



Health and Safety Policy

Introduction

The health, safety and welfare of all the people that work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are supported to fulfil their potential. The governing body, along with the Local Authority, takes responsibility for the health & safety of all our pupils, members of staff and others who visit our premises.

Section 1 – Statement of intent.

The Governing Body of the school recognise their corporate responsibility under the Health and Safety at Work etc Act 1974 to provide a safe and healthy environment for the teaching and non- teaching staff, the pupils and other people who come onto the premises.

The Governing Body will take all reasonably practicable steps within their power to fulfil this responsibility.

The Governing Body will operate within the structure and framework of Durham County Council, as detailed in the School Health & Safety Policy and Procedures Manual, and will where reasonably practicable apply all health and safety instructions and advice issued by the Local Authority and other enforcing bodies.

The school will ensure that risk assessments are conducted, recorded and implemented to guarantee so far as is reasonably practicable the provision and maintenance of:

- *safe premises, plant and systems of work;*
- *safe methods of using, handling, storing and transporting of articles and substances;*
- *suitable and sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;*
- *a safe working environment with adequate arrangements for the welfare of employees and;*
- *safe access to, and egress from, places of work including procedures for evacuation in an emergency.*

Adequate facilities and arrangements will be maintained to consult with employees, trade union representatives and the relevant internal and external safety agencies, to encourage a joint approach to the management of health safety and welfare.

All employees have a legal obligation to take reasonable care for their own health and safety, for the safety of others and to co-operate with the Governing Body and Head Teacher in fulfilling the schools' statutory duties.

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff, pupils and others.

Section 2 - Organisation of Health & Safety Responsibilities

Governing Body

The Governing Body has the delegated responsibility for the adoption and implementation of the health and safety management systems that comply with the principles set out in the Corporate Health & Safety Policy and Schools Health & Safety Procedures Manual. In order to fulfil this responsibility, the Governing Body will, as far as reasonably practicable, ensure that:

- ◆ *Health & Safety management procedures and systems are incorporated as an integral part of their overall school management system, and are adequately given a level of consideration equal to other school issues;*
- ◆ *the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the school's control is understood, implemented, maintained and monitored;*
- ◆ *pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and County Council requirements;*
- ◆ *where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;*
- ◆ *communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures;*
- ◆ *when requested the County Council is provided with information on the operation of the health & safety management system sufficient to fulfil its responsibilities,*
- ◆ *a review of the policy and its implementation is carried out at suitable intervals; and that,*
- ◆ *any problems or constraints in meeting these duties and responsibilities are brought, without delay, to the attention of the County Council.*

Headteacher

The Headteacher will co-operate with their Governing Body to ensure that:

- ◆ *adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;*
- ◆ *where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;*
- ◆ *systems are in place to monitor the application and effectiveness of the health and safety procedures;*
- ◆ *at intervals agreed with the Governing Body, a review of Health & Safety in the school is carried out; and,*
- ◆ *they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.*

The Caretaker

The Caretaker will ensure that:

- ◆ *the temperature in all working places is reasonable and within County recommendations*
- ◆ *suitable and sufficient lighting is maintained in all working areas*
- ◆ *the School, including its fittings and furnishings, is sufficiently clean to County standards, and will monitor the work carried out by contract cleaners*
- ◆ *floors are kept, as far as is reasonably practicable, free from obstructions and from any substance that is likely to cause a trip, slip or fall*
- ◆ *arrangements are made to minimise risks from snow and ice, which may involve salting, snow clearing or closure of some routes*
- ◆ *conduct weekly Health and Safety checks with the Headteacher and/or special interest governor*
- ◆ *he/she undergoes training and updates on Health and Safety matters*

Employees

All employees have a responsibility to:

- ◆ *observe the health & safety policy & procedures in school;*
- ◆ *take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;*
- ◆ *observe the schools systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;*
- ◆ *co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;*
- ◆ *use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;*
- ◆ *make use of safety aids, appliances, equipment and protective clothing provided;*
- ◆ *report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;*
- ◆ *do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;*
- ◆ *notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;*
- ◆ *do not interfere with any plant or equipment which has been involved in an accident, or has been taken out of use pending an investigation;*
- ◆ *familiarise themselves with the action to take in the event of fire or other emergency;*
- ◆ *seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or pupils in the school.*

Pupils

Our school promotes the spiritual growth and welfare of pupils, and aims to equip pupils with the skills, knowledge and understanding to live positive, safe and healthy lives.

