

MILLBURN PRIMARY SCHOOL

POLICY FOR HEALTH AND SAFETY **Incorporating First Aid and the administration of medicines**

The Health and Safety Policy statement of the North Eastern Education and Library Board has been adopted by the school, in particular those parts detailing the responsibilities of:

Boards of Governors

Principals

Teaching Staff

All employees in the school.

A copy of the Board's Health and Safety Policy statement can be found in the Health and Safety Manual. Copies of the parts referred to above are appended to the school's policy statement.

The school's policy statement for Health and Safety is designed to complement the Board's Statement with reference to the particular circumstances in Millburn Primary School.

POLICY FOR HEALTH AND SAFETY

Aim

The aim of our school is to create an atmosphere of carefulness, both in and out of school. This is for all users of the school – children, school staff, parents and the community.

This carefulness includes:

- The ability of each individual to protect him/herself.
- Concern and consideration for the safety of others.
- Knowledge of what to do in certain situations.
- Alertness and control.
- Cultivation of good habits.

For children, good safety habits are taught as part of the whole curriculum. This can be through World Around Us topics and all relevant areas within PDMU. All these areas are taught cross-curricularly and will, as relevant, plan for the involvement of outside agencies.

At Millburn Primary School children are encouraged and supported to develop healthy habits through good health and hygiene routines, for example, regular exercise or care of themselves, personal hygiene etc.

We believe that children learn best through practical experiences and active involvement in all areas of the curriculum. Children are taught to have care and consideration for themselves and others

- in the classroom;
- when using equipment eg scissors, tools PE apparatus;
- when moving around school;
- when carrying out investigations eg a pond, pollution, soil studies;
- when on educational visits.

For any physical activity, Key Stage 2 children will change into shorts and t-shirts. All children are expected to wear slippers or trainers for PE activities. It is part of our school policy that children do not wear any form of jewellery, for safety reasons.

We have a limited number of school rules, specifically for safety reasons, such as walking round school, playing in sight of an adult on duty, care of property etc.

In accordance with Education Authority (EA) safety regulations, educational visits are carefully planned in advance with staff visits made if possible. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult to child ratio is always followed and a First Aid kit and list of emergency phone numbers taken.

Millburn Primary School has set procedures in case of an emergency in school, such as a fire or bomb alert when the building needs to be evacuated. These drills are carried out at least once a term. All staff and children are familiar with these procedures and know their own exit route, place of assembly and roll call procedure.

All children are taught to take care of themselves and each other but, in a school environment, accidents do occur. Most accidents in school are minor and can be dealt with by any member of staff. A fully equipped First Aid box is kept in three locations. The school's accident register, accident forms and a list of any allergies children have are kept centrally by the First Aid officer, Mrs McMillan. Accident forms are filled in for any accident requiring professional medical attention or caused by any defect in the school or its equipment.

The building supervisor, under the direction of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the children. The building supervisor and cleaners maintain a clean and tidy building and grounds. Any minor repairs or maintenance are completed by the Board's maintenance staff or through the use of authorised contractors. Any equipment/hazardous substance is kept locked away from the children. All equipment is to British Standards and is maintained regularly.

Fire Drill

As soon as the fire alarm sounds, all children and adults must stop what they are doing and walk out of the building through their nearest exit. If the normal exit is blocked for any reason, then the nearest available exit is used.

- Classes will assemble in the all-weather pitch at the designated Assembly Point.
- From the class list, check that all children are present.
- Nobody is to go back into school. If a child is missing, it must be reported.
- When the all clear is given, the classes may then go back in to the school.
- Please make sure the children walk in and out of school sensibly and line up quietly.

Lunchtime Fire Procedure

- All supervisory assistants on duty in the playground shall, on hearing the fire alarm, gather all children together away from the building and ensure no child re-enters the building.
- Supervisory assistants on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- Supervisory assistants in classrooms where children are eating sandwiches shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- The Principal or Vice-Principal will ensure, as far as it is reasonably practicable, that the rest of the building is vacated.

Fire and Bomb Alerts

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

- Ring the fire alarm to activate the evacuation of the premises of all adults and children (see fire drill procedure).
- Phone 999 for the fire brigade and police.
- Check that the evacuation procedure has been followed.
- Remain at the front of the school to meet the fire brigade/police and direct them to the incident.
- All children and adults must remain outside.
- Only when the all clear has been given will children and adults be permitted to re-enter the premises.

Smoking Policy

- It is the policy of the governing body that Millburn Primary School is a no-smoking school.
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school.
- No Smoking signs are clearly displayed around the building.

