



HEALTH AND SAFETY POLICY

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Section 1

1.1 Employer

The employer, as defined under section 130 of the Education Act 1996, is the Governing Body of St Peter's Catholic Voluntary Academy Trust, Bournemouth.

1.2 Statement of Intent

- 1 The Governing Body recognises and accepts its health and safety duties and responsibilities under the Health and Safety at Work, etc., Act 1974 and the Management of Health and Safety at Work Regulations 1992, so far as is reasonably practicable, for providing a safe and healthy working environment for all its teaching and non-teaching staff, pupils, contractors and visitors. It also fully recognises and accepts its responsibility for other persons who may be affected by its activities. It will take steps to ensure that its statutory duties are met at all times. However, all staff, pupils, contractors and visitors must understand that their own safety and the safety of others also depends on their individual conduct and vigilance while on the Iford or Southbourne premises or while participating in school-related activities.
- 2 The Governing Body will take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:
 - a. A working and learning environment that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare at work.
 - b. A safe and healthy place of work with safe access to (and egress from) it.
 - c. Plant, equipment and systems of work that are, as far as is reasonably practicable, safe and without risk to health.
 - d. Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - e. Sufficient information, instruction, training and supervision to enable all teaching, associate staff and pupils to avoid hazards and contribute positively to their own health and safety.
 - f. Necessary safety devices and personal protective equipment, training, maintenance and supervision of their use.
 - g. Adequate financial provision to meet the approved codes of practice and requirements of all legislation, including protective measures identified by risk assessment.
 - h. A constant and continuing interest in all aspects of health and safety.
 - i. Risk assessments with appropriate preventative and protective measures to eliminate or significantly reduce workplace hazards.
 - j. A smoke-free working environment.

Headteacher

Signed _____ Date _____

Chair of Governors

Signed _____ Date _____

The next review of this policy will be June 2020 or sooner if there are changes in legislation or changes within the School.

INTRODUCTION

The Health and Safety at Work Act 1974 (HASAWA) and other regulations place duties upon employers, employees and the self-employed to protect everyone involved in, or affected by, work activities. These duties have been improved in the years since the original Act in 1974 through continuing release of new regulations and approved codes of practice. The process of development is expected to continue and has been given added impetus through the embodiment into UK law of EC Directives. The Management of Health and Safety at Work Regulations 1999 is a significant example. This health and safety policy brings, together into one document, the procedures and guidelines developed within the school, and a framework for future developments and updating that may apply as necessary. Responsibility for the production, updating, and development of this policy lies with the Board of Governors and Headteacher, but the actual updating and amendment may be delegated. All employees and contractors are required to be familiar with, understand, and act upon its requirements. All employees and contractors have a legal requirement to keep themselves and others around them safe while at work and to comply with statutory duties, and not to recklessly misuse anything provided by the school in the interests of health, safety and welfare. This policy is issued with the authority of the Board of Governors and Headteacher and its requirements are binding upon all employees.

Section 2 Responsibilities and Duties

2.1 Organisation

This Health and Safety Policy is the written Statement of the Governing Body, which determines matters of policy on Health and Safety. Matters of detail are considered and determined by the Finance, Resources & Premises Committee (FRP) of the Governing Body. Responsibility for the day-to-day enactment of the Governor's Health and Safety policy is delegated by the Governing Body to the Headteacher and members of staff in accordance with the statements set out in Section 2.2 below.

2.2 Delegation of Responsibility

Headteacher (Responsible to the Governing Body)

- 1 To liaise with the Governing Body in terms of Health and Safety
- 2 To inform the Governing Body of the school's safety procedures as necessary
- 3 To inform the Governing Body of any incident notifiable under RIDDOR
- 4 To report to the relevant authorities any incident notifiable under RIDDOR
- 5 To encourage staff, pupils and others to promote a culture of health and safety within the school
- 6 To inform the Governing Body of specific items of expenditure necessary for compliance with statutory obligations

Health and Safety Co-ordinator (Responsible to the Headteacher)

- 1 To chair the Health and Safety Committee
- 2 To be the focal point for day-to-day references on safety
- 3 To give advice or indicate sources of advice on Health and Safety
- 4 To report to the relevant authorities any incident notifiable under RIDDOR
- 5 To maintain contact with outside agencies able to offer expert advice
- 6 To co-ordinate the implementation of approved safety procedures within the school
- 7 To ensure that any practices or use of plant or equipment considered unsafe is prevented until satisfied as to safety
- 8 To ensure accident and incident information is collated
- 9 To ensure that with the Health & Safety Committee, risk assessments are carried out to identify potential hazards
- 10 To arrange for suitable and relevant training and to keep records of such training
- 11 To be aware of changes in health and safety legislation
- 12 To specify, in liaison with the relevant members of staff, items of personal and general protective equipment
- 13 To act with appropriate members of staff to ensure that COSHH assessments on all relevant substances are carried out and records kept

Health and Safety Committee (Responsible to the Headteacher)

- 1 To make regular safety inspections of the premises
- 2 To act with the Health and Safety Coordinator to review accident and near-miss statistics
- 3 To review regularly the emergency policies and procedures
- 4 To review regularly the facilities for first aid and welfare

- 5 To make recommendations to the relevant body for additions or improvements to plant and equipment which are dangerous or potentially so
- 6 To review and disseminate health and safety information to relevant parties
- 7 To identify the needs of health and safety training
- 8 To identify aspects of the School's operation communicate such observations to the School Leadership Team.

School Leadership Team (Responsible to the Headteacher)

- 1 To have a general interest for the application of health and safety in their particular areas of responsibility
- 2 To ensure that safe working practices, as identified by the Health and Safety Committee, are complied with
- 3 To resolve specific problems with health and safety as may be relayed to them by members of staff in their areas of responsibility
- 4 To ensure that all new members of staff to their areas of responsibility receive suitable training relevant to their particular workplace

Teaching and Associate Staff Holding Positions of Special Responsibility (Responsible to School Leadership Team)

- 1 To have responsibility for the application of the School's safety policy to their own department or area of work
- 2 To maintain a safe and healthy working environment in their area of responsibility
- 3 To undertake risk assessments of the working environment under their control and to report to SLT causes for concern
- 4 To keep appropriate records of safety matters and actions taken, where and when necessary
- 5 To disseminate to all staff and, where appropriate pupils, all relevant information regarding health and safety
- 6 To assess the health and safety training needs of the staff in their charge and inform SLT of these needs

Site Manager (Responsible to the School Business Manager (Health and Safety Coordinator))

- 1 To supervise external and internal contractors while on site
- 2 To ensure contractors are made aware of all pertinent information relating to health and safety
- 3 To ensure that servicing of all electrical, gas and other relevant equipment is carried out in accordance with statutory and manufacturer's requirements and those records are maintained
- 4 To ensure that COSHH assessments on all relevant substances are carried out and records kept
- 5 To notify Health and Safety Coordinator of breaches of health and safety

All Staff (Responsible to their Line Manager)

- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions
- 2 To use and take care of any personal protective equipment supplied to them
- 3 To inform their Subject Leaders of any breach of health and safety that comes to their notice
- 4 To follow all instructions and notices pertaining to health and safety
- 5 To be familiar with and to follow all safety procedures and methods adopted in their specific areas of work
- 6 To be trained in the use and care of all equipment provided for the safety of themselves and others around them and to be aware of the penalties for misuse and interference of that equipment
- 7 To liaise with the Health and Safety Committee in the preparation of risk assessments for all activities that require such assessments
- 8 To comply with the instructions of the Health and Safety Committee as required
- 9 To exercise proper supervision of pupils in their control

Pupils (Responsible to the Teaching Staff)

- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions
- 2 To use and take care of any personal protective equipment supplied to them
- 3 To inform their tutor of any breach of health and safety that comes to their notice
- 4 To follow all instructions and notices pertaining to health and safety
- 5 To register at all appropriate intervals
- 6 To be familiar with and to follow all safety procedures and methods adopted in their specific areas of work
- 7 To be trained in the use and care of all equipment provided for the safety of themselves and others around them and to be aware of the penalties for misuse and interference of that equipment
- 8 To comply with the instructions of the Health and Safety Committee as required