Pupils will be encouraged to participate in helping to create a safe learning environment in school.

Section 3 – Health & Safety Procedures

The following health & safety procedures are detailed in the Durham County Council School Health & Safety Policy and Procedures Manual.

- ◆ *Accident / incident / ill-health reporting*
- ◆ *Asbestos*
- ◆ *Biological Hazards including infected sharps*
- ◆ *Building Related Projects*
- ◆ *Confined Spaces*
- ◆ *Design & Technology*
- ◆ *Display Screen Equipment*
- ◆ *Driving at Work*
- ◆ *Electrical Safety*
- ◆ *Fire Safety*
- ◆ *First Aid*
- ◆ *Food Safety*
- ◆ *Hand Arm Vibration*
- ◆ *Hazardous Substances (COSHH)*
- ◆ *Induction*
- ◆ *Lifting Operations & Lifting Equipment*
- ◆ *Lone Working*
- ◆ *Mobile Phones*
- ◆ *Manual Handling (Objects)*
- ◆ *Moving & Handling Pupils and Young People*
- ◆ *New & Expectant Mothers*
- ◆ *Noise at Work*
- ◆ *Personal Protective Equipment (PPE)*
- ◆ *Playgrounds and Outdoor Play Equipment*
- ◆ *Public Events on School Premises*
- ◆ *Risk Assessment*
- ◆ *Risk Register and Top Level Assessment*
- ◆ *Science Teaching*
- ◆ *Security in Schools*
- ◆ *Swimming Pool Operation*

- ◆ *Traffic Management*
- ◆ *Violence and Aggression*
- ◆ *Work Equipment*
- ◆ *Work at Height*
- ◆ *Workplace Transport*
- ◆ *Workplace Welfare & Premises Inspection*
- ◆ *Young Employees*

The school will use the above procedures and corresponding Risk Assessment forms to meet its obligations under the Health & Safety at Work etc Act 1974 and other regulations.

The school will keep up to date with additions and changes to the School Health & Safety Policy & Procedures Manual where it related to the work of the school.

Section 4 - School arrangements

The School curriculum

- *We teach children about health and safety in order to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. Teachers take every opportunity to educate children in this regard in the normal school curriculum. For example, through the science curriculum we teach children about hazardous materials, and how to handle equipment safely and the PSHCE curriculum, about drugs.*
- *We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHCE lessons and we reinforce these points as part of our healthy school's programme, where children learn about eating and hygiene. We also show them how to move and play safely in PE lessons.*
- *Health and safety issues also arise when we teach care for the environment and awareness of the dangers of litter. Key Stage 2 children receive sex and drugs education. (See the Drugs Education Policy and Sex Education Policy)*
- *Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festival, and through the daily act of collective worship.*
- *Each class has the opportunity to discuss problems or issues of concern with their teacher. Teachers use circle time to help children to discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.*

School meals

- *Our school provides the opportunity for children to buy a meal at lunchtimes. If parents are in receipt of income support, they may claim free school meals for their children. We do all we can to ensure that the meals provided have a suitable nutritional value and work with Taylor Shaw to achieve this.*
- *Care is taken to ensure pupils with food allergies are given meals that are safe and of nutritional value.*
- *If children choose to bring their own packed lunch, we provide them a suitable place to eat their lunch, and we supervise them during this time.*

- *Our school promotes a healthy lifestyle and achieves the Healthy School Standard.*

Child protection

- *There is a named person responsible for child protection in the school. This is the head teacher, but this may be delegated in some circumstances. Gaynor Davison, Helen Walters and Chris Lawson are designated Safeguarding Leads.*
- *We require all adults employed or having contact with pupils in school (e.g. staff, volunteers, contractors etc) to have been DBS checked before being allowed access to pupils. This includes adults accompanying Educational Visits.*

Visitors in school

- *The entrance to the school is kept locked to prevent unauthorised access.*
- *All visitors will sign the visitors' book on entering the school and wear a visitor's badge at all times.*
- *Staff should report any potentially unauthorised visitors to the Head Teacher as soon as possible. Staff should not put themselves at risk challenging intruders, but should ensure pupils are moved to a place of safety.*

Seat belts

Our school only uses coaches and mini-buses that have seat belts provided. We instruct pupils to wear seat belts at all times when the vehicle is moving.

