



# Health, Safety and Welfare Policy

## **1. Introduction**

The health, safety and welfare of all the people who work or learn at our school are of fundamental importance. We aim to provide a safe, secure and pleasant working environment for everyone. The governing body, along with the LEA, takes responsibility for protecting the health and safety of all children and members of staff.

## **2. The school curriculum**

We teach the 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, in the geography curriculum in Key Stage 1 the unit of work, 'People who help us' deals with the work of the police and fire service. Through this topic we teach children about the danger of fire, and how to avoid accidents. Through the science curriculum we teach children about hazardous materials, and how to handle equipment safely.

We teach children respect for their bodies, and how to look after themselves. We discuss these issues with the children in PSHE lessons and we reinforce these points in design technology, where children learn about healthy 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 the Sex Education Policy.)

Our school promotes the spiritual growth and welfare of the children through the RE curriculum, through special events such as harvest festivals, 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 discuss and overcome any fears and worries that they may have. Teachers handle these concerns with sensitivity.

## **3. 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, in line with the requirements of the School Standards and Framework Act of 1998.

If children choose to bring their own packed lunch, we provide them with a suitable place to eat their lunch, and we supervise them during this time.

Our school promotes a healthy lifestyle. We discourage sweets in school and give guidance about what constitutes a healthy lunch box.

Children in Foundation Stage and KS1 are provided with a piece of fruit every day as part of the 'Free Fruit and Vegetables for Schools' programme.

#### **4. School uniform**

It is our school policy that all children wear the school uniform when attending school, or when participating in a school-organised event outside normal school hours (if appropriate). We agree the requirements for school uniform with parents and we review these regularly.

We always have a sensitive approach where the issue of regulations regarding uniform conflict with any child's religious or cultural beliefs. We have drawn up the regulations regarding school uniform with due regard to issues of equal opportunity and sex discrimination.

It is not our school policy to exclude children from the school if they, for whatever reason, do not have the proper school uniform.

We ask parents to equip their children with the necessary uniform and school equipment, so that they are able to participate fully in all school activities. If a child repeatedly attends school without the correct uniform, we will inform parents and request that they make sure their child leaves home with the proper uniform. If a parent is in financial difficulties, and this results in a child not having the correct uniform or not having adequate equipment, our school will do all it can to support the parent. We ask parents not to send their child to school with 'extreme' hairstyles or the sort of appearance that is likely to cause them to draw attention to themselves. We ask parents to discuss any issues relating to their child's appearance if this is influenced by religious belief.

On grounds of health and safety we do not allow children to wear jewellery in our school. The exception to this rule is ear-ring studs in pierced ears. We ask children either to remove these during PE and games or to cover them with a plaster.

#### **5. Child protection**

The designated officer for child protection is the headteacher (Caroline Wheatley) the deputy designated officers are the deputy headteacher (Mark Duce) and the assistant headteacher (Claire Luck). We have in addition a class teacher who is DSL trained (Chris Paine).

With regards to Newts (Before and After school club) the club manager (Marie Myton) and club assistant (Amy Land) are also DSL trained.

For further information please refer to the school policies on child protection and safeguarding.

#### **6. School security**

While it is difficult to make the school site totally secure, we have made recent improvements to the school grounds to ensure the school is a safe environment for all who work or learn here.

The main school through reception is accessed only by key code or by fob. Staff are aware not to allow any visitors in without checking with the school office.

The outer gates are locked at 9.10am and unlocked at 3.00pm. The gates to nursery are unlocked at 11:40 am and by a member of the school office to allow parents access to the walkway into Foundation Stage. These gates are locked at 1PM.

We require all adult visitors to the school who arrive in normal school hours to sign the visitors' book in the reception area .

If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the headteacher immediately. The headteacher will warn any intruder that they must leave the school site straight away. If the headteacher has any concerns that an intruder may cause harm to anyone on the school site, s/he will contact the police.

## **7. Safety of children**

It is the responsibility of each teacher to ensure that all curriculum activities are safe. If a teacher does have any concerns about pupil safety, they should draw them to the attention of the headteacher before the activity takes place.

We do not take any child off the school site without the prior permission of the parent (except in cases of medical emergency) .

If an accident does happen, resulting in an injury to a child, the teacher will do all s/he can to aid the child concerned. We keep a first aid box in all classrooms and in the main school office. The great majority of staff at the school have been trained in first aid. A full list is displayed around school in the staff room and school office.

Should any incident involving injury to a child take place, one of the trained members of staff will be called to assist. If necessary, the school will telephone for emergency assistance.

We record all incidents involving injury in the school logbook, and we inform parents in all cases. Should a child be quite seriously hurt, we contact the parents through the emergency telephone number that we keep on the school files. All incidents and near misses for pupils, staff and visitors should be recorded on an Incident Report Form and referred to the School Business Manager who will investigate and work with the Headteacher/SLT should any risk assessments be needed. This will be reported to the Health and Safety team.

## **8. Seat belts**

We only use coaches and mini-buses where seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving. Annual risk assessments are requested from coach providers.

## **9. Theft or other criminal acts**

The teacher or headteacher will investigate any incidents of theft involving children.

If there are serious incidents of theft from the school site, the headteacher will inform the police and record the incident in the incident book.

Should any incident involve physical violence against a teacher, we will report this to the Health and Safety Executive and support the teacher in question if he or she wishes the matter to be reported to the police.

## **10. Medicines in school**

The prime responsibility for a child's health rests with the parent/guardian; they are responsible for making sure their child is well enough to attend school. The parent/guardian should provide school with sufficient

information about the child's medical condition either prior to the child attending school or as soon as the condition becomes known.

