have asthma.

Pupils with asthma are encouraged to participate fully in all PE lessons. Staff will remind pupils whose asthma is triggered by exercise, to take their reliever inhaler before the lesson and to thoroughly warm up and down before and after the lesson. If a pupil needs to use their inhaler during a lesson they will be encouraged to do so.

### **Out of Hours Sport**

There has been a large emphasis in recent years on increasing the number of children involved in exercise and sport in and outside of school. The health benefits of exercise are well documented and this is also true for children with asthma. It is therefore important that the school involve pupils with asthma as much as possible in after school clubs. In any clubs run by outside agencies, the lead coach will be made aware of any children who have an asthma inhaler at school.

### **The school environment**

The school does all that it can to ensure the school environment is favourable to pupils with asthma. The school does not keep furry or feathery animals and has a definite no smoking policy. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for pupils with asthma.

### **Making the School Asthma Friendly**

The school ensures that all pupils understand asthma. Asthma can be included in many areas of the curriculum, for example science and PE. When a pupil is falling behind in lessons If a pupil is missing a lot of time from school, or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to parents to work out how to prevent their child from falling behind. If appropriate, the teacher will then talk to the school nurse and SENCo about the pupil's needs.

### **Asthma Attacks**

All staff who come into contact with pupils with asthma know what to do in the event of an asthma attack.

In the event of an asthma attack the school follows the procedures outlined by Asthma UK.

### **Managing Medicines in School**

The following guidance draws directly on advice contained within the DfES publication Managing Medicines in Schools and Early Years Settings: DfES/Department of Health 2005 Ref 1448-2005 DCL-EN. The above publication provides updated guidance on managing medicines in schools and early years settings. The document sets a clear framework within which local authorities, NHS primary care trusts, schools and families can work together. This ensures that pupils requiring medicines receive the support they need and school and staff can work within approved guidelines

### **Children with Medical Needs.**

Children with medical needs have the same rights of admission to school as other children. Some children with medical needs are protected from discrimination under the Disability Discrimination Act 1995 and subsequent single Equality Act 2010. Emergency procedures for pupils with conditions where symptoms can be serious/life threatening are displayed prominently in classrooms and the main office – i.e. pupils with nut allergies.

### **Support for Children with Medical Needs**

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical needs. There is no legal duty that requires school staff to administer medicines. However, Woodfield Primary School has developed roles for staff that include the administration of medication. Staff who manage the administration of medication will receive appropriate training and support from health professionals.

### **Staff with medical needs**

All staff are required to fill in a medical questionnaire as part of the appointment process. Reasonable adjustments will be made by the Head Teacher to support staff with long and short term medical needs. All staff are aware of colleagues who have medical conditions such as diabetes, allergies, and of any relevant emergency procedures.

### **Procedures for Managing Prescription Medicines which need to be taken during the school day.**

1. Staff will not accept medicines that have been taken out of the container in which they were originally dispensed, nor make changes to prescribed dosages, even if asked to by the parent.
2. Short term prescription requirements will only be accepted by staff if it is detrimental to the child's health for them not to be administered. (as a general rule school will only administer medicines if they are required 4 or more times a day – medicines only required 3 times a day can be administered at home (breakfast, tea and before bed))
3. Staff will not administer medicines that have not been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber.
4. Medicines will only be accepted by staff in the original container as dispensed which should include the prescriber's instructions for administration
5. Medicines will only be accepted by staff if brought to school, by prior arrangement, by a responsible adult.

### **Procedures for managing prescription medicines on trips and outings**

School will always consider what reasonable adjustments might be made to enable pupils with medical needs to participate fully and safely on trips. Planning arrangements will always include these pupils, including appropriate risk assessments.

If any staff are concerned about how they can best provide for a pupil's safety on a trip, they should seek parental views and/or medical advice from the school health service or GP. For further guidance please refer to the DFE/LA guidance on planning educational visits.

A clear statement on the roles and responsibility of staff managing administration of medicines and for administering or supervising the administration of medicines will be in place.

Close co-operation between the school, parents, health professionals and other agencies will provide a supportive environment for pupils with medical needs.

Responsibility for each pupil's safety will always be clearly defined on the appropriate paperwork and each person responsible for a pupil with medical needs will always be aware of what is expected of them. The school will always take a full account of temporary, supply and peripatetic staff when informing staff of arrangements for the administration of

medicines. A clear statement on parental responsibilities in respect of their child's medical needs will be in place.

It is the parent's responsibility to provide the school with sufficient information about their child's medical needs if treatment or special care is needed. Parents are expected to work with the school to reach an agreement on the school's role in supporting their child's medical needs.