When staff cars are used to transport pupils the law regarding child restraints is always followed without exception.

Educational visits and Off-Site Activities

Our school recognises the educational benefit of educational visits and off-site activities and the valuable contribution such activities can play in supporting the curriculum.

The school will follow the Local Authority guidance on Educational Visits and seek Local Authority approval for all visits where LA approval is required.

Governors delegate the Head teacher authority to approve all visits on behalf of the school with the exception of overseas visits and those involving adventurous activities requiring an AALA licence. Approval for such visits will be made by the governing body.

Educational Visits for the previous term will be included in the head teachers termly report.

Qualified inspectors will be employed on an annual basis to examine, report on and, where possible, repair:

- ◆ *all portable electrical equipment and maintain a log of all such equipment*
- ◆ *all major PE equipment*
- ◆ *all firefighting equipment*
- ◆ *all mixer valves in the hot water system*
- ◆ *the air conditioning system*

- ◆ *the fire and intruder alarm system*

The ultimate responsibility for all School safety organisation and activity rests with the Headteacher, who shall:

- ◆ *be the focal point for day to day references on safety and give or indicate sources of advice*
- ◆ *co-ordinate the implementation of the approved safety procedures in school*
- ◆ *maintain contact with outside agencies able to offer advice*
- ◆ *report all known hazards immediately to the authority and stop any practices, or use of any plant, tools, equipment etc. that are dangerous, or potentially so*
- ◆ *make or arrange for investigation of premises, places of work and working practices on a regular basis and ensure that he/she is kept informed of accidents and hazardous situations*
- ◆ *regularly review the provision of first aid and the emergency regulations*
- ◆ *keep governors regularly informed about safety procedures of the school*

Children entering and leaving school

See Policy and Procedure for Collection and Non-Collection of Children

Children come into school via a side entrance that leads directly to the playground. The gate is opened at 8:55 am each day until 9:00 am and is then kept locked until 3:00 pm.

During times where we are following Covid-19 Risk Assessment, there is a one-way system in place. Only one parent/carer should accompany their child/ren, accessing the one-way system down the side of the Community Centre, turn left at the end of the building and then follow the newly constructed path through the new gate and onto the yard. Parents/Carers drop their child/ren off at relevant entrances and continue across the yard, exiting through the gate by the back lane. Classes arrive at staggered times to ensure social distancing can be adhered to. Full details are help in the Covid-19 Risk Assessment.

Children who arrive late come to the main entrance.

Children are not permitted to leave school premises during the school day unless they have permission. If it is to retrieve a ball they go with a partner and are supervised by the duty Teacher.

Early Years Foundation Stage

The Nursery gate is opened 10 minutes before the start of each session so that parents/carers can use the outside environment with their child. The door is locked during each session and supervised when people are entering and leaving.

During times where we are following Covid-19 Risk Assessment, there is a one-way system in place. Only one parent/carer should accompany their child and wait, following socially distancing rules, outside the garden gate. At 9.00am the gate is opened and children are accompanied by Nursery staff across the garden and into the nursery building. Full details are help in the Covid-19 Risk Assessment.

Children are collected from the Foundation Stage Unit by a named adult, according to the EYFS welfare requirements.

A child cannot be taken home by anyone who is not on that child's contact list. If a parent sends someone who has not been named, the parent will be contacted by telephone for permission. If telephone permission cannot be obtained the person will be sent back to request permission and ask the parent to contact us. Another person on the list will be contacted if necessary.

If no-one can be contacted, then the procedures below for uncollected children will be followed.

Reception and Key Stage 1

Children in Class 1 and 2 are collected from the school yard, directly outside their classroom door by a named adult.

All children in KS1 are expected to be collected by a responsible adult. If anyone other than the usual parent is collecting a child, parents are asked to ring school and let us know. No child can be sent home with anyone under the age of 16 years. Any child needing to leave school for an appointment during the school day must be collected from the front entrance.

