



Roe Valley Integrated Primary School

Policy for Health and Safety

Rationale

Roe Valley Primary School is committed to creating an atmosphere of safety and good health, both in and out of school. This is for all users of the school, children, school staff, parents and members of the wider community.

Purposes

The policy for Health and Safety includes

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

Guidelines

1. Pupils are taught good safety habits as part of the whole curriculum
2. Children are encouraged to develop healthy habits through good health and hygiene routines.
3. A positive policy for healthy eating is maintained at the school.
4. Children are taught to have care and consideration for themselves and others.
5. We have a limited number of school rules, which are for safety reasons.
6. Educational visits are carefully planned in advance.
7. Roe Valley Integrated Primary School has a set of procedures in case of an emergency in school.
8. In a school environment accidents may happen. There are agreed measures to be taken in such an eventuality.
9. All staff, both teaching and non-teaching are responsible for dealing with minor incidents requiring first aid.
10. The principal is responsible for ensuring that the building provides a safe and healthy environment for the pupils.
11. It is the policy of the Governing Body that Roe Valley Integrated Primary is a no-smoking school.
12. Car parking is a concern at Roe Valley Integrated Primary School as it is a hazard for those who use the school.
13. Children are always supervised when moving any equipment or item of furniture or sports equipment.

14. The principal is the designated key holder and is responsible for the security of the building.
15. Teachers have the responsibility to make sure their classrooms are secure.
16. Contractors are encouraged to telephone and make appropriate arrangements prior to visiting the school.
17. All hazardous substances are kept in a locked store.
18. Generally no member of staff will administer medicine to children.

Procedures

General Safety Habits

For children, good safety habits are taught as part of the whole curriculum. This can include topics, and the involvement of outside agencies such as the police, fire brigade, road safety officer etc.

It might also be taught through a health related topic such as smoking.

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

A positive policy for healthy eating is maintained at school, with a healthy option menu at lunchtime, and a fruit break.

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 e.g. scissors, tools, PE apparatus
- When moving around school
- When on educational visits

For any physical activity, children change into PE joggers and T shirts and wear pumps or trainers.

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

In accordance with DENI safety regulations, educational visits are carefully planned in advance. Details are sent to parents. Children are asked to wear appropriate clothing for the activity planned. The correct adult /child ratio is always followed, and a first aid kit and list of emergency phone numbers taken.

Roe Valley Integrated 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 the school. The school's accident register, accident forms and a list of any allergies children have are kept in the office. If the accident is more serious, the aim of the school is to get the child qualified medical attention as quickly as possible. Parents are informed straight away, and if necessary, an ambulance sent for.

Accident forms are filled in for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.

The Principal, is responsible for ensuring that the building provides a safe and healthy environment for the children. The cleaner maintains a clean and tidy building. Any minor repairs or maintenance is completed by our temporary caretaker, 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 the nearest exit as indicated in the classrooms.

Take your register, and check that all the children are present, then send it back to the principal with an adult if appropriate.

Nobody is to go back into school. If a child is missing it must be reported.

When all the registers have been received, the person who brought the register will return.

Your class may then go in.

Please make sure your children walk in and out of school sensibly, and line up quietly.

If your normal exit is blocked for any reason then use the nearest available exit

Lunchtime Fire Procedure

- All lunchtime supervisors 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

- Lunchtime supervisors on duty in the dining area shall evacuate all children from the building and ensure on the way out that any toilets are vacated.
- The 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 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 registers be sent back to classes enabling children and adults to re-enter the premises

Smoking Policy

- It is the policy of the Governing Body that Roe Valley Integrated 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 Roe Valley Integrated 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 or collecting children at the school should at all times have consideration for the safety of pedestrians, other road users and the immediate community. At no time should the school gates be obstructed.

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 they will need to move may be heavy or awkward to handle. Children need to be shown how to lift and carry safely. This needs reinforcing on regular occasions.

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.

Tables need one child at each end, a child must not attempt to lift a table on his or her own.

Small items of equipment include tape players, CD players, PE trolleys etc. These can be moved freely by the children.

Always make sure 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 Children Should Not Move

- Computers – monitors can easily fall off trolleys, or wires get caught
- Paper cutters

Security of the Premises

The principal is the designated key holder and is 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.

It is the responsibility of the Principal to check daily that:

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

Before leaving the premises, to check:

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

Principal

In addition, the principal is responsible for the security of the premises during the school day.

All visitors are required to report to the Office.

Any parent or visitor is welcome in school but is asked to report to the office first.

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 contact the principal.
- All contractors must report to the office. The principal will then be informed of their arrival.
- Contractors will work under close supervision 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 area, 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 principal and any concerns reported to the contractor and the appropriate department at the WELB.

Policy on the Use of Hazardous Substances in School

All substances which may be hazardous are kept in a locked store.

Any member of staff using chemicals must:

- Follow procedures laid down for use
- Be aware of procedures for avoiding exposure and for control
- Inform the 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 lunchtime, 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 outside school hours. The school does not administer medicines for casual ailments.

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 contracts and any involvement would be purely on a voluntary basis.

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

- Parents must write to the school giving authorisation for medicines to be administered to their children. This needs to include instructions regarding the quantity and frequency of administration
- 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

All 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 non-teaching assistant. If an accident occurs in the playground and first aid is required, then one of the staff on duty in the playground should come to the staff room and request the assistance of the child's class teacher or classroom assistant as appropriate. At lunchtimes first aid is administered by the midday supervisors.

If there is any concern about the first aid which should be administered then the qualified first aiders must be consulted.

The qualified first aiders are:

Charlotte Laverty

Bronagh Blair

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 should be placed in a plastic bag and fastened securely ready to take home.

Recording Accidents

All accidents must be recorded on an accident report form kept in the office. All details need to be filled in, including any treatment given.

Allergies/Long Term Illness

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

Accidents

All accidents must be reported immediately to the principal who will send for an ambulance if needed and contact parents. An accident report form must be filled in. These are kept in the office

- If a child has a bump on the head you must send a letter home and/or contact the parent/guardian.

Signed :

Chairperson, Paul Canning

Date:

Signed :

Principal, Anne Quinn

Date: