



# Bell Lane Academy

## **HEALTH & SAFETY POLICY**

**(including First Aid and Administration of medicines)**

Updated September 2017

Review date September 2018

The aim of this policy is to ensure that all reasonably practical steps are taken to safeguard the health and safety and welfare of all persons using the premises by:

- a) Establishing and maintaining a safe, healthy environment throughout the academy, ensuring safe working procedures among staff and pupils and that these practices are known to all.
- b) Establishing and maintaining first aid procedures and principles.
- c) Making arrangements for ensuring the safety and absence of avoidable risks to health in connection with the use of building storage and transport of articles and substances which are hazardous to health.
- d) Ensuring the provision of sufficient information, instruction and supervision to enable all children and adults on the site to be able to avoid hazards and contribute positively to their own health and safety and ensuring that they have access to Health and Safety training as and when it is provided.
- e) Maintaining a safe and healthy work place and safe access to and from it.
- f) Formulating effective procedures for use in case of fire and other emergencies for the safe evacuation of the school premises.
- g) Formulating and implementing procedures to be used in case of accidents.
- h) Formulating and implementing procedures for health and safety inspections by the appropriate people.
- i) Formulating and implementing procedures to ensure all electrical equipment is regularly checked and maintained.
- j) Formulating and implementing procedures and precautions relating to infections diseases.

### **Duties and Responsibilities**

#### **The Trust**

The ultimate responsibility for all academy safety, organisation and activity rests with the Wakefield City Academies Trust (WCAT).

The employer has the responsibility to ensure that the safety policy is adequate; is effectively managed; its performance is monitored and that any necessary amendments are made. This responsibility cannot be delegated.

#### **The Governing Body**

The Governing Body has the responsibility to ensure that the academy has appropriate policies and procedures in place and that these are being followed. It should also review the effectiveness of the policy and procedures regularly.

#### **The Headteacher**

The Headteacher has the responsibility for day to day academy safety procedures and activities.

The Headteacher shall:

1. Monitor the implementation of agreed safety procedures within the academy and assess whether they are being implemented effectively and address any concerns.
2. Liaise with the Premises Manager to ensure all safety concerns relating to the academy premises are addressed quickly.

3. Be the focal point for day to day reference on safety, give advice and indicate success of advice.
4. Maintain contact with outside agencies in order to be able to offer advice and give clear guidance on the frequency of safety inspections.
5. Review premises safety and academy practices on a regular basis. This includes:
  - a) Provision of first aid in the academy.
  - b) Emergency procedures.
  - c) Processes for disseminating safety information concerning the academy to all staff
  - d) Making any necessary changes to the facilities to enable access for all.
  - e) Keeping governors regularly informed of the safety procedures in the academy and any alterations to them.
  - f) Ensuring that all new staff, temporary staff and students are aware of the procedure and rules set out in this document.
  - g) Ensuring that they are kept informed of accidents and hazardous situations.
  - h) Ensuring the provision of sufficient information, instruction, training and supervision to allow staff and pupils to avoid hazards and contribute positively to their own safety and health at work.
  - i) Reviewing and updating related policies regularly (at least yearly).

### **Teacher holding Special Responsibility for Health and Safety (At present this is the Headteacher)**

Who shall:

1. Have a general responsibility for the application of the Health and Safety policy and be directly responsible to the Head.
2. Work to establish and maintain safe working procedures that support the safety and absence of risks to health of all staff and pupils.
3. Work to resolve any health and safety problems any member of staff may refer to them and shall in turn refer to the Head any of these problems for which they cannot achieve a satisfactory solution.
4. Seek advice and guidance, if appropriate, from the relevant officer of the Trust or local authority.

### **Staff Responsibilities**

They shall:

1. Have a duty to take reasonable care for the health and safety of themselves and of the pupils in their care.
2. Know the emergency procedures with regard to fire, first aid etc. and to carry them out.
3. Make regular checks on any equipment, tools and machinery in use in their area and report any concerns. **Please note that all electrical equipment should be visually checked before each use** and must be checked annually by an electrician and bear a sticker showing the date of its last check. See 'Electrical Equipment' section below.
4. Personally maintain high standards of Health and Safety and follow safe working practices, actively co-operating with other members of staff in promoting a healthy, safe environment across the academy.
5. Use protective clothing, gloves etc. where necessary.

