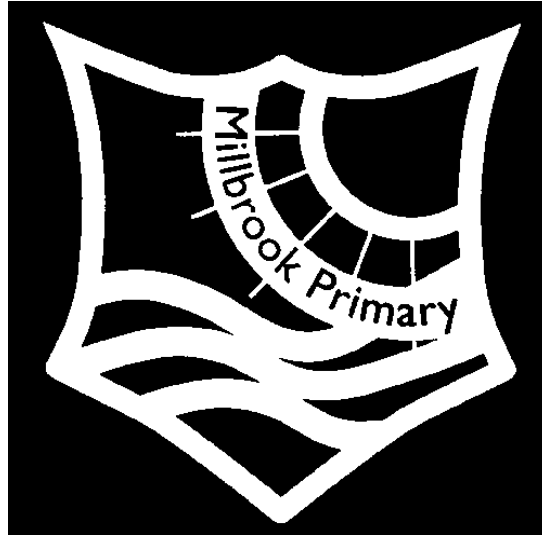


Millbrook Primary School



Health & Safety Policy

Date policy reviewed: February 2015

Policy review period: 2 Years

Date of next review: February 2017

Introduction:

Millbrook Primary School adopted the Telford & Wrekin Health & Safety Policy in September 2005. Several aspects, such as visits, are covered in the LEA guidance which this school adopted when issued and are updated as and when necessary. This policy was reviewed and amended onDecember 2012. All staff are aware of this policy, a copy of which is available in the school office.

The Head Teacher and Assistant Headteachers have the responsibility on behalf of the governing body to provide to the best of their ability a healthy and safe environment for all teaching and/or non-teaching staff, pupils, and visitors to the premises. They take all reasonable and practical steps within their power to fulfil these responsibilities.

The school operates within the adopted framework of the county Education Officer's Health and Safety Policy Statement and advice issued by the Local Education Authority.

Organisation

It is the duty of the Head Teacher and Assistant Head Teachers to ensure the health and safety legislation, regulations and school codes and rules are implemented and that staff and pupils are operating to safe working practices at all times.

The Head Teacher should be available to any member of staff to discuss and seek to resolve any health and safety issues not resolved through established procedures.

All areas of the School should be inspected each term. This duty is delegated to the Caretaker and a nominated member of the Health and Safety committee reviewed as appropriate. The caretaker should undertake monthly checks on identified key areas, accompanied by a member of the Health and Safety committee whenever possible.

Details of nominated members are set out in Appendix A.

The Head Teacher must ensure that all new members of staff are informed about the school safety arrangements, including Emergency Action and Evacuation Plans, at an induction session, which may take place informally.

Arrangements**1. Accidents**

A senior manager must be informed of all serious accidents. The senior manager informed is responsible for statutory notification, recording and investigating any serious incidents. Minor accidents are recorded by the First Aiders as appropriate.

It is the first aiders responsibility to call /or ask someone to call 999 in the most urgent cases. The administrator will then phone parents /carers to advise them of this decision and reason for the need. At that time a senior manager will be informed of the decision.

2. First Aid

There must always be at least one person qualified as First Aid at Work in the school. Each first Aider has access to a first aid box. A designated first aider must check the boxes at regular intervals to ensure and replenish the correct First Aid materials. There is an emergency box kept in Class 5 with Mrs Hewitt, in the First Aid Room and on the wall outside of the administrators office.

In the event of a major incident, there is a box to serve 50 people which will be kept by the nominated first aider. (Mandy Hewitt lower KS1)

There are two categories of first aiders, namely those who hold a first aid at work certificate and those who hold a paediatric first aid certificate. The former can attend adults or children. The latter can only attend to children.

Their details are set out in Appendix A.

All staff members are aware of how to cope with minor common injuries such as bumps, grazes, nose-bleeds and cuts. A list of treatments and first aid procedures for minor medical situations is included in Appendix B of this document. Staff should be familiar with this document and will consult it as necessary.

For any injury or illness beyond routine cuts and grazes, staff should call for a First Aider.

If emergency services or a doctor is required, the First Aider dealing with the incident has the authority to summon such services and will then inform the Head teacher or a senior management team member.

All accidents are to be recorded in the ACCIDENT BOOK located in the First aid room/nurses station. The class teacher is also to be informed if appropriate.

If a child sustains a head injury the first aider will send out a head injury letter on the day of the incident. If the head injury has caused a bump or grazing/cut the parents/carers will be phoned as an advisory/courtesy call and advised as to the nature of the injury but that the child is being kept in school and observed. If the First Aiders are concerned about the nature of the injury or the child's condition, the Administrator or the head teacher will phone the child's parent/carer.

3. Evacuation Procedures

Detailed evacuation procedures have been prepared and a copy of each relevant procedure is in each classroom or public room.

Emergency exits are marked clearly and assembly points identified in the procedures.

4. Fire

The fire alarm is to be checked weekly. This is done by the Caretaker.

It is the responsibility of the Head Teacher or the most senior member of staff in the building at the time to summon the emergency services.

