

Kenton School

Health & Safety Policy



Signed:

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Date:

April 2017

Review date:

April 2018

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## 1.0 INTRODUCTION

Every employer with five or more employees must produce a written statement of general policy with respect to health and safety describing the current organisation and arrangements for meeting the policy. This is a fundamental requirement of the Health and Safety at Work Act 1974. The policy must be brought to the attention of all employees, as must any subsequent revisions.

This document has been written to fulfil the statutory requirement. It is divided into three parts, which are as follows:-

- A written statement of Kenton School's commitment to health and safety.
- Details of the organisational arrangements and responsibilities for implementing the policy.
- The arrangements for ensuring health and safety, including practical guidelines and procedures.

It is the responsibility of school leaders to know and understand the contents of the policy so that they may implement it correctly. Without genuine commitment from leaders the policy will not be effective.

## 1.1 Policy Review

The policy will be reviewed annually to ensure that it is accurate and continues to meet the objectives of the School. No fixed frequency has been set for a formal review as the document will be under continuous monitoring but clearly there will be circumstances that will trigger a review, such as changes in legislation and working practices.

## 2.0 GENERAL STATEMENT

Kenton School is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees and other people who may be affected by its activities.

The Governors of Kenton School pledge themselves to implement the Health and Safety at Work Act 1974 and other relevant statutory provisions and will endeavour to provide the necessary resources to carry out its responsibilities in full.

The successful implementation of this policy requires the commitment and co-operation of all levels of management and staff within Kenton School. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of other people who may be affected by their acts or omissions.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

School leaders will ensure that all procedures and methods of work are designed to take account of health and safety and are properly supervised at all times.

Competent people will be appointed to assist Kenton School in meeting its statutory duties including, where appropriate, outside specialists.

Adequate arrangements will be maintained to enable employees and their representatives to raise issues of concern with regard to their health and safety at work.

This policy will be monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

### **3.0 ORGANISATION**

#### **3.1 The Governors**

The Governors of Kenton School, as the employer, are ultimately responsible for:-

- (i) Meeting the employer's obligations under the Health and Safety at Work Act 1974 (the Act) as it affects Kenton School employees, members of the public and non-employees i.e. pupils, visitors and other people using the School premises.
- (ii) Providing resources, both financial and personnel, to fulfil the requirements of the Act.

#### **3.2 The Principal**

The Principal is responsible to the Governors for the correct implementation of all School policies and has overall responsibility for the actions of all its employees.

In particular the Principal is responsible for the following aspects and delegates the management of them to the Vice Principal responsible for Health and Safety:

- (i) The implementation and administration of the policy within the School. To ensure that staff are correctly instructed about their duties in accordance with the policy.
- (ii) The identification of adequate funds, time and manpower to meet any health and safety requirements.
- (iii) Setting the right example for good health and safety in school.
- (iv) Ensuring that staff representatives attend termly Safety Committee meetings with the Vice Principal.
- (v) Ensuring that suitable and sufficient risk assessments are carried out to protect the health and safety of staff and other persons who may be affected by the workings of the School

The Principal is responsible to the Governors for the effective implementation of the safety policy and any other health and safety duties within Kenton School.

### **3.3 Health and Safety Co-ordination**

The Vice Principal responsible for Health and Safety and the Health and Safety Co-ordinator are responsible for:-

- (i) Providing specialist advice, information, training and assistance in safety matters, to all levels of management and staff in the School.
- (ii) Carrying out safety inspections, checks and surveys of workplaces
- (iii) Carrying out risk assessments for work activities when required and to assist Subject Leaders with risk assessments within their Subject areas and whole school
- (iv) Supervising the recording of accidents, make investigations of causes, and make necessary reports to the safety groups and the Health and Safety Executive Inspectors when necessary.
- (v) Ensuring a full complement of First Aid personnel and Fire Wardens. Arrange training and carrying out any drills, required by the policy.
- (vi) Attending meetings with outside bodies on matters of health and safety.
- (vii) Attending Health and Safety Group meetings.

The Vice Principal responsible for **Health and Safety** is directly responsible to the Principal for the implementation of the above.

### **3.4 Subject Leaders and other staff with line management responsibilities**

Subject Leaders and other staff with line management responsibilities have the following duties:-

- (i) To ensure that they are familiar with the Kenton School Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- (ii) Responsibility within their own area for compliance with the School Health and Safety Policy and all other relevant legislation.
- (iii) Ensure that responsibilities for Health and Safety in their area are properly assigned and accepted at all levels.
- (iv) Periodically appraise their arrangements for Health and Safety in the light of reports from the Health and Safety Officers.
- (v) Will ensure that all Risk Assessments for the work of their area are written and that Safe Working Procedures are developed.

