

Carniny Primary School



Health and Safety Policy

Updated March 2016

CARNINY PRIMARY SCHOOL
Health & Safety Policy

INTRODUCTION

Health and Safety is an integral part of the management of schools. Those who have responsibility can delegate tasks necessary to discharge the responsibility, but they cannot delegate the responsibility itself. Thus the overall responsibility for Health and Safety rests with the employer, in this case, the Education Authority. All individual employees however, have a duty to 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. It is their duty to co-operate with the employer and the Principal Teacher or any other persons having a duty or requirements imposed on him or her by the Health & Safety at Work Act or any other associated relevant statutory provision. The school Principal is responsible for everything over which he/she has contractual authority. Where he/she does not have control, such as the capital expenditure needed to eliminate a hazard he/she is expected to take all reasonable measures to avoid or minimise the problem and to notify those who have a responsibility should a hazard be identified.

The school will endeavour to provide a comfortable and safe school environment for work and recreation. This applies to pupils, teaching and non-teaching staff. In fulfilling this the Principal will endeavour to play a key role as part of his/her contractual obligations to the Education Authority and delegated duties from the Board of Governors.

The Principal will endeavour to:

- Organise, implement and monitor the policy
- Provide advice and information relative to the policy
- Publicise the policy
- Review and up-date the policy as necessary

To facilitate this he will liaise with the Education Authority, relevant external agencies, teaching staff colleagues and non-teaching employees of the school, Board of Governors, parents and pupils. Relevant guidelines from D.E.N.I., E.A., Health & Safety Agency N.I. Teachers' Unions etc will be consulted to provide key information/procedures necessary to implement and manage the school Health & Safety Policy.

The introduction of L.M.S. has not changed the legal responsibilities of the Education Authority under the Health & Safety at Work Act. Principals must therefore be familiar with and respond to the Education Authority Policy on Health & Safety. This is included in Appendix 1

SCHOOL HEALTH AND SAFETY POLICY

The policy is designed to describe the agreed arrangements to cover such matters as:

Accidents, pupils who become ill at school, first aid, fire precautions and emergency procedures, hazard identification, working environments, inspections, dissemination of information, dangerous substances, electrical safety, infectious diseases, assault & harassment.

(A) PUPILS WHO BECOME ILL OR WHO HAVE AN ACCIDENT AT SCHOOL

- a) The School Handbook provides parents with detailed information about the school procedures when pupils have an accident and when pupils become ill
- b) The Principal will be careful about accepting responsibility for the administration of medicine to pupils. In particular (a) where the timing of its administration is crucial, (b) where some technical or medical knowledge or expertise is required, and (c) where intimate contact is necessary.
- c) The school has a policy for the administration of medication (See Appendix 2)
- d) When a pupil becomes unwell at school it is the duty of the parents to make arrangements to collect the child, take him/her home and if necessary bring to a doctor or hospital. To this end it is vital for the school office to have a record not only of the pupils' home telephone numbers, but parents' work numbers and other emergency numbers such as those of relatives, child minders or anyone on the Emergency Contact List.
- e) In cases of pupil sickness or injury the first name on the pupil's Emergency Contact List, normally one of the child's parents, will be

contacted by telephone. In the event of not being able to contact this person the school will phone the other names on the list and in the order specified by parents. The first person with whom the school makes contact will be asked to collect the child from school. As the child will no longer be in our care it is the responsibility of the contact person to inform the parent regarding the child's whereabouts and condition. If contact can not be made with parents or other named persons the child will remain in the care of the school until contact can be obtained.

- f) If parents or relatives or child-minders are not available when a pupil becomes ill or injured the Principal or the vice-Principal or teacher with responsibility at that time has to make a judgement about the seriousness of the pupil's condition. If a pupil appears seriously ill or is seriously injured, an ambulance should be called without waiting for the parent or other responsible adult. The pupil should be made as comfortable as possible and constantly supervised until the ambulance arrives. The Principal or delegated teacher should keep trying to contact the parents to instruct them to which hospital the child has been sent. The Principal or delegated teacher should either follow the ambulance in their car or if allowed, go with the child in the ambulance. Information from the pupil's CLASS records should accompany a pupil to hospital. This should contain the name, address, telephone numbers of the pupil's parents, name and address of the pupil's doctor, date of birth and religion of the pupil, information about any chronic illnesses or allergies.
- g) Parents must inform the school of any medical condition to which teachers should be alert to in the interests of pupil safety. Such information will be held confidentially and may be most helpful in an emergency incident.
- h) Principal and teachers should be aware of the *Guidance on Infection Control in Schools and Nurseries* issued by Department of Health (Displayed in the Office). Parents whose child is ill should display some consideration for their child's classmates before sending to school. They are put at risk of infection and the class's work disrupted if the teacher has to attend to a sick child, change clothing, summon parent(s) to take child home etc. The Department of Education Circular 1994/18 requires that children who are "ill with diarrhoea (tummy bugs) should be kept from school until they are symptom free to minimise the spread of infection."