FIRE DRILL—

This is to take place each term. The timing of the drill will be arranged between the head teacher and the school caretaker.

When the fire bell rings all children should stop immediately, be silent, listen to the instructions given and follow them.

In the event of it being necessary to evacuate the building the evacuation procedure as set out and on display in the classroom or other room. The teachers or person in charge should lead their pupils through the nearest fire door, closing the door behind them. Both playgrounds are to be used as designated assembly points, where the children should line up. Any adults not designated to a class should accompany the group with whom they are working. The teaching assistants in Classes 3, 6 and 7, those closest to the toilets in each section, should check the toilets before leaving the building.

In the event of the fire alarm being sounded the person in charge of a class or group of children will take the class register with him/her and call the roll once the children have arrived at the assembly point. Once the register has been called the person in charge of the class will hold the register in the air to signify that all children are present. Teachers should have their registers with them whenever they are in charge of a class or group of children (including those in the computer suite, the school hall, or participating in outside activities such as field trips or swimming).

Lunchtime: A record of children who go home for lunch is kept in the Administration Office. At any other time, other than normal registration times, when a child leaves school, the administrators will keep a record of them entering or leaving the building.

Fire inspections of the school should be conducted bi-annually.

All fire extinguishers are checked annually by an appropriate person from the Local Education Authority.

5. Hazards or potential hazards

It is the responsibility of the staff to report anything which may be deemed as a hazard to the Head Teacher or the Caretaker.

Broken glass must be wrapped and placed in a designated bin for safe disposal.

6. Issues of safety

These may be raised directly with the Head Teacher or Assistant Head Teachers.

7. Risk assessments

Risk assessments will be carried out for:

- a. Specific medical conditions, such as the return of a child who sustained an injury from which they haven't fully recovered, attendance of a child who may have an infectious disease or who is otherwise suffering from any illness.
- b. Before carrying out any physical activities, whether in the school or outside the school.
- c. Before undertaking any excursion outside the school.

The purpose of the risk assessment is to maintain the safety of the child or other children/staff in the school.

8. Electrical Equipments

The Head Teacher is responsible for arranging and ensuring all portable electrical equipment is tested in accordance with LEA agreed procedure. This is carried out on an annual basis.

8. Dangerous substances

These are only to be allowed on the premises with the Headteacher's permission. They must be kept in a locked cupboard. The Caretaker is responsible for all cleaning materials. The administrators are responsible for office and reprographic consumables.

9. All visitors and contractors

Visitors and contractors must enter the school by the front security door and report directly to the Administrator, entering their name and details in the Visitor's Book.

All contractors must check the asbestos book before commencing any work.

On completion of the visit they should report to the above persons before leaving the school premises and sign out. Administrators will collect this book and take it to the assembly point in the event of an emergency or fire drill.

The administrators will keep a daily register of staff absences. Any staff members who will not be at school during their designated time should notify the administrators who will record their absence in an absence book. This book should be collected by the administrators and taken to the assembly point in the event of an emergency or fire drill.

10. Safety at playtime

Children must play within the playground and/or on the field, weather conditions permitting.

Children must not play on the steps.

Children may not climb on low walls or fencing.

Children should not handle bushes, trees, berries, etc.

Broken toys/boxes must be disposed of immediately.

The School Code of Behaviour sets out rules and sanctions for safe and acceptable behaviour.

11. Positive handling

All staff have a duty of care to intervene in case of incidents involving confrontation.

All staff will be trained annually in positive handling.

12. Medicines

The school does not undertake responsibility for the routine administration of medicines to children. Wherever possible parents should make arrangements to come to school or for pupils to return home at lunchtime or break time for medication. As a general rule, children requiring medication during the day must be deemed properly fit to attend school; otherwise they should remain at home until they no longer need medication.

Where it is not feasible or practicable for parents to administer medicines, the head teacher will allow the schools first aiders to administer a prescribed medicine provided that the following conditions are met:

- ◆ The request for administering a medicine has been made on Parental Request form (MED1) in advance
- ◆ The prescribed dosage must be given during the school day
- ◆ The administration required is simple and straightforward
- ◆ All medicines must be clearly marked with the name of the medication, the dosage and time of administration, the date. Medicines must be in the original container in which they were supplied.
- ◆ A record of the administration of medicine (Form 4.30) is kept by the school administrator.
- ◆ Parents are responsible for informing the school in writing if there is any change of dosage or the medication is to be discontinued
- ◆ Parents are responsible for obtaining fresh supplies of medication

Medicines should be kept in a locked cupboard in the school office/First Aid room – lockable fridge and wall unit available in the first aid room, lockable box available in the school office.

Mrs Tracey Okeeffe is trained in Safer Handling of Medication.

Exceptions:

- ◆ The school will not dispense routine non-prescription medicines such as paracetamol or cough linctus.
- ◆ Children who have inhalers for asthma may keep them with them if they are normally responsible for them at home; the school will include a separate register of children with asthma in its main medical register, copies of which all class teachers will have.
- ◆ There are two emergency inhaler kits kept within school, one is located in the main office and the other is kept in Class 5. Mrs Hewitt and Mrs Lunnon have received specific training on the use of these kits.
- ◆ Where a child requires an Epi-pen for anaphylactic shock staff members will receive training in its use and will have access to the place in which the pen is stored.