- (vi) Will ensure that where Contractors/Consultants are engaged to work on School sites, adequate competency checks are made together with providing adequate resources to ensure all relevant Health and Safety information is exchanged before any works are carried out.
- (vii) Involve the Vice Principal responsible for Health and Safety when proposing revisions to building layouts at the planning stage.
- (viii) Provide adequate training, information, instruction and supervision to ensure that work is conducted safely.
- (ix) Establish that all equipment, plant, premises and substances used are suitable for the task and are kept in good working order; this includes the regular servicing and maintenance of plant and equipment
- (x) Taking immediate and appropriate steps to investigate and control any risks to health or safety arising from work.
- (xi) Ensuring that all accidents and near misses are properly recorded and reported and that an investigation is carried out to determine the cause.
- (xii) Bringing to the attention of the Vice Principal any health and safety issues that requires their attention.
- (xiii) Speaking regularly with the Vice Principal with responsibility for Health and Safety to agree any changes in safety requirements within their area of responsibility.
- (xiv) Ensuring they are represented at or attend the School Health and Safety meetings as and when required.

### **3.5 Supervisory/Associate Staff**

- (i) Will ensure that they are familiar with the School Health and Safety Policy and all Health and Safety information relevant to the work under their control.
- (ii) Will ensure that risk assessments are prepared for all tasks carried out by their staff and that procedure and work instructions are developed from them.
- (iii) Will seek to ensure that all the people for whom they are responsible know, understand and comply with the procedures and work instructions.
- (iv) Will promote understanding by all of the people for whom they are responsible of all relevant Health and Safety information including risk assessments through regular team meetings and ad hoc training courses.

- (v) Will seek to ensure that all safety rules are observed, personal protective equipment is worn or used and that all safety devices are fitted and properly maintained and adjusted.
- (vi) Will maintain a system to ensure that they are informed of all accidents that occur in their section and that these are reported promptly to the Health and Safety Officer on the appropriate form after investigation into the causes has been made.
- (vii) Will ensure that all machinery and equipment for use by the people for whom they are responsible is properly maintained and that all defects found are promptly reported and rectified.
- (viii) Will consult with the people for whom they are responsible on any Health and Safety matters causing them concern and seek the advice of the Health and Safety Officer when necessary.
- (ix) Will ensure that adequate supervision is available particularly where young or inexperienced workers are concerned.

The Supervisor/Associate Staff are responsible to Subject Leaders and for the implementation of the above.

### **3.6 Employees.**

- (i) Will make themselves familiar with the School Health and Safety Policy and any relevant supporting documents e.g. risk assessments and work instructions and procedures.
- (ii) Will observe all Health and Safety rules at all times and comply with Health and Safety instructions given by their Supervisor or other persons with a responsibility for Health and Safety.
- (iii) Will wear all appropriate personal protective equipment (PPE) and use safety devices where appropriate.
- (iv) Will report all accidents or incidents to their Subject Leader whether or not injury has occurred.
- (v) Shall not wilfully damage or abuse any equipment or property provided in respect of Health and Safety.
- (vi) Shall report to their Line Manager or Subject Leader any work practices relating to the use of equipment that they consider unsafe or injurious to health.
- (vii) Are encouraged to make suggestions to improve Health and Safety at Work.

### **3.7 Health and Safety Assistance**

The School has appointed competent persons to assist in meeting its legal obligations and ensure the health and safety of its staff and visitors. In particular:

- (i) **First Aid.** The School maintains suitable numbers of trained first aiders to deal with minor accidents and emergencies in the workplace. These persons have received sufficient training and are qualified in accordance with statutory requirements. Identities of the first aiders are displayed throughout the School.
- (ii) **Fire Warden.** Emergency evacuation procedures are in place to give warning of imminent danger and allow everyone in the building to move to a place of safety. Fire wardens have been appointed for each area to assist with an evacuation. These persons have received adequate instruction and training to ensure effectiveness. Identities of the fire wardens are displayed on the fire evacuation plans on the VLE.
- (iii) **Health Surveillance.** The School will ensure that health surveillance of individuals is provided where required under statutory provisions or where this would be of benefit to maintaining health, safety and welfare.
- (iv) **Union Health and Safety Representatives.** These persons are appointed and trained by recognised trade unions in accordance with the Safety Representatives and Safety Committees Regulations 1977. The School will co-operate with the appointed representative in fulfilling their functions. In addition the School will seek to consult with employees on matters that affect their Health and Safety at Work.

## **4.0 Arrangements**

### **4.1 Risk Assessments**

The Vice Principal will ensure school Risk Assessments are reviewed on an annual basis or as and when necessary to reflect any significant changes. Subject Leaders are responsible for risk assessments within areas of their control and will provide evidence to show they are reviewed. Staff will undertake risk assessments for areas/activities within their control and provide evidence to the Assistant Head responsible for Health and Safety.

### **4.2 Hazards**

When considering hazards as part of a risk assessment the objective is to identify any significant hazards likely to result in harm. There are a wide range of hazards and they will depend upon where and what is taking place. The next section reviews some of these that affect the school staff, students and visitors.

#### **4.2.1 Contractors on Site**

All contractors must provide method statements and risk assessments including details of any chemical substances they may be using prior to commencing work. They must also read contractors' instructions held with RFM and sign that they have done so.

#### **4.2.2 Asbestos**

An annual check is carried out by the Local Authority on all pre 2000

buildings on the school site which contain asbestos. A report is produced and held by the school's Premises Manager. The survey report is accessible and consulted when works in the vicinity of Asbestos Containing Materials (ACM) are planned, to identify whether the ACMs might be disturbed by this work. Where work is to be carried out which may affect the fabric of the building, a refurbishment/demolition survey will be undertaken to ensure any hidden ACMs are identified.

#### **4.2.3 Display Screen Equipment**

All "heavy" users of display screen equipment complete an annual survey. This provides the school with an overview of each person's working conditions. In addition, staff are advised to report any DSE concerns to their line manager.

#### **4.2.4 Electricity**

All electrical equipment should be inspected and monitored according to manufacturers' recommendations and tested for safety on installation. The school carries out regular inspections of portable electrical equipment and results recorded by Robertsons/Premises Manager.

#### **4.2.5 Fire**

Emergency procedures are found on the VLE and fire drills are carried out at least three times a year. Fire equipment is checked monthly with an annual audit. Alarms are tested weekly and the Site Office notified of any faults. The Fire Risk Assessment is reviewed at least every 4 years. Kenton School returns an annual conformation letter to evidence that there are no significant changes to the building which would warrant a full review

#### **4.2.6 First Aid**

There is a designated person responsible for First Aid in the school. This person in co-ordination with the Vice Principal ensures that we have sufficient qualified First Aiders and Appointed Persons. In addition, they take responsibility of ensuring that first aid boxes are filled. A separate First Aid Policy and Administration of Medication and Managing Medical Needs Policy exist (see Appendix 1).

#### **4.2.7 Food Hygiene**

The Catering Manager is responsible for ensuring that the canteen kitchen meets Health and Safety standards. She also ensures that catering staff employed are qualified in basic Food Hygiene.

#### **4.2.8 Hazardous Substances**

In particular, Subject Leaders in Science, Design Technology and Art together with the Site Manager are responsible for ensuring that COSHH regulations are adhered to and that students and staff are aware of the hazards they face in using certain substances and that appropriate safety precautions are taken.

#### **4.2.9 Legionella**

The School's water systems are tested for Legionella following a service level agreement with Northumbria Water. A legionella risk

assessment is carried out with remedial measures identified, prioritised and actioned. During the year there will be weekly, monthly, quarterly, six monthly and annual checks following the contract. All of this is carried out by Robertsons.

**4.2.10 Manual Handling and Working at Height**

All staff should be aware of how to move heavy and awkward objects and Manual Handling training is available for those who require it. Specialist manual handling equipment is available on site and assistance should always be sought before staff try moving something that is too heavy or awkward. In the majority of cases the caretakers should complete such activities.

All staff should only ever work at low heights and must refer to Managing Work at Low Level Heights for information. Try to restrict displays/posters to head height and never use inappropriate equipment such as tables or chairs to gain height. If staff need to be at a higher height then refer to RFM for assistance.

**4.2.11 Personal Safety (lone working, violence against staff)**

All staff are given training if working alone in certain situations, such as Attendance Officers. A lone working/home visit policy is available.

**4.2.12 Pregnant Staff**

Pregnant Staff must complete a Risk Assessment in relation to their pregnancy and working environment. In the first instance this should be carried out with their line manager/Human Resources. A copy of the RA should be forwarded to the HR in order to ensure that the school meets what is required.

**4.2.13 School Visits/trips**

No school trips should go ahead without permission from the EVC. All forms required for completion are available through the EVOLVE system.

**4.2.14 Security on site**

The Site is enclosed with high level fencing and gates to all entrances are locked and/or manned during the school day. A number of main access door points now have coded locks fitted with relevant staff having a fob to enter or there is an intercom for access for all other people. CCTV cameras and alarm systems cover all buildings.

**4.2.15 Site Maintenance Issues**

The Site Manager/Premises Manager should be notified immediately of any health and safety concerns regarding the building, windows and doors etc. This can be achieved via email, phone or two way radio however during holiday periods, direct contact with Site Staff is essential.

**4.2.16 Smoking**

Kenton School is a non-smoking site.

**4.2.17 Stress**

Concerns relating to stress should be reported in first instance to line manager or HR manager.

#### **4.2.18 Visitors**

Visitors to the school site must enter school via the Reception and must sign in. Staff expecting visitors must notify reception in advance giving the visitor's name and time and date expected. The visitor's identification must be checked at the point of signing in if the person is unknown to the person they are visiting. A Member of staff must collect the visitor from reception, accompany them at all times and return them to reception.

#### **4.3 Accident Reporting**

Accidents must be reported via the online procedure. The main office holds the Accident Book. There is an on-line reporting form on the intranet which collects the data needed to complete the Accident Report form. These reports are forwarded by email directly to the Health and Safety Officer, Ms L Moore who assesses them and discusses any action required with the Vice Principal responsible for Health and Safety.