- i) Members of staff will not take pupils who are ill or injured to hospital or home by car. The parent(s) or if deemed necessary an ambulance will be called.
- j) A child will not be sent home unless the parent, relative or child minder is telephoned to make sure someone is waiting to receive the pupil.
- k) Ill or injured children will not be left unsupervised. Classroom assistants, lunch time supervisors or the Principal will supervise them until their parent/guardians collect from school.
- l) In the case of illness or an accident involving pupils, the Principal encourages teaching staff and ancillary staff to show the concern they would expect themselves or they would expect to be given to their own children.
- m) The school has Care Plans for children with food allergies. Relevant staff have received training in the use of Epi Pens and Heartstart procedures.

(B) First Aid

- a) Immediate and proper examination and treatment of certain injuries may save life. Thus the importance of the first aid administered after certain accidents/injuries. The school therefore recognises the need to use appropriate procedures in dealing with accidents and injuries.
- b) This appropriate level of first aid available in schools will reflect the training of individual staff. Nevertheless the Principal will seek to provide the opportunity for staff to attend demonstrations by qualified personnel. The Principal will also provide information as the need arises.
- c) The Principal will maintain a first aid cupboard in the School Office. There will also be an easy referenced first aid guide on hand. The Vice Principal on request, will assist teachers/lunch time supervisors in the administration of first aid.
- d) All injuries treated will be recorded on the appropriate Accident Forms and monitored by the Principal.

- e) Staff are advised to be careful about administering first aid unaccompanied by another adult. Disposable surgical gloves will also be available in the first aid cupboard for dealing with injuries that involve bleeding. All teachers should have a small supply of disposable gloves in their own classroom for any unexpected first aid treatment.

(C) Accident Reporting

- a) It is necessary to record details of all accidents to pupils. The EA has Accident Report Forms for this purpose (Appendix 3). The basic information required is:

When did the accident occur?

Where did the accident happen?

What was the injured person doing at the time?

How did the accident appear to happen?

Who were the witnesses?

- b) Duty staff must ensure that an Accident Report Form is completed as soon as possible after an accident occurs.

Accidents involving no serious injury or a first aid only injury should be recorded in the **Accident Book**.

When an accident results in the injured party being required to go home early, stay off school, attend out patients, be detained in hospital or otherwise require medical help the **Accident Report Form (AR1)** should **also** be completed.

- c) Duty staff must ensure that an Accident Report Form (AR1) is completed as soon as possible after an accident occurs. The form must be signed by the Principal or in his absence the Vice-Principal before forwarding to the NEELB. A copy is retained in school.
- d) There is a need to establish facts as soon as possible after the accident to ensure that witnesses do not have their perception of the incident altered by time. The Principal will keep a written record of all accidents/incidents and thus relies on the co-operation of staff to provide all necessary relevant information when an accident occurs.
- e) Parents are always contacted in the event of a child receiving injury to the head. *If the child subsequently feels unwell parents will be asked to collect him/her from school.*

- f) If staff members are in any doubt about the action to be taken following injury to a child it is advisable to consult with Principal / Vice-Principal.

(D) FIRE SAFETY

a) Fire Precautions

- Everyone must know what to do in the case of fire. Consequently the school will operate an evacuation/fire drill procedure. This will be rehearsed as a whole school exercise on a termly basis.
- Where possible every attempt will be made to stop fire starting by sensible storage of flammable materials.
- The fire extinguishers located in the school will be inspected annually in keeping with EA procedures.

b). Procedure for Evacuation

On hearing the alarm bell ring the following procedure for evacuation should be adopted.

1. In your classroom

- devise and practice a method of quickly getting pupils through door (single file) e.g. when you hear bells, pupils stand at their desks, push in chairs, begin filing out at a smart walking pace.
- teacher should close all windows in classroom, take pupil registration form from desk, close classroom door and follow class to assembly point in playground.
- pupils who are in music mobiles/staff room or at toilet should be instructed to fall into line leaving school. Teacher should check that these pupils leave building.