13. Medical register

A list of children with special medical conditions (asthma, diabetes, etc.) will be kept up to date by the school administrator and circulated to all relevant staff members. The list will include the names of children with allergies to food, plasters, or any other special conditions.

A separate list of dietary requirements will be kept by the office and provided to the cook to ensure that children do not eat foods which would be inappropriate for their health or their religious or moral conviction.

14. Stress

All staff are made aware of the access to support and/or counselling services outside the school.

Within the school any member of the senior management is available to provide confidential support.

Co-counselling or support is encouraged.

An annual stress audit will be carried out in the summer term.

15. Audits

The Head Teacher and members of the 'Health & Safety Committee' will conduct an 'Annual Health & Safety Audit' in and around school.

This policy was revised in February 2015, and approved by the governing body on

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This policy will be reviewed in February 2017

APPENDIX A – NOMINATED MEMBERS

1. Member of Health and Safety Committee to conduct health and safety check termly with the caretaker – Mandy Hewitt

2. First Aiders with First Aid at Work Certificates:

Mandy Hewitt

Jakki Sudden

3. First Aiders with Paediatric First Aid Certificates:

Vicki Fernandes Lynne Sumner Lisa Bradley Sarah Francis

Emma Treanor Soo Bowdler Hazel Lunnon Amy

Kerry McGlynn

4. The Health and Safety Governor is Mrs. Mandy Hewitt

APPENDIX B—TREATMENTS AND PROCEDURES

TREATMENTS

Grazes and Minor Cuts (No Blood)

Wash with water and gauze or non-alcoholic antiseptic wipes.

DO NOT COVER

NO CREAM

NO PLASTER

NO COTTON WOOL.

Bleeding, Grazes and Cuts (Gloves)

Wipe running blood with water and gauze.

If continues to bleed, cover with plaster. **Call for a First Aider.**

NO CREAM

NO COTTON WOOL.

Nose bleed (Gloves)

Hold tissues to end of nose. Apply pressure until bleeding stops. Wipe face with paper towel and let child hold bowl from first-aid cupboard for drips to fall in.

Hold head forward. Pinch nostrils together from tip of nose to encourage blood to clot. Once bleeding has stopped discourage child from blowing or picking nose.

If bleeding persists call for a First Aider.

Bumps

Cold wet compress. Use paper towels.

ALL OTHER INCIDENTS SHOULD BE BROUGHT TO THE ATTENTION OF THE APPROPRIATE FIRST AIDER.

ALL ACCIDENTS SHOULD BE WRITTEN DOWN AND DATED IN THE "ACCIDENT BOOK".

A "bump" note should be given to those children who have had minor injuries e.g. fallen but not broken the skin. A First Aid slip should be sent home when a child has received treatment.

Head Injury

All head injuries, no matter how minor they appear, should be treated with the utmost importance. A First Aider should be informed immediately and a head injury letter should be sent home.

APPENDIX C: AIDS

AIDS

Will schools be notified of children who are carriers?

Schools will not routinely be notified of HIV or Hepatitis B carriers, since this would be breaking medical confidentiality. Our advice to schools is to treat all children potentially infective, as through they were carriers.

How should blood spillages be dealt with?

All blood, including nosebleeds and situations where knees are grazed or teeth lost, should be treated potentially infective. In theory, infection could be transmitted if contaminated blood enters the body of another person through a cut, abrasion or mucus membrane, such as the lips, although this has not been recorded. **Gloves should always be worn while mopping-up blood or attending to an injury.** The wound should be cleaned and covered. Any spilled blood on clothing, books, equipment or the floor should be treated with all-purpose cleaner. Gloves and soiled dressings should be disposed of in a separate, marked and lined bin. (Bin is located within the locked First Aid Room)

What is the risk from other body fluids?

Occasionally, these viruses have been identified in other body fluids, such as tears, saliva and faeces. There are no known instances of the viruses being transmitted by these routes, but care should be taken when dealing with other body fluids, especially if they contain blood. Gloves should be worn at ALL times when dealing with and treating blood spillage or other bodily fluids

Can infections be transmitted in other ways?

Children who bite others will be a concern to teachers, although biting by a child rarely breaks the surface of the skin to cause bleeding. Headlice, insects, and pencil chewing or sucking toys have never transmitted HIV and Hepatitis B.

Is immunisation available?

At present there is no immunisation against HIV. Hepatitis B immunisation is available for those directly involved with high-risk groups via a general practitioner.

SCHOOL (AIDS)

Each classroom has an emergency pack containing gloves and a paper towel and a specially marked yellow bag. When a child is bleeding the gloves must be worn by the attendant. All soiled towels must be put in the special bag, tied up and put separately in the yellow bin in the ladies toilets in the in the West side of the school or the First aid room! Any blood spilled on another child should be washed off with copious amounts of water.

This procedure should be used when attending to adults in school as well as children.