In the event of an accident the lead person in the activity (in co-ordination with the Head of Department) must provide the following information for records:

- Completed on-line accident report form
- Lesson Plan
- Seating plan if necessary
- Risk Assessment for the activity
- An in-depth statement covering the events leading up to and after the accident took place by the Teacher or Lead Person
- Any photos of the area of the accident – taken as soon after the event as possible.
- Statements from witnesses – staff/students
- If the person involved has been referred to hospital, a follow up report is required to indicate what has happened.
- Subject Leader statement to describe the immediate action that has been taken in order to stop a reoccurrence of such an incident.

This information needs to be given to Ms L Moore within 7 days.

#### **4.5 Monitoring**

A full site audit or an agreed audit/inspection of a specific work area e.g. Science, PE, D&T to monitor compliance with relevant health and safety legislation, fire safety standards and best practice is conducted by the Vice Principal responsible for Health & Safety and the LA Health and Safety Officer once a year and a report of findings produced. The Vice Principal disseminates the outcome of these inspections to staff.

Regular reports are made to Governors by the Vice Principal which include the findings of these inspections together with a report of accidents on site.

Heavy Users of Display Screen Equipment are surveyed annually generating a report of findings as well as having individuals' specific concerns addressed. Results of all regular inspections are available upon request from Robertsons, e.g. Portable equipment, door closers, fire equipment.

# First Aid Policy

Adopted: March 2016

Review date: March 2018 \_\_\_\_

The health and safety of all members of the school community and visitors to the school is of utmost importance. This first aid policy is created with the aim of ensuring that all staff members, visitors to the school, pupils and parents are aware of standard first aid procedures that will be followed in the event of any major or minor illness, accident or injury, and how they can contribute to the effective resolution of such incidents.

This policy is created and maintained by the school governing body with the assistance of the Principal and delegated Vice Principal, and is put into practice in conjunction with the school's **health and safety policy**. The school expects all staff and students to be familiar with this policy, as with all school policies. School Policies can be found on the intranet or obtained from Tracy Carson, Clerk to the Governors.

**Staff should always dial 999 for emergency services in the event of a serious emergency, medical or otherwise, before implementing the terms of this policy.**

## 1. Roles and responsibility

The governing body holds the overall responsibility for ensuring that the school has an up-to-date first aid policy, and effective first aid provision, personnel, and equipment in place. However, it is the school Principal (by delegation to the Vice Principal) and senior leadership team that are in the best position to monitor the first aid provision in the school on a day-to-day basis.

### The Principal

The Principal (by delegation to the Vice Principal) is responsible for ensuring that first aid provision is up to standard on a day-to-day basis. If this task is delegated to another member of staff, the Vice Principal is responsible for ensuring that the member of staff is adequately equipped, qualified and willing to carry out this role, and that first aid risk assessments are carried out regularly.

### The delegated Vice Principal

The delegated Vice Principal is responsible for ensuring that the first aid provision in school is up to standard and that any shortfalls in provision are identified and dealt with immediately.

### First aiders

The school has many first aiders. First aiders are members of staff who have completed a Health and Safety Executive (HSE) approved first aid course and hold a valid certification of competence in First Aid at Work [FAW]. First aiders receive updated training every 3 years. First aiders are required to give immediate first aid to staff, pupils and visitors to the school when it is needed and ensure that emergency services are called when necessary.

There will be at least one first aider on the school site when children are present. Pupils are aware they can go to student reception if they need to see a first aider. Staff can call reception on 260 to summon a first aider.

## School staff

School staff who are not designated first aiders still have responsibility for first aid provision throughout school. All staff should be aware of this policy, the school's **health and safety policy**, and basic first aid. Staff should:

- ensure that they are familiar and up to date with the school's first aid policy and standard procedures
- keep their managers informed of any developments or changes that may impact on the school's first aid provision, including any incidents that have occurred
- ensure that all the correct provisions are assessed and in place before the start of any activity
- ensure that activities in school that they are supervising or organising are risk assessed, and in line with the school's health and safety policy, to reduce the risk of accident or injury
- cooperate fully with the employer to enable them to fulfil their legal obligations. Examples of this would be ensuring that items provided for health and safety purposes are never abused and that equipment is only used in line with manufacturers' guidance
- ensure that any equipment used is properly cared for and in the proper working order. Any defects should be immediately reported to a senior manager and that piece of equipment should not be used.

Volunteers at the school have the same responsibilities for health and safety as any other staff, and will be expected to be familiar with the school's health and safety policy and procedures.

## Pupils

Pupils at the school should be familiar with first aid procedures and should ensure they go to student reception if they need first aid assistance. If they are unsure, they should ask a member of staff. Pupils can help the school ensure first aid provision is effectively put into practice by:

- reporting any medical emergencies or incidents to a member of staff immediately;
- reporting anything that they feel to be a hazard to health and safety on or near the school premises
- taking care for their own safety and the safety of others. Pupils that put themselves, staff, or any other members of the school community or visitors to the school in danger through reckless behaviour may be dealt with under the school's behaviour policy;
- make sure that staff members are aware of any of their own health conditions or ailments that may require first aid assistance (*for example allergies, diabetes, epilepsy*). This is particularly important in circumstances where pupils will be travelling off the school premises, for example for a sports match or a school trip.