Key Stage 2

Children in KS2 may walk home alone, with friends or with other parents. A list is kept of signed permission of those children who are allowed to walk home uncollected. The procedure of appointments applies as above. In exceptional circumstances parents may request Y6 pupils walk home, if ill etc, as long as they telephone school once the child has arrived at home.

Children who do not walk home alone are collected from the school yard, by a named adult.

People entering the Community Centre must not enter the School Building. The Community Centre door is kept locked at all times during the day when children are in school. Notices are posted to that effect.

Car Parking

Parents are reminded and encouraged to park in the car park adjacent to the drive. People are requested to have consideration for other road users and pedestrians.

A great deal of work has been carried out concerning parking over the last year. Road markings have been repainted and a larger loading hatched area has been marked. Plant pots have been positioned where cars were parking unsafely along the security fence. No parking signs have been placed. Staff display badges to show which provider they are employed by with a reference number. This reference number matches to their details kept by the respective admins in each of the four settings to help identify any cars blocking parking cars and to monitor appropriate parking. Parents and carers are regularly reminded about car parking expectations in newsletters.

Fire Guidelines

a. All members of staff / person in charge of event in school

The following are the responsibility of all members of staff (Teaching and Non-teaching), persons in charge of any event in the school building when out of school hours and not under the direction of the Headteacher/Deputy Headteacher or Member of the Community Association Management Committee.

- 1. Being aware of the siting of all emergency and other exits.*
- 2. Being aware of the siting of all fire warning call points in the vicinity in which working.*
- 3. Being aware of the siting of all fire extinguishers and fire fighting equipment in vicinity of which working.*
- 4. Being familiar with procedures for raising the alarm and evacuation of the teaching/work areas in which the class/group are/may be working.*
- 5. Being familiar with the use of such equipment as mentioned in point 3.*
- 6. Ensuring that no obstructions are blocking the emergency or other exits.*
- 7. Informing the Headteacher/Deputy Headteacher currently in charge of the building of any damage/inadequacy in relation to the fire fighting/alarm equipment.*
- 8. Ensure electrical goods are unplugged after use and returned to store.*
- 9. Ensure any fire doors are kept closed*

b. Headteacher (or in Headteacher's absence the Deputy Headteacher

- 1. Ensure that this document is made available to any new members of staff - temporary or permanent. (A copy of these guidelines and evacuation procedure should be displayed in each teaching/work area in the building – in the red Safeguarding File.)*
- 2. Ensure that a fire drill is held each term. This should be recorded in the Fire Safety book.*
- 3. Ensure that the fire bell is tested regularly. This should be recorded in the Fire Safety book.*
- 4. Ensuring that any reported damage or inadequate items of fire fighting equipment or alarm system are reported for repair immediately. Such reports, action initiated and when completed should be recorded in the Fire Safety book. The equipment should be checked annually.*
- 5. Knowing site of fire hydrants and being able to indicate these to emergency services.*
- 6. Ensure that a map of the site is available showing clearly the fire hydrants and all areas of the building. This is kept in the back of the Visitors Signing In Book and is available for handing over to the emergency services on their arrival so that the site of a fire may be indicated with the minimum waste of time.*
- 7. Ensuring that staff are aware of their responsibility toward flammable and potentially dangerous materials and their use/safe storage.*
- 8. Carrying out the stated duties for the evacuation of the building during a fire.*
- 9. Arrange a place of safety for children until able to return to the building / be collected by parents.*
- 10. Making sure that staff are aware of no smoking policy in school.*

*c. Deputy Headteacher/nominated member of Community Association Committee
In the absence of the Headteacher/Deputy Headteacher, all points listed under b.*

d. Caretaker

All points in section a. plus:

- 1. Ensure all staff are keeping all exits clear of obstruction by reminding individual staff/informing Headteacher of any problems.*
- 2. Checking that all exit doors are opened easily and are not locked during school day/duration of activity.*
- 3. Ensure that all fire doors are clearly marked.*
- 4. Remind, reporting to Headteacher/member of Senior Management Team, any problems with fire fighting equipment and also maintenance date as it draws near.*
- 5. Knowing site of fire hydrants and being able to indicate these to the emergency services.*
- 6. Replacement of fuses to standard electrical equipment. Contacting qualified electrician to inspect any such items where there is persistent fuse failure.*

e. School Admin

All points in section a. plus:

- 1. Calling for emergency services as soon as fire alarm is sounded.*
- 2. Receiving message as to site of fire and informing Headteacher/Deputy Headteacher as to whereabouts of emergency.*
- 3. Collecting all registers from office if they have been returned. Taking registers to Class Teachers where waiting with class.*

f. Cook

All points in section a. plus:

- 1. Ensuring all kitchen staff are fully aware of points covered in section a.*
- 2. Checking that all kitchen staff are evacuated from the building. Ensuring that Headteacher is informed that the kitchen area is clear, or if anyone is missing, and their last known whereabouts.*

Emergency Evacuation Procedure

Fire will be indicated by the continuous ringing of the fire bell, or in the event of failure in the automatic system the ringing of a handbell.

The following are the responsibility of all staff

- 1. Sound Fire Bell at nearest point.*
- 2. Inform Health and Safety Team, Headteacher, Deputy Headteacher of the site of the fire/emergency.*
- 3. Pick up class register if still in the classroom.*
- 4. Line up all members of the class/group and escort them to the assembly point.*
- 5. Ensure all windows and doors are closed on exiting.*
- 6. The registers will be brought to the assembly point by the secretary or in his /her absence by an appointed person. The pupils should be checked against the register.*
- 7. Report to Headteacher or his/her representative the last known whereabouts of any missing pupil/person.*
- 8. Await instructions as to possible return to building/place of safety/dismissal of pupils.*

In addition, the following staff are asked to undertake the following duties on exiting:

- 1. Teaching Assistant to check Nursery toilets on exiting.*
- 2. Headteacher to check classrooms, class corridors, staffroom and offices, remaining corridors and toilets.*

Responsibilities of the Headteacher/Deputy Headteacher/Member of Community Association Management Committee in the event of Fire/Emergency Evacuation

- 1. Call for emergency services as soon as fire alarm is sounded relaying site of fire/emergency.*
- 2. Walk round each assembly point and check with Teachers that all pupils are accounted for, or the last known whereabouts of anyone missing is known.*
- 3. Check with Cook that all kitchen staff are safely evacuated or the last known whereabouts of anyone missing is known.*
- 4. Appoint someone to meet Emergency services with site plan – Secretary.*
- 5. Arrange for removal of children to a place of safety until able to return to the school building or dismissal time.*

Responsibilities of School Secretary in the event of fire/emergency evacuation

- 1. Collect all class registers, if returned to office, and hand them to a TA who collects them from school gate*
- 2. Assist Headteacher/Deputy Headteacher as required.*

Responsibility of Cook in the event of fire/emergency evacuation

- 1. Switch off all electrical equipment.*
- 2. Evacuate all kitchen staff, ascertaining and reporting missing staff to Headteacher.*
- 3. Collect any children on route and escort them to assembly point.*
- 4. Remain at the assembly point until told to return to school building or place of safety.*

The assembly point is the far end of the school yard.

Fire Drill

As soon as the caretaker, or a nominated staff member of staff identified to set off the alarm, sounds the fire alarm all children and adults must stop what they are doing and walk out of the building through the nearest exit to the assembly points. Do not stop to collect anything.

The Headteacher, admin and Caretaker will leave in different directions checking appointed empty rooms on their way to the assembly point.

The class registers and Visitors Signing In Book will be brought to the designated assembly point by the School Secretary.

Teachers will take headcount while leaving the class room.

Teachers check that all the children are present, then return registers to the School Secretary.

No one is allowed back into school until the all clear is given by the Headteacher.

The Caretaker times the drill and records it in the Fire Safety Log Book.

Please make sure that all children walk in and out of school sensibly, and line up quietly.

If the normal exit is blocked for any reason then use the nearest exit available.

Lunchtime Fire Procedure

All Lunchtime Supervisors on duty in the playground shall on hearing the fire alarm gather all children together and make their way to the assembly points.

Lunchtime Supervisors on duty in the dining room shall evacuate all children from the building and make their way to the assembly points.

The Headteacher or Deputy Headteacher will ensure, as far as reasonably practicable, that the rest of the building is vacated.

Once at the assembly point, the above procedure applies.

An evacuation procedure (Fire Drill) and site plan are displayed around school.