Car Parking

Car parking is a concern at Millburn Primary School as it is a hazard for those who use the school. It is also a hazard for neighbours who live within the vicinity of the school. Drivers parking cars at the school, near it or dropping off or collecting children at the school, should at all times have consideration for the safety of pedestrians, other road users and the immediate community. Car parking within the school grounds will only be permitted in mitigating circumstances. There is regular contact with traffic police and the road safety officers who will talk to parents and children and provide leaflets and posters to display and send out.

Regular letters to parents emphasise the following:

- Care for our neighbours.
- Use of the crossing patrol instead of driving right up to the school.
- Not parking on yellow lines.
- Dropping children off at the gates, then driving on to keep the traffic flow moving, rather than parking and waiting.
- Trips – try to arrange coach time before or after 9.00am eg 8.30am, 9.20am etc.

Policy on Children Moving Equipment

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

- Chairs and/or tables
- Sports equipment
- Small items of equipment

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

PE and Sports Equipment

When using large apparatus, children must be trained 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, netball posts – one child at each end. This will be the responsibility of the adult in charge of each lesson.

Furniture

Chairs should be moved one at a time and children must be shown how to carry them correctly. They may carry single chairs on their own. If a large number of chairs are needed, then the building supervisor will supervise. Advice for moving tables etc will be provided for example, tables need one child at each end and a child must not attempt to lift a table on his or her own.

Small items of equipment include CD players, PE trolleys etc. These can be moved freely by the children. We will ensure that when any item of equipment or furniture is being moved from one room to another, that there is another child available to open and close doors.

Items Our Children WILL NOT Move

- Computers – monitors can easily fall off trolleys or wires get caught.
- Piano – although on wheels, it can tip and feet or fingers become trapped.

Security of the Premises

The Principal, Vice-Principal and Building Supervisor are the designated key holders and are responsible for the security of the building.

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.

Building Supervisor

It is the responsibility of the building supervisor to check daily that:

- All locks and catches are in working order.
- The emergency lighting is working.
- The fire alarm has no faults.
- The security system is working properly.

Before leaving the premises, the Building Supervisor must check that:

- All the windows are closed.
- The doors are locked and secure.
- The security alarm is set.
- All gates are locked.

Principal / Vice-Principal

It is the responsibility of the Principal or Vice-Principal to perform the above functions in the absence of the building supervisor. In addition, we accept that the Principal is responsible for the security of the premises during the school day or will delegate this responsibility, during her absence, to the Vice-Principal or a member of the Senior Management Team.

All visitors and other adults are requested, when bringing children to school or collecting them afterwards, to walk round the outside of the premises so that the children are able to enter or exit the school by the correct door.

Parents and visitors are always welcome in school but are asked to report to the office first, during the duration of the school day.

These points must be adhered to but in no way detract from the open door policy of the school.

Contractors on Site

- Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school. They must either contact the Principal or building supervisor.
- All contractors must report to the general office. The building supervisor will then be informed of their arrival.
- Contractors will work under close supervision of the building supervisor so as not to endanger the health and safety of children or adults in school.
- Any equipment that contractors bring into school must be stored in a safe place away from corridors, classrooms or any areas used by adults or children.
- No repairs or maintenance can be carried out in areas which children or adults are occupying; this includes cloakroom and toilet areas.
- If contractors are working near the children's play areas, then all equipment and machinery must be cleared away during this time and the contractors must leave the area.

All work will be monitored by the building supervisor and any concerns reported to the Principal, the contractor concerned and the appropriate department at the Board.

(See guidance below for contractors on site.)

Guidance for Contractors on Site

In line with recommendations from the Health and Safety Officer of the North Eastern Education and Library Board, contractors are asked to refrain from:

- Smoking in the building or in the grounds of the school.
- Talking to the children (our children are asked not to talk to strangers).
- Moving vehicles when children are at play.
- Working on or near the playgrounds when the children are at play.
- Leaving equipment unsupervised.
- Playing music during school hours.

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 member of staff using chemicals must:

- Check the substance against the COSHH register.
- Follow procedures laid down for use.
- Be aware of procedures for avoiding exposure and for control.
- Inform the Principal or Vice-Principal 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:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness (for example, asthma and epilepsy).
- Children who are suffering from casual ailments (coughs, colds etc).

Generally, no member of staff will administer medicine to children.

Parents are responsible for the administration of medicine to their children and, if a child needs a dose of medicine at lunch time, the child should return home for this or the parent should come to school to administer the medicine. For casual ailments, it is often possible for doses of medication to be given prior to and after school hours. 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. Please note that teachers are not required to dispense medicines as part of their contract and any involvement would be purely on a voluntary basis.

For the school to agree to assist in long term medication:

- Parents must complete a request/authorisation Form AM2 (available from Mrs McMillan) which will include instructions regarding the quantity and frequency of administration. This form is signed by the Principal.
- The medicines must be brought into school in a properly labelled container which states
 - (a) the name of the medicine,
 - (b) the dosage, and
 - (c) the time of administration.