## Parents

Parents can help the school maintain effective first aid provision by:

- alerting the school to any ongoing or temporary medical conditions that their child has that may require first aid. This is extremely important, and parents are required to notify the school of such circumstances. Where medicine has been prescribed either for a set timescale or as

an ongoing provision, the school must be notified. This medicine will be kept in first aid or with the Year Leader unless there is a specific reason for the child to have it on them at all times. It is important that parents do not send their children to school with prescribed medicine or other types of medicine without the knowledge of school staff;

- working with the school to instil a sense of first aid responsibility in their children. This means being alert of health and safety practicalities, and promoting safe behaviour at home;
- making the school aware of anything that they feel to be a hazard to health and safety on or near the school premises;
- familiarising themselves with the school's first aid procedures so that they understand the steps that will be taken if their child requires emergency first aid for any reason.

## Visitors to the school

Visitors to the school are expected to take care around school and have reasonable responsibility for the safety of themselves and other members of the school community. All visitors can have access to this first aid policy, as well as the school health and safety policy.

## 2. First aid boxes

Each first aider has a first aid box. The boxes can be replenished from supplies kept in sick bay. It is the responsibility of all first aiders to ensure that their first aid boxes are fully stocked at all times with items that are within expiry dates. There is a contents list inside each first aid box.

First aid boxes should only be used by qualified first aiders and can be used in the time it takes for the emergency services to arrive.

**For off-site activities**, first aid boxes should be taken by the first aider on any off-site activity.

**For school mini buses and coaches**, there will be first aid boxes permanently kept on board. These must be maintained by the first aider on board and should be kept in good condition, ready for use at all times.

## 3. Information on students

The school takes pupil privacy and confidentiality very seriously. All staff have access to details regarding which students have asthma inhalers, EpiPens, injections, or similar medical equipment. This is important in order that all staff are prepared to deal with medical emergencies relating to these conditions no matter where in school the child is (see section 4.)

## 4. Policy for students with medical conditions that are known to the school

This covers students with medical conditions such as diabetes, epilepsy and asthma. The school is conscious that it is vital to ensure that all staff are prepared at all times for a medical emergency as far as is practicably possible. The points below outline the provision in place for preparing for this type of an emergency:

- All staff are given up to date and regular training.
- A record of all students who have access to asthma inhalers, EpiPens, injections, or similar medical equipment is kept up to date and accessible to all staff via SIMs; this type of medication will be kept at the main reception, suitably labelled and easily accessible in case of an

emergency. Some pupils may have the responsibility for carrying this medication on them at all times.

- A database will be kept on the central school system that details students at risk of certain conditions, such as anaphylactic shock. It will be made clear to staff that they have a responsibility to regularly remind themselves which students have medical needs, and what they should do in the case of an emergency.

In the case of a medical emergency, a first aider should be contacted whether the pupil carries their own medication or not. Emergency services should be contacted where they are needed or thought to be needed.

The procedure for dealing with medical emergencies can be found in staff workrooms.

## **5. Procedure in the event of an illness**

If a student falls ill while in a school lesson they should immediately tell the member of staff in charge, who will assess the situation and decide the best course of action. They will be accompanied to sick bay if appropriate. Students who are clearly in pain, are distressed, or are injured will never be required to go to the sick bay unaccompanied.

A first aider will administer the appropriate first aid and parents will be called to pick up their child if they are too unwell to complete the rest of the school day. If a parent or carer is unable to get to the school to pick up the child, the child will remain in sick bay until they are able to get there at the end of the school day or arrange for another family member or carer to collect them.

If a child who is sent home early is still too unwell to attend school the next day, parents should follow the procedure outlined under the subheading below. The school aims to reduce the risk of a spread of infection or illness and asks parents to keep their child at home where there is a risk. Staff will work with pupils who have missed classes to ensure that they are able to catch up on all the classwork that has been done in their absence.

If a member of staff is unwell, they should ensure that their manager is aware of the situation or in the absence of their manager inform HR. Class cover needs to be arranged either for a single lesson or for a prolonged period of time.

### **Reporting continued absence due to illness**

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the school on the first day of absence. If the child is still absent on the third day normally a home visit is undertaken to determine what the problem is.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the child's doctor, an appointment card, or a prescription paper.

## **6. Procedure in the event of an accident or injury**

In the case of an accident or injury, the member of staff in charge should be informed immediately. They will assess the situation and determine whether or not emergency services need to be called. A first aider should be called for as soon as possible.

First aiders should be called, however, they are not paramedics and if the first aider feels they cannot adequately deal with the injury then they should arrange for access to appropriate medical care without delay.

### **Emergency services**

**An ambulance should always be called by staff in the following circumstances:**

- cyanosed (grey around the mouth and lips)
- difficulty in breathing and/or chest pains
- a significant head injury
- fitting, unconsciousness, or concussion
- a severe allergic reaction
- a severe loss of blood
- severe burns or scalds
- the possibility of a serious fracture
- in the event that the first aider does not consider that they can adequately deal with the presenting condition by the administration of first aid, or if they are unsure of the correct treatment.