2. On route to playground

- File into corridor (single file) since you must share exit doors with other classes.
- Keep to side of corridor and to exit route you have devised and practised.
- Proceed to assembly point in playground, or beyond if school has bomb alert or fire has reached inferno stage.

- Last teacher through exit door close it. Last teacher through corridor fire doors close them - quick check of toilets, Reading Recovery room.

3. Assembly Point

- Line up class, make a rapid but accurate head count, recount again using pupil registration form.
- Vice-Principal to contact P 3 P4, P 5, P 6 and P 7 teachers to see that all pupils present have been evacuated.
- The teachers at infant end must ensure all pupils present have been evacuated as they will be on a different playground after exit.

4. General Points

- Principal must be notified immediately of any circumstances requiring evacuation of pupils and staff.
- Caretaker will warn kitchen staff and shut off power supply to school.
- Principal and caretaker will close all doors, make final check for pupils in toilet, medical room, etc.
- A class in the assembly hall will leave via the door opposite the double fire doors - teacher will not in this case have class register.
- Small outbreak of fire in a classroom may be tackled with fire extinguisher in cloakroom **after all** pupils have been evacuated - again contact Principal and caretaker.
- In the event of not being able to get out via classroom door evacuation via windows will be necessary.
- Should Principal be absent due to sickness or out of school on business, the vice-Principal will assume responsibility.
- If you are unable to obtain your pupil registration form due to possible risk to yourself, class lists are also kept in the office.

5. Fire at Lunch Break

- This is a special circumstance and will entail the evacuation of dinner and lunch pupils through the Assembly Hall exits. The Principal assisted by the lunch time supervisors will be responsible for this evacuation. Obviously the help of all available staff colleagues will be assumed to ensure that pupils once out of the building are assembled and accounted for on the playground.

6. Practice of Fire Drill

- The first stage is to make sure each individual class knows the drill. This can be done at the teacher's discretion twice or three times a year. Then it is necessary to involve all the classes. There will be at least one whole school evacuation of the school each term. The alarm signal will be a continuous ring of the fire bell.

(E) HAZARD IDENTIFICATION AND INSPECTIONS

- a) Hazard identification will be a key element of the school safety policy. To prevent/reduce accidents hazard spotting and regular inspection of the school building and grounds is needed. Since "accidents can be defined as unplanned events which could, or did lead to injury or damage" the Principal will be alert to hazards that have the potential to result in an accident. The Principal (assisted by the caretaker) will carry out **regular checks** and take the appropriate steps to both record and initiate the necessary action required. The Principal will also respond promptly to any notification by staff of potential hazards.
- b) The Board of Governors will be invited to carry out an **annual inspection** of the school building and grounds.
- c) The potential for accidents and injuries to occur due to pupils not being adequately supervised by the appropriate adult(s) has long been recognised in school environments. The school will continue to operate its **Supervision Rota (updated termly and displayed in classrooms)** Teachers will assist with early morning supervision and mid-morning break supervision. Lunch time supervision will be the responsibility of the Principal and lunch time supervisors. Potential accidents/incidents that may occur due to leaving groups or classes of children unsupervised will be minimised by teachers ensuring that if they must unavoidably leave their classroom, their immediate colleague is made aware of the situation.
- d) The school will continue to make pupils and parents aware of the **Code of Behaviour** which is designed to engender a school environment where pupils can work and play safely and harmoniously. (Appendix 4) The School Code encourages pupils not to play in potentially dangerous areas and not to behave in a manner that could result in other pupils or themselves being injured.

- e) The **hazard of traffic**, particularly in the school grounds and also on the Old Cullybackey Road and Carnview Park, when children are being delivered to and picked up from school by parents in cars will be regularly brought to the attention of parents in the School Handbook, newsletters and by appropriate warning signs.
- f) The caretaker will be requested to sand or salt potentially dangerous areas within the school grounds during spells of frost to reduce hazard of slipping and falling. Warning cones will be used when floor washing is underway.
- g) The Principal will co-operate with HSE inspectors or other external agencies who may visit the school on a routine basis or to investigate specific incidents.
- h) The Principal will continue to seek advice from the NEELB Health & Safety personnel to minimise hazards and to improve procedures for monitoring the school's Health & Safety Policy.

(E) WORKING ENVIRONMENT

- a) Defects in heating, lighting, ventilation, furnishings, odours, etc. should be reported to the caretaker or Principal. The Principal will either through the resources of the School L.M.S. Budget or by arrangement with the EA seek to remedy the discomfort.