The administering of medicine in school is a voluntary role. Staff who undertake this role and/or support children with medical needs, receive basic training, information and instruction from the headteacher and the child's parent/guardian. Training and advice is also received from the local NHS Trust.

It is the responsibility of the parents to hand the medicine to the office, inform a member of staff (who will record the details in the medicines file) and collect the medicines at the end of the day. Under no circumstances should children be allowed to be responsible for their own medicines (inhalers excluded). It is the responsibility of the parents to ensure that all medicines are maintained in date and to collect and dispose of out of date medicines.

Teachers who have a child with medical needs in his/her class are aware of and understand the nature of the child's condition, knows when and where the child requires additional attention, have access to medicines and any emergency procedures. Other staff are aware of and have access to relevant medical information. Any deterioration in a child's health will be reported to the Head who can then inform the parent.

#### ***Administering Medicines and Record Keeping***

Only medicines which have been prescribed by a doctor, dentist or nurse prescriber, to be taken four or more times a day will be administered by a member of staff. Whenever possible, parents should request that the dose/frequency is 3 times per day.

All medicines must be in the original container clearly marked with the child's name, date of birth, prescribed dose, expiry date and written instructions provided by the pharmacy.

The details must be recorded in the medicines file, which is kept in the office. We do not accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions (secondary dispensed). Alteration to the label is not acceptable. Any alteration to dosage must be accompanied by written instructions provided by the prescriber.

It is the parent/carer's responsibility to monitor when further supplies of medication are needed.

No child under 16 should be given medicine without their parent's written consent. All medicines must be signed in and out of the office by parents and staff. Staff must complete and sign a record each time they give medicine to a child. This includes medicines or emergency equipment needed for children who have a Healthcare Plan.

Medicines not prescribed by a doctor, dentist or nurse prescriber will not be administered by any member of staff. If a parent wishes to administer a dose of paracetamol at mid-day for example, they should inform the school and make their own arrangements to do so.

Any emergency medicine given to a child with a Healthcare Plan will be recorded in the Medical File and parents informed as soon as possible.

Any instance of a child refusing to take medicine will be recorded in the Medical File and parents informed.

Where the possible side effects of medicines have been communicated by the prescriber or pharmacist to a member of staff they must ensure that this information is shared with all staff and recorded in the child

or young person's file and individual health care plan. If a member of staff notices side effects they must report this to their manager or senior officer on duty who will notify the prescriber and ask for advice. Information regarding side effects can also be obtained from the Patient Information Leaflet, which must be supplied with every medicine.

Crushing of tablets (or opening of capsules unless specified) is not advocated, as it is an unlicensed use of the medication. If the patient is unable to take oral medication in the solid dosage form it should be referred back to the prescriber/pharmacist for amendment to a suitable liquid/soluble preparation. Medicines must not forcibly be given. This includes the crushing of tablets etc. into food or drinks in order to deceive. Where children and young people refuse to take medication that is essential to their health, a multi-disciplinary meeting must be held which must include the children and young person (where appropriate), the G.P., parents/persons with parental responsibility and representative (if applicable) to decide how to proceed. Any decision must be reached after assessing the care needs of the individual and the decision must be recorded in the individual health care plan. A written procedure must be developed that is specific to the child or young person.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor.

### **Storage and Access**

Medicines are kept in a locked cupboard or fridge in the office. All staff are aware and have access to the cupboard. Children are aware of where their medicines are stored.

Children have access to their inhalers, diabetic emergency supplies, testing kits and sharps disposal units in the classroom.

- Swimming – One staff member responsible for medication, which will be at the poolside.
- Visits – Children responsible for inhalers, member of staff responsible for EpiPen, emergency diabetic kit and any other medicines.
- Residential Visit - one member of staff will be responsible for the collection, administration and recording of medicines.

We understand that anyone caring for children including teachers, other school staff in charge of children, has a common law duty of care to act like any reasonably prudent parent. Staff need to make sure that children are healthy and safe. In exceptional circumstances the duty of care could extend to administering medicine and/or taking action in an emergency. This duty also extends to staff leading activities taking place off site, such as visits, outings or field trips. The Head Teacher will accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day.

Staff who are not medical healthcare professionals are supported by us in carrying out specified duties, and covered by the Local Authority's insurance arrangements in the circumstances listed in Appendix 1, provided that they follow this policy, act in good faith and act in accordance with their training.

### **Additional Information**

- Children with long term medical needs have Individual Healthcare Plans.
- Children with Healthcare Plans have Individual Risk Assessments.
- Blank copies of all relevant Medical Forms are kept in the Medical and Standard Forms File.

### **Monitoring and review**

The Resources Committee has responsibility for health and safety matters. It is this committee's responsibility to keep the governing body informed of new regulations regarding health and safety in light of guidance from the LA, and to ensure that the school regularly reviews its processes and procedures with regard to health and safety matters. The committee also liaises with the LA and other external agencies, to ensure that the school procedures are in line with those of the LA.

The governing body, in consultation with professional advisors, carries out regular risk assessments to ensure that the school is a safe environment.

The headteacher implements the school health, safety and welfare policy on a day-to-day basis, and ensures that all staff are aware of the details of the policy as it applies to them.

Reviewed: May 2015

Revised: November 2017

To be reviewed: November 2019

Signed: (Headteacher): .....Date: .....

Signed: (Chair of Governors): .....Date: .....

Signed: (Health & Safety Governor): .....Date: .....