Any child with a PEP (personal evacuation plan) is known to staff

Fire and Bomb Alerts

In the event of a fire or bomb alert the Headteacher or person designated must:

- 1. Ring the fire alarm to activate the evacuation of the premises of all adults and children (see evacuation procedure)*
- 2. Phone 999 for the Fire Brigade and Police.*
- 3. Check that the evacuation procedure has been followed.*
- 4. Remain at the front of the school to meet the Fire Brigade/Police.*
- 5. All children and adults must remain outside until the all clear is given.*

Policy of Children Moving Equipment

In the normal day to day running of the school, there are certain situations where children will need to remove equipment or items of furniture. For example:

- 1. Chairs and / or tables.*
- 2. Sports equipment.*
- 3. Small items of equipment.*

Children must always be supervised when moving any equipment or item of furniture. Some items they will need may be heavy and awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on a regular basis.

PE and Sports Equipment

When using large apparatus, children must be trained in how to move, lift and set out each piece of apparatus. This includes how to lift correctly, and how many children are needed for moving each piece of equipment (this should include how to bend) for example football posts, one child at each end.

Furniture

- 1. Chairs should be moved one at a time, and children shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed then the Caretaker will supervise.*

2. *Tables need one child at each end. A child must not attempt to lift a table on his or her own.*
3. *Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.*
4. *Always make sure that when any item of equipment or furniture is being moved from one room to another, that there is another child to open and close doors.*

Security of Premises

The Caretaker is the designated key holder and is responsible for the security of the building. The Cleaner is also a key holder in the absence of the caretaker.

Class Teacher

It is the responsibility of the Class Teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Caretaker

It is the responsibility of the Caretaker to check regularly that:

1. *All locks and catches are in working order.*
2. *The emergency lighting is working.*
3. *The fire alarm has no faults.*
4. *The security system is working properly.*

Before leaving the premises, to check

1. *All the windows are locked.*
2. *The doors are locked and secure.*
3. *The security alarm is set.*
4. *All gates are locked.*

Accidents

Employees / Pupils / Visitors

This also applies to all Education employees and self-employed persons on school premises.

Any accidents to the above, (other than small scrapes / bumps which require first aid) must be reported to the Health and Safety Department within County Hall. (by telephone if a major incident). The details must be dispatched to County Hall via the online system accessed by an Admin Officer or the Headteacher.

If the accident is more than a minor one for child or adult, please report it immediately to the Headteacher or Deputy Headteacher who will send for an ambulance if needed and contact parents.

For slight injuries to a child which result in no treatment, or minor first aid, a record slip is completed and sent home with the child.

Person Responsible for Supplies

The Health and Safety Officer (Headteacher) is responsible for checking the contents of the first aid boxes on a regular basis and for placing orders to replenish stocks. All staff are responsible for notifying the Health and Safety Officer if the supplies in any of the first aid boxes are running low.

Vomit / Spill Kit

There are now separate vomit clean-up kits, in the First Aid Cupboard in the children's entrance.

Vomit / blood must be double bagged in yellow bags before disposal. White buckets and mops are to be used for vomit only as marked in the cupboard.

Allergies/Long Term Illness

A record is kept in the General Office of any child's allergy to any form of medication, and any long-term illness, for example asthma, and details on any child whose health might give cause for concern. This medical information is also kept by each class teacher, and is kept up to date by the Secretary.

All children with long term or more serious medical needs have a care plan.

Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any staff ordering chemicals must only order those covered by the COSHH register.

Any members of staff using chemicals must:

- 1. Check the substance against COSHH register (found in Health and Safety File 1 in Headteacher's office)*
- 2. Follow procedures laid down for use*
- 3. Be aware of procedures for avoiding exposure and for control.*
- 4. Inform the Headteacher or Deputy of any difficulties.*

Policy on the Administration of Medicines during School Hours

From time to time, parents request that the school should dispense medicines which need to be administered at regular intervals to children.

These requests fall into two categories:

- 1. Children who require emergency medication on a long-term basis because of the chronic nature of their illness (for example, asthma and epilepsy) and these children will have a Care Plan*
- 2. Children who are suffering from casual ailments (coughs and colds etc.)*

The school does not administer medicines for casual ailments.

If it is unavoidable that a child has to take medicine in school for treatment for a long-term illness to be effective, then each individual case will be considered.