(E) DANGEROUS SUBSTANCES/EQUIPMENT

- a) Staff should be alert to substances at work that are obviously dangerous. In the cleaner's and caretaker's stores there are potentially hazardous liquids and thus these areas are out of bounds to pupils.
- b) Some equipment items in classrooms are also potentially dangerous and should be used only under supervision and then carefully put away either in store or drawers. E.g. craft knives, paper trimmers, brush cleaning fluid, etc.
- c) Children are only permitted to bring toys to school on specified occasions. As a general precaution any item brought by a child that has the potential to harm the pupil or another child even in innocent play should be removed from the pupil. Possible abuse of correction

fluid/thinner, "sniffing" felt tip pens etc. though unlikely at Primary School should be monitored.

- d) All glass drinks' containers will be banned from school.
- e) Pupils should not be asked to carry staff cups/beakers or engage in "heavy" work duties. Children often want to help and in the home this would be acceptable but be alert in school environment to possible accidents!
- f) Science experiments/cookery lessons in the classroom may have potential hazard if the class are "undisciplined" and not warned of the necessary precautions and thus teachers need to be alert. E.g. steam experiments with boiling kettle, cookery using electric rings, etc.
- g) The use of P.E. equipment also presents potential hazards and staff should refer to the school policy for Safety in Games/P.E.

ELECTRICAL SAFETY

- a) The Principal will continue the tradition of having all electrical equipment in the school checked regularly by qualified electrical personnel.
- b) Despite this check of equipment Principal and staff need to exercise the common sense practised in our homes when operating electrical equipment.
- c) Any electrical equipment that malfunctions etc. should be reported to the caretaker or Principal.

(E) INFECTIOUS DISEASES

- a) The school will follow the guidelines issued by the Health Board.
- b) Staff who suspect a pupil in their class to be a carrier of an infectious disease (outlined in the *Guidance on Infection Control in Schools and Nurseries*) should discuss the matter with the Principal.
- c) Parents must inform the school if their child is unwell with an infectious illness

(E) EXTRA CURRICULAR ACTIVITIES/EDUCATIONAL VISITS

- a) Extra-Curricular activities will be regulated and organised with the same Health & Safety considerations given to normal classroom activities.
- b) Educational Visits will be organised and regulated in keeping with *Educational Visits - Best Practice 2009* (Appendix 5).
- c) The Principal must be informed of all extra-curricular activities and all planned educational visits.
- d) *Teachers must complete appropriate documentation when going on an Educational Visit. The Education Authority should also be informed of the school's intention to bring pupils on an Educational Visit. (See Educational Visits Policy)***

(E) PERSONAL SAFETY

- a) The controlled entry system will lessen likelihood of assault/harassment on staff and protect safety of all enrolled pupils.
- b) Staff will be encouraged to review procedures and strategies for dealing with personal assault or harassment that might occur and general safety of all pupils.

MEDICATION POLICY (Appendix 2)

Ideally, the administration of medication should be administered by parents. Where possible it is the school's policy to comply with requests from parents to help in administering medicines to children when these are of an essential nature (e.g. epilepsy, diabetes, asthma, anaphylaxis), during the school day.

The Principal will accept responsibility in principle for members of the school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have agreed to do so.

Please note parents should keep their children at home if acutely unwell or infectious.

Parents are responsible for providing the Principal with comprehensive information regarding the pupil's condition and medication.

Prescribed medication will not be accepted in school without parental completion of "Request for a School to Administer Medication" form. (Sample attached). Antibiotics should be administered at home.

Staff will not give a non prescribed medicine to a child unless there is specific prior written permission from the parents.

Only reasonable quantities of medication should be supplied to the school (for example, a maximum of four weeks supply at any one time).

Where the pupil travels on school transport with an escort, parents should ensure the escort has written instructions relating to any medication sent with the pupil, including medication for administration during respite care.

Each item of medication must be delivered to the Principal or Authorised Person, in normal circumstances by the parent, **in a secure and labelled container as originally dispensed**. Each item of medication must be clearly labelled with the following information:

- . Pupil's Name.
- .Name of medication.
- .Dosage.
- Frequency of administration.
- Date of dispensing.
- Storage requirements (if important).
- Expiry date.

The school will not accept items of medication in unlabelled containers.

Medication will be kept in a secure place, out of the reach of pupils. Unless otherwise indicated all medication to be administered in school will be kept in a medicine cupboard.

The school will keep records of all medication administered.

If children refuse to take medicines, staff will not force them to do so, and will inform the parents of the refusal, as a matter of urgency, on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed.

