

# WOODS PRIMARY SCHOOL



## HEALTH AND SAFETY POLICY

This school's policy is to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school.

The SELB's Health and Safety Policy is adopted and complemented by the school's Policy.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils.

The Governing body accepts responsibility for the health and safety of others who may be affected by school activities.

Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives.

### SCHOOL SECURITY

The external doors on the school are fitted with Visitor Access control locks, which can be operated from the school office and the Principal's classroom. These locks are 'on' during the school day and anyone entering the building at this time is required to identify himself/herself, and report to the secretary's office or the Principal. Visitors will be asked to sign the Visitors Book and wear a visitor's badge. This in no way detracts from the open-door policy of the school.

All adults working in the school, including parents working as volunteers, must undergo a police check.

### SAFETY OF CHILDREN



- KS1 children, especially those without older siblings, should be escorted to the front door of the school.
- Late comers should be accompanied by a parent/guardian to the school office where the secretary will sign them in and ensure that they get to their class safely.
- It is the responsibility of parents to ensure that their children arrive in the school building safely.

- It is the responsibility of teachers to ensure that curriculum activities are safe and effectively supervised.
- Pupils should observe standards of dress consistent with safety and/or hygiene eg correct PE clothing and footwear.
- Pupils are only taken off the school site with prior permission of parents.
- The school rules have been written with the safety of all in mind and must be adhered to. These rules are displayed in different locations around the school.
- Children are taught to have care and consideration for themselves and others:
  - In the classroom
  - Using equipment eg gymnastics etc
  - Moving around the school
  - Carrying out investigations
  - On educational visits.
- Children are supervised in the playground at lunchtime and morning break by members of the teaching staff, classroom assistants or supervisory assistants.
- A member of staff is on duty at the front door between approx 8.45 am and 9.00 am, after which the school door will be locked.
- A member of staff is on duty each day at 2 pm to ensure that P1 - P3 children stay inside school grounds until collected by a parent/guardian.
- A member of staff accompanies children who travel by bus to the bus and ensures that they are seated correctly and that seat belts are fitted, if available.

## **CAR PARKING**



Pupils enter the school premises by a gate and path which is situated well away from vehicle entrance and car park. The road in front of the school is extremely busy. We must ask those collecting children by car, at any time of the day, to meet their child inside the school gate.

The school has regular contact with PSNI and Road Safety officers, who will talk to the children and provide information and leaflets.

## **ACCIDENTS**

- When an accident involves injury to a child, this will be dealt with by either the teacher on duty or the child's own teacher.
- If there is any concern about the injury, the trained first-aider must be consulted. The trained first-aiders are Mrs S Gamble and Mrs J Duncan.
- When dealing with an injury, staff must always wear disposable gloves and ensure any waste is disposed of securely.
- If there is any concern whatsoever about the injury, the school will contact the parent.
- In the event of an accident in eg playground or classroom the person who was supervising at the time of the incident is responsible for ensuring that the incident is recorded in the Accident Book.
- If the parent cannot be contacted, then, if the school deems it necessary, the family doctor or emergency services will be contacted.

NB When a child becomes a pupil at Woods Primary School, the parent or guardian fills in a School Data Form which the school maintains on computer and on paper. The information given on this form is very important, especially in the event of an accident. Parents/Guardians must ensure that the school office is notified immediately if there are any changes, particularly in a child's health, the family doctor and especially 1<sup>st</sup> and 2<sup>nd</sup> contact numbers.

## FIRST AID

Mrs Gamble and Mrs Duncan have undergone an approved training course in administering First Aid at work and hold a current 'First Aid at Work' Certificate. This certificate is valid for a period of 3 years up to 2014.

### First Aid Supplies

Mrs Gamble is responsible for checking the contents of the First Aid Boxes on a regular basis and they will be maintained inline with Board regulations. All staff are responsible for notifying Mrs Gamble if supplies in the boxes are running low.

A box is mounted on the wall beside the playground door for easy access. Another box is stored in the staff room. A small portable first aid box is available for school outings.

An up-dated First Aid manual is easily accessible (beside Incident Book) in the staffroom.

First Aid Boxes will contain:

- Scissors
- Bandages
- Surgical Tape
- Cotton Wool
- Sterile Individual Wipes
- Antiseptic Wipe (for hands)
- Disposable Gloves
- Sterile Gauze
- Sterile Dressings
- Plasters (It is our school policy to supply plasters. If you do not wish your child to get plasters, or your child needs special non-allergic plasters please inform the school in writing.)

All Staff should:

- Know how to call the Emergency Services.
- Know who is responsible for carrying out emergency procedures in the event of need.

NB Any employee rendering First Aid to the best of their ability is indemnified by the SELB.



## ADMINISTRATION OF MEDICINES

In most schools there are pupils who may need to take medication during school hours, for long or short term medical needs, or in 'emergency situations'.