If an ambulance is called, the member of staff in charge should ensure reception or the main office are informed together with details of their exact location and the name of the casualty. Reception and/or main office staff will ensure that access to the school site is unrestricted and that the pupil can be easily accessed by emergency services when they arrive.

Pupils who are taken to hospital in an ambulance will be accompanied by a member of staff unless parents are able to reach the school site in time to go with their child themselves. Ambulances will not be delayed for waiting for parents to arrive at the school. Parents will be informed of any medical emergency as soon as practicably possible and told which hospital to go to.

All accidents and injuries must be reported as per the school's reporting procedures.

## **7. Procedure in the event of contact with blood or other bodily fluid**

The school understands the importance of ensuring that the risk of cross contamination is reduced as far as is reasonably practicable, and the training that staff and first aiders undertake outlines the best practice for this. It is important that the first aider at the scene of an accident or injury takes the following precautions to avoid risk of infection to both them and other students and staff:

- cover any cuts and grazes on their own skin with a waterproof dressing
- wear suitable disposable gloves when dealing with blood or other bodily fluids
- wash hands after every procedure.

If the first aider suspects that they or any other person may have been contaminated with blood and/or other bodily fluids that are not their own, the following actions should be taken without delay:

- wash splashes off skin with soap and running water
- wash splashes out of eyes with tap water or an eye wash bottle
- wash splashes out of nose or mouth with tap water, taking care not to swallow the water
- record details of the contamination
- report the incident to reception and take medical advice if appropriate.

- reception will arrange for spillages to be cleaned up.
- All contaminated waste must go into the yellow bagged bin in first aid.

## **8. First aid in the physical education department and off-site provision**

The risk of injury is increased during increased physical activity. It is the responsibility of the head of the physical education department to ensure that first aid boxes in this department are kept fully stocked. All staff in this department should be aware of where these boxes are stored, what should be in them, and appropriate use.

**Signs alerting all members of staff to where these first aid boxes are kept should be displayed within the *games hall* and on the notice board at the entrance to the *games hall/physical education department*.**

**For off-site activities and away fixtures**, It is good practice for staff who are in charge of away fixtures and off-site activities to check with the host school that there is adequate first aid provision in place. Risk assessments should be carried out. If an accident or injury does occur, first aid should be sought from the host school's first aiders. If the student must visit the host-school's nurse's office or be given first aid treatment elsewhere, a member of staff from our school should be with them at all times. Where necessary in an emergency situation, students should be taken to the nearest Accident and Emergency Department.

## **9. Reporting accidents, emergencies, and first aid administration**

Any first aider who has administered first aid should fill out the first aid recording form in sick bay. These are used to record all incidents, both major and minor and stored in the school's first aid file according to the Data Protection Act 1998. The date, time and place, what happened, actions taken, injuries or a brief outline of the illness, and first aid administered should be recorded.

Accidents that fall under health and safety issues should also be reported in line with procedures outlined in the school health and safety policy.

All injuries that have occurred and first aid that has been carried out both on and off-site should be reported to the school, no matter how minor the injury. The first aiders are responsible for ensuring that all first aid incidents are recorded. The Vice Principal responsible for first aid will annually review the first aid file to ensure that it is an effective method of record keeping, and that all incidents are being recorded as is school policy.

The year leaders are also responsible for ensuring that parents are kept up to date as is appropriate regarding the health of their child in school, injuries that they have sustained, and medical treatment that they are receiving. In an emergency situation or in the case of a serious injury, parents will be informed as soon as is practicably possible.

The Vice Principal responsible for first aid should report to the Principal on the effectiveness of the first aid provision, to ensure that the school is continuously on top of first aid best practice and incidents and accidents can be avoided as far as is reasonably practicable.

### **Serious incidents**

Serious incidents will also be recorded and reviewed by senior leaders. The governing body will review cases of serious incidents and determine what, if any, steps could be taken in order to ensure that the same accident does not happen in the future. The types of minor accidents reported will be

reviewed at senior leadership team meetings to determine whether there are any accident trends that could be avoided.

## **Reporting to HSE**

1. The school is legally required to report certain injuries, diseases and dangerous occurrences to the HSE. Where there is a death or major injury this should be reported by calling the Incident Contact Centre (ICC) on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm). All other reportable injuries should be reported online [<http://www.hse.gov.uk/riddor/report.htm>].

It is the responsibility of the Principal to report to the HSE when necessary. This will normally be after consultation with the Local Authority's Health and Safety advisor. Incidents that need to be reported include but are not limited to:

### **Involving staff**

- work related accidents resulting in death or major injury (including as a result of physical violence) must be reported immediately (major injury examples: dislocation of hip, knee or shoulder; amputation; loss of sight; fracture other than to fingers, toes or thumbs)
- work related accidents that prevent the injured person from continuing with his/her normal work for more than seven days. which must be reported within 15 days (note that even though over-three-day injuries do not need to be reported, a record must still be retained)
- cases of work related diseases that a doctor notifies the school of (for example: certain poisonings; lung diseases; infections such as tuberculosis or hepatitis; occupational cancer)
- certain dangerous occurrences (near misses – reportable examples: bursting of closed pipes; electrical short circuit causing fire; accidental release of any substances that may cause injury to health.)