6. Make recommendations to senior staff on such matters as safety equipment and any improvement or additions which may need to be made to any tools or equipment as necessary.
7. Report any concerns regarding health and safety as soon as they are identified to either the headteacher or the teacher holding special responsibility for health and safety.
8. Record health and safety concerns relating to the academy premises on the whiteboard outside the premises manager's room.
9. Ensure that students and volunteer helpers supporting their class are aware of all relevant health and safety procedures, referring them to the headteacher if necessary.

### **Students and volunteer helpers**

Students and volunteers should observe all the actions relating to staff. They must be made aware of the following:

1. A student or volunteer may not supervise groups of children in PE or Games sessions without a qualified teacher being present. This includes swimming.
2. A student or volunteer may not supervise children in the playground at playtime or during outdoor activities without a qualified teacher (or in the case of the Nursery, Nursery Nurse) being with them at all times.
3. A student or volunteer supporting on a visit out of the academy must be made aware of all relevant procedures and must be overseen by a qualified teacher.

### **Visitors**

All visitors to the academy must enter by the main entrance, report to the main office, sign the visitor's book and wear an official visitor's badge while on the academy premises so that all staff and pupils are aware of their official status. If relevant, visitors should be made aware of the safety procedures of the academy. Staff should challenge any unidentified visitor.

## **Other information**

### **Supervision of Pupils**

Health and Safety procedures for children at playtimes, dinner times and before and after school is overseen by the Senior Leadership Team.

### **Electrical Equipment**

All members of staff are required to visually check any electrical equipment prior to its use:

- Check plug is securely and safely fitted to flex.
- Check flex is in good repair.
- Check flex is securely and safely fitted to appliance.
- Check date of last electrical test (this should be no more than a year ago).

If there are any concerns regarding the above, the equipment is not to be used.

These checks should be carried out each time the equipment is used.

### **Contract Transport**

This relates to transport used for academy visits and to and from the swimming pool.

The teacher in charge should have a register of the children and a first aid kit. They have responsibility for ensuring that children do not use the front passenger seats or the centre rear seat. They must also ensure that all children secure their seatbelts. Any concerns relating to the suitability of transport must be reported to the headteacher immediately.

### **Sun exposure**

During the summer months the academy recognises the serious problems of prolonged exposure to sunlight. All staff, including lunchtime supervisors, should encourage the wearing of sunhats and long sleeved shirts, encourage playing in the shade from adjacent trees on the school field and make children aware of the dangers of sunburn.

### **Fire Drills (See Fire Safety Policy for more information)**

Fire drills are held at least once each term. Staff must support children in leaving the building as quickly and quietly as possible from the nearest exit following agreed fire safety procedures.

The academy assembles in class lines on the Upper Playground facing the field.

Staff then carry out a register check. All staff and pupils will remain outside until the building has been checked and the Head or Deputy deems it safe to return.

After each fire practice procedures will be reviewed and updated as necessary.

### **PE and Games sessions**

Children taking part in PE and Games lessons must be correctly dressed following the academy's uniform dress code. This includes the wearing of tracksuits in the colder weather and the removal of earrings for all sessions.

Apparatus is regularly inspected and maintained as well as being checked by the teacher before use.

Children are taught to handle large pieces of apparatus correctly.

Children are encouraged to work quietly and safely within the limits of their own confidence and ability.

If an accident occurs during the lesson the classteacher must remain with the class and send for help immediately.

# **FIRST AID**

## **First Aid Boxes**

These should be clearly labelled and displayed and staff should be aware of where they are located. Boxes should have a list of contents and these should be regularly checked and replenished. A member of the support staff who receives a monthly first aid allowance has responsibility for this.

First Aid boxes in the academy are located as follows:

- Outside the academy office (First Aid Cupboard)
- Upper Foundation (above the sink)
- Upper Block (Disabled toilet)
- Nursery (First Aid cupboard in the kitchen)
- Main kitchen (kitchen office)

In addition, there are travel kits for visits. The contents of these boxes are checked on a regular basis by a member of support staff who has responsibility for ensuring that stock is replenished.

Staff attending an accident should use the nearest First Aid box to access materials. The nearest box to the playground is in the Upper Block. If the member of staff needs assistance they should call for another member of staff or send an appropriate child to fetch someone. They should also send for the headteacher.

Disposable gloves must be used to treat all injuries unless in extreme emergency. There are gloves at each first aid point.