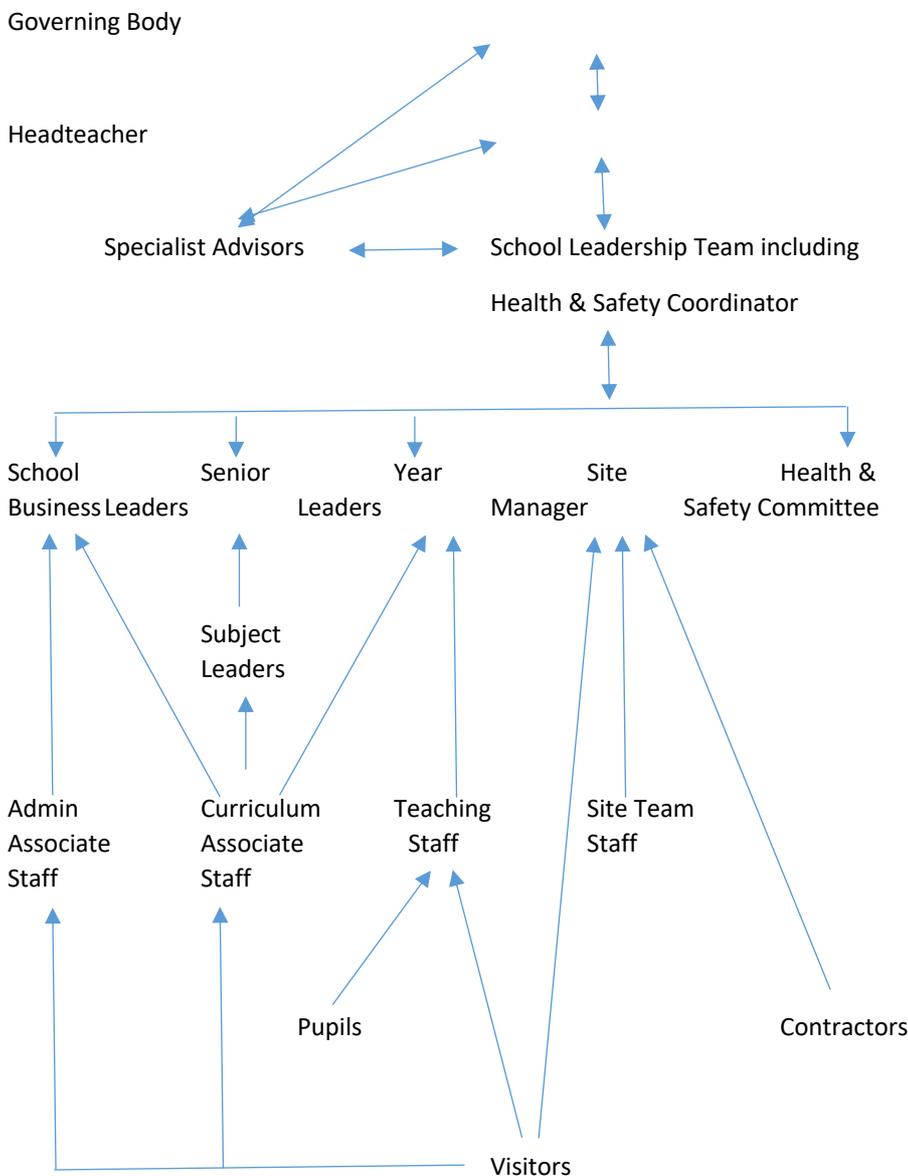
Contractors (Responsible to the Manager)

- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions
- 2 To use and take care of any personal protective equipment supplied to them
- 3 To inform the site manager of any breach of health and safety that comes to their notice
- 4 To follow all instructions and notices pertaining to health and safety
- 5 To sign in and out when entering and leaving the school premises
- 6 Where appropriate, to request to view and sign the asbestos register

Visitors (Responsible to all persons affected by their activities)

- 1 To take all reasonable care of the health and safety of themselves and those affected by their acts or omissions
- 2 To use and take care of any personal protective equipment supplied to them
- 3 To inform the site manager of any breach of health and safety that comes to their notice
- 4 To follow all instructions and notices pertaining to health and safety
- 5 To sign in and out when entering and leaving the school premises

2.3 Lines of Responsibility and Routes of Communication



Section 3 Arrangements for Implementing the Policy

The Health & Safety Committee and Other Responsibilities

The present members of the Safety Committee are listed on the staff room noticeboards and reception offices of each school site.

The Supervision of Pupils

Supervision is in accordance with the relevant policies.