### **Involving pupils, parents, or school visitors**

- accidents which result in the death of a person that arose out of or in connection with the school's activities
- accidents which result in an injury that arose out of or in connection with the school's activities and where the person is taken from the scene of the accident to hospital.

### **Incident investigations**

An investigation may be launched by external authorities in the case of accidents or incidents that fall under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). Accident reports will be reviewed and witnesses may be interviewed.

Senior leaders or governing bodies may decide to conduct internal investigations into less serious incidents to ensure that policy and procedure are being used correctly and effectively, and that future incidents of a similar nature can be avoided.

#### **This policy will be reviewed:**

- at regular intervals
- after major accidents, incidents and near misses that have first aid implications

- after any significant changes to workplace, working practices or staffing.

## Appendix 2

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### **MANAGING MEDICINES AND MEDICAL NEEDS POLICY**

#### **RATIONALE**

Kenton School's ethos is 'all different all equal'. We pride ourselves in providing our pupils with the support they require to keep them safe and achieving whilst at school, regardless of background or ability.

We recognise that each child and young person is individual and unique and that some are likely to have medical needs, which will require additional measures to ensure they have full access to the curriculum and achieve best possible outcomes. As we strive to reduce the impact of any medical difficulties a young person may have upon their school life, we also appreciate that many pupils manage health conditions extremely well in school, often becoming the 'expert' with little need for support or intervention.

The prime responsibility for a pupil's health lies with the parent or carer. They are responsible for meeting their child's health needs and medication requirements. They should supply the school with any relevant medical information and inform us of any changes.

Students who require First Aid will be assessed by a member of staff trained in First Aid. Where emergency treatment is required the emergency services will be contacted followed by parents.

#### **MEDICATION**

At Kenton we are aware that many of our pupils require long-term medication, as well as having short and long term medical needs. Whenever possible, parents/carers should ask doctors to prescribe medications in dose frequencies which can be taken outside of school hours. No pupil will be given medication without the parent/carers' written consent. No member of staff will purchase medication or over the counter preparations for a child or young person.

Where parents have asked school to administer medication/s for their child, they must bring the medication to school and we would expect them, wherever possible, to ask the pharmacist to supply any such medication to be dispensed in a separate container, containing only the quantity required for school use. The name of the child the prescription and dosage regime should be typed or printed clearly on the outside. The name of the pharmacist should be visible. **Any medications not presented properly will not be accepted by school staff.**

The school will deal with each request to administer medication or offer other support to a pupil with special needs separately. The school will liaise with the relevant practitioners for advice and information about a pupil's special medical needs where necessary and in the interests of the pupil.

When a parent requests that we administer medication in school we will:

- Liaise with staff to consider whether or not they are prepared to administer the medication.
- If required, we will set up a health care plan with the parent for the pupil.
- Parents will receive a copy of the LEA and School Policy on the Administration of Medication and a Parental Agreement Form for completion.
- Ensure that we are satisfied with the instructions and signature on the Parental Agreement form
- Ensure we are satisfied the container and labelling.
- Ensure the child is aware of when and where to attend for his/her medication and the members of staff responsible for administering medication
- Ensure that the medication is kept in a secure place during the school day, that it is only accessed by the identified person/s, and that each time the medication is administered the school's medication record is completed and signed by that member of staff.
- Ensure that the child has actually taken the medication. If medication has been refused this will be recorded on the medication record and parents informed.
- When the pupil comes to the end of his/her course of treatment the parental agreement and record sheet will be marked "treatment completed" but will be retained on the pupil's record should it be needed for future reference
- The school will keep the medication record in the school's secure archives so that any future queries can be resolved.

## **NON-PRESCRIBED MEDICATION**

At Kenton School no member of staff will administer non-prescription medicines and no pupil will ever be given paracetamol, aspirin or ibuprofen unless prescribed by a doctor and prior written permission has been supplied from the parents. It must also be clearly noted on the written request from the parent, that the medicine has been administered in the past without adverse effect to the child before the school agrees to administer.

## **RECORD KEEPING**

At Kenton School we maintain vigilant medication records. A record of all medication received, even if it is not subsequently administered, is maintained to provide the school with an audit trail. It is the responsibility of parents/carers to supply written information about the medication their child needs to take in school and to let the school know in writing of any changes to the prescription or its administration ensuring that the details have been altered by a doctor or pharmacist upon the medication's label. No medication will be administered if the labelling has been altered by the use of Tippex or with ink. Only a typed or printed pharmacist's or doctor's label will be accepted.