## **Medical Room**

In compliance with the Education Regulations 1996 (regarding school premises), the governors will ensure that a room is made available for medical treatment. The room that is identified for this purpose is the teaching kitchen. It contains (or there is access to) the following:

- Sink with hot and cold running water
- Drinking water (cups available from staff room)
- Paper towels
- First aid equipment (in cupboard outside main office)
- Protective gloves (in cupboard outside main office)
- Chairs
- Low bed and blanket (stored on top of cupboard outside staff room)
- Soap
- Suitable refuse container (in disabled toilet outside staff room)
- Appropriate record keeping facilities (outside main office on top of first aid cupboard)
- Telephone (in main office)

## **Dealing with Accidents and Injuries**

1. If an injury occurs which is deemed \*serious then the Head, Deputy or a member of the leadership team must be informed immediately.
2. The child's teacher should be informed of any injury.
3. Parents will be notified if their child suffers a head or mouth injury.
4. Where possible the parents of the child should be informed of all other \*serious accidents.

5. In the case of all \*serious injuries the parents will be contacted immediately. If parents or minders are unavailable then the school will seek medical advice. The Head or Deputy will exert their right to act in 'loco parentis'.
6. When a child is taken to hospital a serious accident form must be completed and signed.
7. All other less serious accidents/injuries will be reported in the accident book (except for very minor incidents i.e. faint scratches/slight bumps).

**All** accidents to staff, pupils and visitors which occur on the school site must be recorded. Any advice given to parents should also be recorded.

### **Illness**

Children who complain of illness or appear to be suffering in any way will be kept under observation and the condition assessed regularly. The child may be withdrawn from class for further detailed observation.

If symptoms persist the child's parents will be contacted and asked to arrange for someone to collect the child.

In extreme circumstances facilities do exist in the academy to enable a sick child to be cared for satisfactorily until home time.

### **\*Serious injury/illness**

The Headteacher, Deputy Head and other trained first aiders will confer as to whether an injury shall be deemed \*serious. However, they are not fully trained medical practitioners and can only make a judgement based on their own considerable life and professional experiences. They are nevertheless medically unqualified and can sometimes misjudge the situation.

Any parents may request that they are **always** informed of any injury or illness, which, however minor, involves their child. This will mean they are informed of every injury/illness, however slight, otherwise it will be assumed that they are prepared to leave the decision to the academy.

**Further information such as when a child needs to be isolated or sent home is available from the academy office**

## **Administration of Medication**

At Bell Lane Academy there are circumstances in which requests from a parent/guardian will be considered in relation to the administration of prescribed medicines to pupils. However, there is no legal duty for staff to administer medicines or to supervise a child taking it. This is a purely voluntary role.

If a child requires prescribed medicines whilst in the academy, it is preferable that a parent/guardian administers these.

For children who are on regular medication that is required 4 times daily this may be administered in school. If this is agreed, the medicine must be prescribed by a medical professional and be clearly labelled with the child's name. All medicines must be brought to the academy by an adult and handed in at the main office. A letter is required from parents clearly stating the dosage and time to be administered. **Medication will only be administered with signed, written consent.**

Medicines are kept in the office or staff room fridge and distribution is carefully monitored by office staff.

**Medicines given 3 times daily are not administered in the academy. This includes over the counter medicines such as Calpol, cough sweets and headache tablets. Parents are invited to come to the academy to administer medicine if they choose.**

### **Asthma**

Inhalers are kept in the academy office and their administration is overseen by office staff.

Inhalers are sent home for checking at the end of every half term or sooner if they appear empty.

**It is the responsibility of the parent/guardian to ensure that inhalers are in date and fit for use.**

The school has adopted the WMDC Policy a copy of which is available in the academy office.

### **Severe Allergic Reaction**

Epi pens are kept in the academy office. Training is provided for staff in their use.

**It is the responsibility of the parent/guardian to ensure that Epi pens are in date and fit for use.**

Most staff have been trained to use the Epi pen. Training is provided approximately every three years or sooner if necessary.

Kitchen staff are aware of all children with food related allergies. Children with special dietary needs who have academy dinners are identified by a purple wristband.

The school has adopted the WMDC Policy on severe Allergic Reaction a copy of which is available in the academy office.

### **Care Plans**

The School Nursing Service has the responsibility for completing and updating care plans for children (from the age of five) who have severe asthma and severe allergies. Copies of these are shared with staff and kept in the academy office. The academy also maintains its own register of children with medical needs.