See Medication Leaflet for Parents and Carers

Policy of First Aid in School

Many staff, both Teaching and Non-teaching have been trained in emergency First Aid, including first aid for children. They are detailed on the First Aid Cabinets and are responsible for dealing with minor incidents requiring first aid.

St John's Ambulance Emergency First Aid at Work to include resuscitation of Children

Completed April 2020 to be renewed by April 2023

J Chazot

T Fawcett

K Hodgson

C Lawson

C Linfoot

J Meehan

H Satterthwaite

C Smith

A Winter

A Thompson

N Watkinson

V Mills

A Thompson

L Tosney

H Walters

C Wilson

J Winter

C Hughes

R Hindhaugh

O Mortimer

Foundation Stage Staff have received Paediatric First aid training

Completed December 2021, to be renewed by December 2024

Mrs T Fawcett

Mrs C Lawson

During lesson time first aid is administered by the Class Teacher, or Teaching Assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should use the First aid Box in the cupboard beside the children's entrance (marked as First Aid).

If there is any concern about the first aid which should be administered then a qualified first aider must be consulted.

Safety/ HIV Protection

Always wear disposable gloves when treating any accidents/incidents that involve body fluids. Make sure any waste (wipes, paper towels, pads etc.) are placed in a yellow clinical waste disposable bag and fastened securely. Any children's clothes should be placed in a plastic bag and fastened securely ready to take home.

School Medication Policy

- ◆ *Parents/Carers request medication to be given to child*
- ◆ *Headteacher considers request*
- ◆ *Only medication prescribed by a Doctor can be administered in school*
- ◆ *Medication must have Pharmacists label with precise instructions – e.g. crushed in water etc*

- ◆ *Liquid antibiotics can be administered – kept in lockable box in staffroom fridge*
- ◆ *Medication must be handed to named person (or Headteacher in her absence)*
- ◆ *Parents/Carers fill in medication form, and care plan if necessary*
- ◆ *Medication kept in locked cabinet in locked room*
- ◆ *Record kept in locked cabinet in staff room*
- ◆ *Medication is administered by named person and record kept of dose, number of tablets left etc as per form*
- ◆ *Medication to be collected by parent/carer at end of term, and signed for*
- ◆ *Medication returned at beginning of next term and register signed*
- ◆ *Any unused medication to be collected by parent/carer when child leaves this school*
- ◆ *If not collected must be taken to Chemist for disposal.*

School Asthma Policy

Asthma Education

The school has a responsibility to advise all staff on practical asthma management. The school nursing service could be involved to advise and offer support.

Access to Inhalers

Only reliever inhalers are to be used in school. (Blue inhalers) Inhalers are kept on the top shelf of classroom cupboards.

Inhalers are taken on educational visits, on the sports field, in the school hall during PE and at break and lunchtimes, and while swimming.

Each child with an inhaler will have a care plan and administered doses will be marked in child's record book

Nebulisers

Children with severe asthma may use an electronic compressor called a nebuliser to deliver their asthma drug. If this is necessary the school nurse or child's GP should liaise with the school to give correct management advice for these children.

Trigger Factors

Many things can trigger an asthma attack. This may be because of allergy e.g. pollen or animal hair. Care should be taken if pets are kept in the classroom.

Disclosure and Barring Service

See Safeguarding Policy

All adults who work with children must now be checked by the above organisation. A Disclosure Certificate will have been issued and must be produced if asked. This also applies to all volunteers.

Communication

School communicates its Health and Safety procedures in a variety of ways. They include.

- ◆ *verbal reminders*
- ◆ *letters to parents/carers etc.*
- ◆ *posters and signs around the school.*

Training

All staff should be involved in on going training. This may be in the form of school-based training or external courses. Before any new appliances are used staff must receive the appropriate training.

Monitoring

The Health and Safety co-ordinators will monitor all areas of the school on a regular basis. Aspects requiring attention should be reported to the Health and Safety Officer (Headteacher). A record will be kept. The co-ordinator will take part in regular training to update on new legislation and requirements.

Risk assessments of the whole site take place annually in April for the School Work Place Audit.

Signed: G Davison

Headteacher

Date: April 2021

Signed: C Linfoot

Chair of Community and SMSC Committee

Date: April 2021

Review: April 2022