- Where possible, the medicine should be self-administered under the supervision of an adult. Medicines will be kept in a secure place by staff in accordance with safety requirements.

Where long term needs for emergency medication exist, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance.

Detailed written instructions should be sent to the school and the parent/guardian should liaise with their child's class teacher. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

Policy on First Aid in School

Under duties set out in the Health and Safety (First Aid) Regulations 1982, Millburn Primary School recognises its responsibilities in providing adequate and appropriate equipment, facilities and personnel to enable suitable first aid to be given at school. It is important to remember that first aid is to be provided for accidents, emergencies or illnesses which are unexpected, unplanned and not part of a pattern or series.

It must be stated that children who are very ill should not attend school, in their best interests and those of their peers and parents who repeatedly insist on sending their children to school when they are ill may be asked to discuss their reasons for doing so with the school's designated Child Protection Officer.

All members of staff, both teaching and non-teaching, are responsible for dealing with minor incidents requiring First Aid.

During lesson time, First Aid is administered by the class teacher or classroom assistant. If an incident occurs in the playground and First Aid is required, then a member of staff on duty in the playground may come to the staff room and request the assistance of the child's class teacher or classroom assistant as appropriate. At lunch times First Aid may be administered by our trained Supervisory Assistant, Ms Jill Brown, Mrs McMillan may be consulted by Ms Brown, as appropriate.

If there is a concern about the First Aid which should be administered, then the qualified First Aider must be consulted. The qualified First Aider is Mrs McMillan. All appropriate paperwork must be recorded as soon as possible after the incident, having ensured that the needs of the child or children remain paramount. All accidents must be recorded in a Record of First Aid Treatment book. A copy of this is kept beside the First Aid box in the Risograph/book store. All details need to be completed, including any treatment given.

Safety/HIV Protection

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

First Aid Boxes

Location: The location is marked by a green cross. First Aid boxes are at the following locations – opposite Room 2 at the sink area, in the Risograph/book store, near the fire exit under the stairs close to the Staff Room and at the staff toilets near the canteen.

Contents: Scissors, bandages, plasters (single and strip), antiseptic wipes, cotton wool, sterile gauze, disposable gloves, eye wash. Ice packs are kept in the freezer box in the Staff Room fridge.

Person Responsible for Supplies

Mrs R McMillan is responsible for checking the contents of the First Aid boxes on a regular basis and for placing orders to replenish stock. All staff are responsible for notifying Mrs McMillan if the supplies in any of the First Aid boxes are running low.

Allergies/Long Term Illness

A record is kept of any child's allergy to any form of medication (if notified by the parent), any long term illness (eg asthma) and details of any child whose health might give cause for concern.

Courses

Details of First Aid courses are circulated to the staff and all staff are welcome to attend. Every opportunity will be availed of to attend courses facilitated by the Northern Trust or other relevant outside agencies. Information gathered will be disseminated to staff, as appropriate.

Accidents

Accidents fall into four categories:

- Fatal.
- Major injury.
- Accidents to employees resulting in more than three days' consecutive absence.
- Other accidents.

Accidents in the first three categories should be reported immediately to Orla Martin, E.A.'s Health and Safety Officer by telephone – 028 25655366.

A completed Accident Report Form AR1, signed by the Principal, is sent to Orla Martin who will forward it on to the Authority's Legal Department. A copy of the form should be kept for record purposes.

Whilst most basic first aid consists of making the patient comfortable with some initial intervention, on the patient's behalf, by the school's designated First Aider resulting in parents/carers being contacted to be made aware of the situation, an invitation to personally check on their child and a decision made, under advisement if the child should remain in school or be taken home. In more serious incidents the child will be made comfortable, as previously stated while an ambulance is called. It is a management decision as to whether an adult should accompany a sick child to hospital in the ambulance, whilst parents or being contacted or cannot get to school to accompany their child prior to the ambulance leaving. If in doubt we will send a member of staff.

Other Accidents

These are the accidents which more commonly occur in school. The procedure to follow is:

- Always fill in the accident book for minor injuries (including all bumps on the head, but not minor cuts and grazes).
- If a child has a bump on the head, first aider assistance is given and the parent/guardian should be contacted immediately. In all cases parents will be asked to take their child home and monitor them closely. In cases where there may be suspected concussion, parents will be advised to seek professional medical attention at the A&E Department. A Mr Bump leaflet will be given to the parent, which contains advice on support following a head injury.
- Fill in the accident report form, copies of which are kept by Mrs McMillan, the designated First Aider, if the parent/guardian has to be sent for to take the child to the family doctor or to hospital for further treatment. Give the AR1 form to the Principal or the Vice-Principal to sign. Form AR1 is then copied for the school file and the original sent to Orla Martin, E.A. Health and Safety Officer for forwarding on to the Board's Legal Department.

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