## **STORING MEDICATION**

All medication will be stored in appropriate containers under lock and key. If medication needs to be refrigerated it is kept in a locked fridge, which can only be accessed by named members of staff.

Medication such as epi-pens, inhalers and insulin need to be readily available and young people at Kenton are encouraged and supported by all staff in carrying and managing such medications.

Pupils with epi-pens should carry one with them at all times and a spare pen should be provided to be kept in school. Spare inhalers can also be kept in school at the request of parents.

## **DISPOSAL OF LEFT OVER MEDICATION**

Leftover or expired medication should be collected by parents for return to the GP or pharmacy for disposal. Any leftover or expired medication which has not been collected or returned at the end of term will be disposed of at a pharmacy.

## **MEDICATION (STAFF AND VISITORS)**

All staff members and visitors to the school are responsible for the safekeeping of any medication brought into school for their own use. It is advisable whenever possible to keep any medication in a safe place such as a car or secure locker or cupboard. It is not acceptable to leave medication in situations where pupils could find them. All staff and visitors to the school have a duty of care to keep their own medication safe and away from pupils.

## **MEDICAL NEEDS**

All medical needs should be brought to the attention of the child's Year Leader. We will consider their needs and may consult Health Professionals, to determine what safety procedures may be required and implemented. Students may have an individual care plan attached to their pupil data, with emergency procedures to follow should the need arise.

It is important to have sufficient information about the medical conditions of any child with long-term medical needs. It may be necessary to share pupil information with departments for those pupils with allergies to foods, airborne and/or surface antigens.

## **EMERGENCY PROCEDURES**

In an emergency situation, emergency services will be contacted followed by parents/carers. If any child is taken to hospital by ambulance they will be accompanied by a member of staff, who will remain until a parent/carer arrives. Health professionals are responsible for any decision on medical treatment when parents are not available.

As LEA guidelines stipulate, **no member of staff** will take children to hospital in their own car in an emergency. An ambulance will always be contacted.

## **EDUCATIONAL VISITS, OFF SITE EDUCATION OR WORK EXPERIENCE**

Additional safety measures and possible risk assessments may need to be taken for outside visits, education or work experience. Staff arranging any of these should always consider a child's medical needs and medication requirements. Such details should be requested from parents at the time of gaining consent for participation. The form EV7 may be used which contains emergency contact details. A copy of the child's health care plan with emergency procedures should be taken on visits and any parental request for medication with the accompanying record sheet. Close liaison between the child's parents and the named First Aider on any trips should take place to establish any extra precautionary measures which need to be taken.

## **HYGIENE AND INFECTION CONTROL**

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. First Aid and healthcare staff have access to protective disposable gloves and are aware of the procedures for dealing with spillages of blood or other bodily fluids and disposing of dressings or equipment.

## **NON ROUTINE MEDICAL PROCEDURES**

The school will if appropriate offer support to the Health Personnel who work in the school premises to carry out routine health checks such as weight and height and immunisation programmes.

There may be occasions when staff will be requested to support Community Physicians within the school setting to obtain information or samples etc and provided that the Principal, staff and parents are in agreement then the school will support this process.

## **CONFIDENTIALITY**

Health information will only be used for the purpose of providing our pupils with the support and adequate healthcare they require to keep them safe and achieving whilst at school.

Medical information supplied by parents will be added to our pupil database, as will any emergency care plans or individual health care plan.

## **ROLES AND RESPONSIBILITIES OF STAFF MANAGING OR SUPERVISING THE ADMINISTRATION OF MEDICINES**

**DO NOT** administer medication without a medication consent form being completed by parents / carers.

**ALWAYS** administer what it says on the prescribed label.

**DO NOT ACCEPT** medication unless it is in the correct packaging with clear instructions.

**ALWAYS INFORM** parents / carers of the school medication policy and do not deviate from the agreed medical policy.

**ALWAYS** record the medication given.

**ALWAYS** record if medication is **REFUSED**, or **NOT TAKEN**.

**NEVER** give one pupil's medication to another. If a mistake or error is made, seek appropriate advice and communicate the problem to others on duty.

Agency staff **WILL NOT** dispense medication nor should any member of staff who is **NOT TRAINED**.

If you have to dispense medication off site, take a record sheet with you and an identified member of staff will be responsible for the safe transportation and the security of the medication.

Controlled drugs must be recorded in the controlled drugs book. If you are ever unsure whether a drug is controlled or not, contact a pharmacy.

**DO NOT** use Tippex or cross out an error. If a mistake is made when recording in the medication book, use an asterisk and write an explanation of the error underneath.

**DO NOT** transport students to the emergency services in staff cars. Always contact the emergency services if medical assistance is required.

Remember, you **ARE NOT INSURED** if you deviate from safe management instructions or policy.

Staff should not administer any medication before obtaining the appropriate forms signed by parents.

## **AND ALWAYS REMEMBER THE 5 RIGHTS**

**Have you got :**

**THE RIGHT PERSON  
THE RIGHT MEDICATION**

**THE RIGHT DOSAGE  
THE RIGHT TIME  
THE RIGHT ROUTE**