It is the responsibility of parents to:

- Notify the school in writing if the pupil's need for medication has ceased.
- Renew the medication when supplies are running low and to ensure that the medication supplied is within its expiry date.

The school will not make changes to dosages on parental instructions.

School staff will not dispose of medicines. Medicines, which are in use and in date, should be collected by the parent at the end of each term. Date expired medicines or those no longer required for treatment will be returned immediately to the parent for transfer to a community pharmacist for safe disposal.

For each pupil with long-term or complex medication needs, the Principal, will ensure that a Medication Plan and Protocol is drawn up, in conjunction with the appropriate health professionals.

Where it is appropriate to do so, pupils will be encouraged to administer their own medication, if necessary under staff supervision. Parents will be asked to confirm in writing if they wish their child to carry their medication with them in school.

Staff who volunteer to assist in the administration of medication to a pupil with Medical Needs (eg Epi Pen for allergy) will receive appropriate training/guidance through arrangements made with the School Health Service.

The school will make every effort to continue the administration of medication to a pupil whilst on trips away from the school premises. However, there may be occasions when it may not be possible to include a pupil on a school trip if appropriate supervision cannot be guaranteed.

All staff will be made aware of the procedures to be followed in the event of an emergency.

CARNINY PRIMARY SCHOOL

REQUEST FOR A SCHOOL TO ADMINISTER MEDICATION

The school will not give your child medicine unless you complete and sign this form, and the Principal has agreed that school staff can administer the medicine

Details of Pupil

Surname _____ Forename(s) _____

Date of Birth ____/____/____

Class _____

Condition or illness _____

Medication

Parents must ensure that in- date properly labelled medication is supplied.

Name/Type of Medication (as described on the container)

Date dispensed _____

Expiry Date _____

Full Directions for use:

Dosage and method

NB Dosage can only be changed on a Doctor's instructions

Timing _____

Special precautions _____

Are there any side effects that the School needs to know about?

Self-Administration

Yes/No (delete as appropriate)

Procedures to take in an Emergency

Contact Details

Name _____

Phone No: (home/mobile) _____
(work) _____

Relationship to Pupil _____

Address _____

I understand that I must deliver the medicine personally to _____
(agreed member of staff) and accept that this is a service, which the school is
not obliged to undertake. I understand that I must notify the school of any
changes in writing.

Signature(s) _____ **Date** _____

Agreement of Principal

I agree that _____ (Name of child) will receive
_____ (Name of medicine) at the time medicine to
be administered eg lunchtime

This child will be given /supervised whilst he/she takes their medication by
_____ (Name of Staff Member)

This arrangement will continue until (either end of date of course of medicine
or until instructed by parents)

Signed _____ **Date** _____

(The Principal/Authorised member of staff)

The original should be retained on the school file and a copy sent to the parents
to confirm the school's agreement to administer medication to the named pupil.

**CARNINY PRIMARY SCHOOL
REQUEST FOR A PUPIL TO CARRY HIS/HER MEDICATION**

This form must be completed by parents/carers

Details of Pupil

Surname _____ Forenames(s) _____

Class _____

Condition _____

Medication

Parents must ensure that in date properly labelled medication is supplied.

Name of Medicine

Contact Details

Name

Phone No: (home/mobile) _____

(work) _____

Relationship to child _____

I would like my child to keep his/her medication on him/her for use as necessary

Signed _____ **Date** _____

Relationship to child _____

Agreement of Principal

I agree that _____ (Name of child) will be allowed to carry and self administer his/her medication whilst in school and that this arrangement will continue until instructed by parents.

Signed _____ **Date** _____

The Principal/Authorised member of staff

The original should be retained on the school file and a copy sent to the parents to confirm the school's agreement to the named pupil carrying his/her own medication

Appendix 3

Accident Report Forms

Appendix 4

Code of Behaviour

Pupils will always:

- Be at school on time, wearing full school uniform and fully equipped for work,
- Ask for help when it is needed and obey teacher's instructions,
- Strive to take care of their books, school equipment, and keep all areas of the school tidy,
- Be aware of our school safety rules e.g. walk in corridors, avoid areas out of bounds,
- Have respect for self, others and belongings,
- Refrain from using cruel and offensive language,
- Refrain from bullying and fighting.

Disruptive Behaviour is not the norm and often pupils respond to positive measures.

Discipline is an integral part of the curriculum and school routine to ensure all pupils can work and play safely without interruption from undisciplined elements.

Appendix 5

Policy and Checklists for Educational Residential and Day Visits