It requires only one parent/carer to agree to or request that medicines are administered to a child. It is anticipated that this is the parent with which the school has every day contact. Prior written agreement should be obtained from parents/carers for any medicines to be given to a child.

### **Assisting children with long term medical needs**

Where there are long term medical needs, a health care pro-forma/medicine plan will need to be completed involving the parents and the relevant health care professionals.

### **Refusing Medicines**

If a pupil refuses to take medicine, staff will not force them to do so but will note this in the pupil records and inform parents on the same day. If the refusal results in an emergency, then the school's emergency procedures will be followed.

### **Children carrying or administering their prescribed medication**

It is the school's policy to support and encourage pupils, who are able, to take responsibility for administering their own medicines. There is no set age when a pupil can take responsibility for their own medication so this will be a joint decision between school, parents and pupil. When pupils administer their own medication it will be stored by staff in safe custody until such time as it is required.

### **Staff training in dealing with medical needs**

The school will contact the LA to ensure that the correct training is received. Staff who have a pupil with a medical need will always be informed about the nature of the condition and when and where the pupil may require extra attention. All staff will, where possible, be made aware of the likelihood of an emergency arising and what action to take if one occurs.

### **Teaching Staff giving medicines**

Teachers conditions of employment do not include giving or supervising a pupil taking medicines. Any teaching member of staff who agrees to administer medicines will do so voluntarily.

### **Record Keeping**

Parents should inform school about the medicines that their child needs to take and provide details of any changes to prescription or support required. The school will take steps to ensure that this information is the same as that provided by the prescriber.

It is the responsibility of the parent/carer to provide further supplies of medication. This is not the school's responsibility. Although there is no legal requirement for schools to keep records of medicines given to children and the staff involved in the procedures, we believe that it is good practice to do so. Records will offer further protection to staff and proof that we have all followed agreed procedures.

### **Safe Storage of Medicines**

We will only store, supervise and administer medicines that have been prescribed for an individual pupil. We will only store medicines strictly in line with product instructions. Pupils will always know where their medication is and who will obtain it for them. Emergency

medication, such as inhalers, will be readily available and never locked away. Medication kept refrigerated can usually be stored with food if kept airtight and the refrigerator should only be accessible by limited personnel.

### **Disposal of Medication**

School will not dispose of medication. Parents are responsible for ensuring date expired or unused medicines are returned to the pharmacy. Parents will also be informed that school will not hold medication over a holiday, so uncollected medication will be returned to the pharmacy. Sharps boxes will always be used for the disposal of needles.

### **Hygiene and Infection Control**

All staff are familiar with the normal precautions for avoiding infection and follow basic hygiene procedures. We have introduced hand gel stations in all classrooms and eating areas and instil the importance of good hand hygiene to all children.

### **Premises Inspection**

- The school is regularly inspected by the Head Teacher, Business Manager and the Site Supervisor for any defects that could lead to an accident or the ill health of any occupant.
- The Safeguarding Committee carries out an inspection regularly and a report is provided to the full governing body for action by the Head Teacher.
- A full inspection is carried out by an LA Safety Officer on a three yearly basis. Any issues raised are given immediate attention. Health and Safety Assistance
- To satisfy legislative requirements, the school seeks the assistance of the LA health and safety department. This department provides advice and guidance on health and safety law and what the school needs to do to comply with the law.

### **Health and Safety Communications**

- Every member of staff has access to a copy of the school Health and Safety Policy
- Matters relating to health and safety are communicated to all staff and discussed through staff meetings.
- Matters relating to health and safety are included as items on the agenda for governors' meetings.
- The policy will be published on the school's website.

### **Staff Training**

The safety training needs of the school are considered by the senior school managers and the appropriate training is arranged for staff. Every member of staff will receive instruction in fire precautions during induction.

All staff will receive verbal instruction in health and safety matters at least once every 12 months and will sign to say they have read, understood and will obide by

### **Auditing of the Safety System**

The auditing of the safety system is carried out termly by:

- The Head Teacher and Site Supervisor
- The Governors' Resources Committee

Annually by:

- A teaching union's Health and Safety Representative

Bi-annually by:

- The Health and Safety Officer from Doncaster Metropolitan Borough Council.

Firesolve check all fire appliances held in school annually. A fire practice register and an accident book are held for inspection on site.

Emergency lighting is checked every three months by an independent contractor on behalf of the LA and a register is kept of the visits. A self- evaluating health and safety audit is carried out and the assessments forwarded to the Health and Safety Office at Doncaster Metropolitan Borough Council.

**Read alongside**

Please read this policy alongside:-

- Emergency Planning Policy
- Immediate Action Plan
- Security Procedures