The Supervision of Special Areas

The following areas are under special supervision because they are potentially more hazardous in use than others

Kitchens	Chartwells
Dining Areas	Duty Staff
Boiler Rooms	Site Manager
Science Laboratories	Subject Leader for Science
Art Rooms	Subject Leader for Art
Technology Rooms	Subject Leader for Technology
Drama/Dance studios	Subject Leaders for Dance & Drama
Theatre	Theatre Technician
Sports Hall and Gymnasium	Subject Leader for Physical Education
Grounds and Playing Fields	Site Manager

Note: Within Departmental job descriptions and health and safety policies, further delegation of responsibility for Health and Safety may be appropriate. Additional information on safety in these areas is immediately available from the Head of Departments or Site Manager. Copies to be provided to the Health & Safety Coordinator.

Arrangements or procedures for ensuring the policy are met

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1. Accident Reporting and Dangerous Occurrences

- Accident and Dangerous Occurrences must be reported as fully and as accurately as possible after the incident, and statements taken from witnesses, where appropriate. The requirement to report incidents (near misses) which are considered dangerous even though they do not result in injury lies with EU legislation and embodies the principle that employees should be proactive in accident prevention.
- Forms for completion are available from reception at both sites. The top white copy of the form should be sent to the Assistant Head (Pastoral) at Southbourne who will review and investigate, with expert advice if necessary, reporting to the Headteacher if applicable. The second, yellow, copy is kept in the students' file. A form must be completed for all accidents and dangerous occurrences, whether to employees, pupils or visitors, however minor.

The following are the minimum details which are needed to be recorded on the Accident Report Form to meet The Social Security (Claims and Payments) Act

- Date
- Time
- Name
- Occupation
- Nature of injury
- Place of accident
- Brief description of events

Accidents Reportable under; The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Include:

If an accident involved a member of staff and it was a major injury accident or an accident that caused the injured person to be off work for more than seven days the accident is reportable under the Reporting of Injuries Diseases Dangerous Occurrence Regulations 1995. The accident must be reported to the HSE either by telephone or using Form F2508 this form can be completed electronically at www.riddor.gov.uk . A copy of the form F2508 must be kept by the school.

If an accident involved a student and was attributable to the condition of the premises, e.g. play-ground surface, floors, stairs, steps, equipment, machinery, substances, experiments, sporting injury, work organisation, supervision, supervision of a field trip etc., and if the student/young person was taken to hospital. The accident is reportable under the Reporting of Injuries Diseases Dangerous Occurrence Regulations 1995. The accident must reported be to the HSE on Form F2508, this can be completed electronically at www.riddor.gov.uk a copy of the form F2508 must be kept by the school.

2. Administration of Medication

To be read in conjunction with Appendix 1-3

It is recognised that Staff do not have any obligation under their contract to administer medication to students. Most medication prescribed today is three times a day. Parents can therefore administer medication before school, after school and before bed. Medication should not normally be required during the school day. There is a requirement however under the DfE guidance to

assist students with medical needs. Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered du have been prescribed by a doctor or dentist. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions for administration and dosage. School should never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

Bringing Medicine to School Procedure

If medication (such as antibiotics) is required during school time, parents are asked to come to school reception with the medication. The parent is requested to complete and sign a Parental Consent Form to Administer Medication. The form is retained in a Year Group folder, together with a record of medication given.

N.B. Medication will not be accepted if brought in by student with accompanying letter from parent.

Any unused medication must be collected by the parent. Any uncollected medication will be disposed of at the First Aider's discretion on an annual basis.

No child under 16 should be given medicines without the above procedure being followed. Any member of staff giving medicines to a student should check:

- the student's name
- prescribed dosage
- expiry date
- written instructions provided by the prescriber on the label or container*

**It is noted that adrenaline pens include manufacturer's instructions*

Parents of students with asthma or eczema requiring medication in school are asked to follow the above procedure. Students requiring inhalers or cream for eczema have permission to carry their medication in event of an emergency. Parents of students who are at risk of life-threatening anaphylactic reactions are alerted to the school First Aider via the NHS School Nurse. An NHS form is produced by the School Nurse which allows volunteer trained staff to administer epi-pen treatment in the event of an emergency. All such medication is kept in the Main Office and students who require epi-pens are required to carry a spare epi-pen at all times. The procedure is clarified to all parents on entry to the school.