The prime responsibility for a pupil's health rests with the parent/guardian, however, to enable pupils requiring medication to participate in school activities the school may agree to assist with a child's needs.

Although Staff Conditions of Employment do not include giving medication or supervising a pupil taking it, staff may volunteer to do this.

### Parental Responsibility

- **Ensure their child's fitness to attend school**
- Make the school aware of the need for medication.
- Parents of children with long-term medication needs should agree the school's role with the Principal.
- Provide written instructions and make a written agreement with the school. (Fill in the appropriate form - see below.)
- Provide sufficient, correctly labelled short term or long term prescribed medication.
- Request where possible medicines that can be administered outside school hours.
- Ensure changes are notified immediately.

### Short Term Medication

School staff will only administer **essential prescribed** medication eg antibiotics and only then with prior **written approval** from the parent/guardian. (A White Medical Consent Form is available from the school office.) If a parent feels that their child requires non-prescribed medication eg painkillers, cough bottles these can only be administered by the parent.

### Long Term Medication

When a parent requests medication to be administered to a pupil at school, the school will discuss the pupil's condition with the parent and implications of the pupil's medical condition with the appropriate staff.

- A written request together with a statement of the pupil's condition and requirements must be made available to the school.
- The school must decide on the way in which the school will meet the pupil's requirements. A Blue Medical Consent Form (available from school office) for long term administration of medicine **must** be completed by the parent/guardian.



### **Storage of Medicine**

Parents must ensure that:

- The medicine container is labelled with the name of the pupil, dose and frequency of administration and any expiry date.
- Where a pupil requires two or more medicines, these should be kept in their original container and never transferred to another container.
- Medication for asthma eg blue reliever inhaler may be kept in the pupil's school bag and taken when required. A spare inhaler for each child should be kept by the teacher. All other inhalers eg brown preventer inhaler should not normally be brought to school.

Staff must ensure that:

- Medicines are kept in a secure cupboard.
- A regular check is made to ensure that a medicine is not out of date eg epi-pen.

### **School Trips**

Staff supervising excursions will be informed about any medical needs and relevant emergency procedures. If necessary an additional supervisor or parent might accompany a particular pupil.

## **EDUCATIONAL VISITS**

Young people derive considerable benefit from taking part in educational visits, often participating in activities and experiences not available in the average classroom. It is widely acknowledged that such educational visits help young people to develop a wide range of valuable personal and social skills.

It is therefore incumbent upon staff who are supervising young people to act reasonably in all circumstances, so that the personal safety and well being of those in their care is not jeopardized during the visit and that the pupil/adult ratio required by law is adhered to.

## **FIRE/EMERGENCY EVACUATION**

- Fire Drills are carried out (normally once a term).
- All staff and pupils participate in and are familiar with the procedures.
- Each classroom has a specific exit route which is clearly marked and known to pupils and staff.
- Classes cluster, with the class teacher, at the top of the KS1 playground.
- Classes only return to the building when told to do so by the person in charge (Principal, Senior Fire Officer, etc).
- In the event of a real emergency, the Principal or his deputy will be responsible for contacting the emergency services.
- The school is fitted with fire alarms.
- Fire extinguishers are located at various points around the school.
- The Staff Room is equipped with a fire blanket.
- All fire extinguishers and blankets are checked and maintained annually by Alpha Fire Protection NI.
- Fire Alarm system is checked and maintained annually by Ashdale Engineering Ltd.
- Portable electrical appliances are inspected annually by SK Electrical Services.

## THE CARETAKER

- The Caretaker, under the supervision of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils.
- The Caretaker maintains a clean and tidy building and grounds.
- Any minor repairs are completed by the Caretaker or through the use of authorised contractors.
- The Caretaker will ensure that:
  - All locks and catches are in working order.
  - The security system is in working order.



Staff should report any defect or hazard immediately to the Principal.

## ADULT VISITORS TO SCHOOL

In relation to visitors, including parents, it is the case that such persons are guests of the school and as such do not have any automatic legal right of entry thereto. In the circumstances where their behaviour becomes violent, they should be requested to leave the school grounds, with the assistance of the Police if this becomes necessary. The school should satisfy itself that all instances of violence to staff are always reported using the Incident Report Form (Appendix 4).



## THE BOARD OF GOVERNORS

Governors have a statutory duty, under the Health and Safety at Work (NI) Order 1998 to ensure that the Board's Safety Policy is both understood and implemented.

This policy has been endorsed by the Board of Governors and will be reviewed regularly and amended as required.

✂ - - - - - **REPLY SLIP** - - - - -

PLEASE RETURN TO YOUR CHILD'S CLASS TEACHER AS SOON AS POSSIBLE.

## HEALTH & SAFETY POLICY

I confirm that I have received and read the Health & Safety Policy taking special note of Page 4.

Child(ren)'s Name(s) \_\_\_\_\_

Signed \_\_\_\_\_ (Parent) Date \_\_\_\_\_