If a student refuses to take medicine, staff should not force them to do so, but should note this in the records and follow agreed procedures. The procedures may either be set out in the policy or in an individual student's health care plan. Parents should be informed of the refusal on the same day.

The School aims to encourage students with medical needs to participate in safely managed visits. The School will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on visits. This might include reviewing and revising the visits policy and procedures so that planning arrangements will include the necessary steps to include students with medical needs. It might also include risk assessments for such students.

School's Medical Records

A record is maintained on SIMS of all students in school with specific medical conditions, together with those students with any other identified need. This register is available to all staff. A record of all medicines administered to students is kept by the First Aiders by year group. Further guidance on issuing medicines is set out in the Department of Health document Managing Medicines in Schools and Early Years Settings – December 2015.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

3. Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs will be excluded from work and will be subject to disciplinary procedures. Some drugs prescribed for medical reasons are likely to impair judgement and lower concentration. If you feel you are affected when on medication, please inform your line manager so that additional arrangements may be made to safeguard you while at work.

4. Asbestos Management

Certain types of asbestos produce significant risks to health. The Site Manager(s) is to maintain and hold the School Asbestos Register which is to list the presence and location of asbestos in all school buildings. This register has the status of a legal

document. All known sites are, where possible, labelled with recognised Asbestos stickers. Prior to any work on or within any building, the Site Manager is to be consulted and the presence or proximity of asbestos, asbestos products or asbestos residues determined from the register. If the register shows that the area for work does have an asbestos-related risk, then professional advice is to be obtained prior to work commencing. A long-term plan to remove asbestos from buildings is to be drawn up using the priorities established in the Register. For further guidance visit <http://www.hse.gov.uk/asbestos/essentials/index.htm>

5. Assistance for Illness or Injury whilst in School

Under the school's duty of care, if a child presents medical concerns whilst on school premises the following procedure is to be followed:

- The First Aider is alerted via the Teacher in charge of the activity or on duty.
- If appropriate the student is taken to the school medical room or to the School Office, to be assessed or an on-site assessment is made, accompanied by an adult or another pupil.
- Parents are contacted if appropriate and or the emergency services dependent on the severity of the case.
- Parents are required to arrange collection of their son/daughter by an adult.
- No student will be allowed home without an adult escort.

First Aid Provisions

First Aid provisions are available centrally in the Medical Inspection rooms of each site. First Aid boxes are also located within the Science laboratories, Technology Rooms, Caretaking Offices and Physical education areas. The responsibility for maintaining adequate stocks of materials rests with the respective Subject Leader or First Aider at Primary. Fresh supplies of materials and First Aid kits for outdoor activities are available from the First Aid Manager at Southbourne and the School Office in the Primary School.

Procedures to follow when a Pupil is ill

Prompt assistance should be given by staff to a pupil who is unwell. When immediate simple treatment will not suffice, the parents or guardians will be contacted without delay, with a view to the pupil being collected from school and taken home. Parents and guardians are asked to provide emergency telephone numbers for use by the school.

Use of the MI rooms for purposes other than medical inspections should be confined to

- Administering first aid, if appropriate
- Placing a sick pupil waiting for parents, if necessary
- Placing a pupil who is unwell and needs to withdraw from class for a short period of time

If required, the accompanying pupil should be used to carry messages, otherwise they should return to class. The member of staff admitting a pupil to the medical room should complete the record book. Pupils in the MI room should not be neglected. Serious symptoms, such as in the case of concussion, have to be acted upon even though they may not manifest themselves for some time.

Emergency Procedures after an Accident

- a. A First Aider should be summoned to attend and should take control of the medical needs of the casualty(s). A list of qualified First Aiders is displayed on the staff room noticeboards and reception office on each site.
- b. Other staff should take control of the situation by dispersing other pupils from the area of the accident
- c. If the situation demands, an Ambulance should be called by contacting the school office where someone will dial 999. Wherever possible, casualties should be accompanied to the hospital. In less severe cases it may be sufficient to transport the casualty to hospital by car. This should normally be undertaken by the pupil's parents or guardians. Should this not be possible, a member of staff may take pupil to hospital, but it should be noted that such a journey should be undertaken on a voluntary basis. Every effort should be made to contact parents or guardians immediately.

The school provides occasional business insurance for such ad hoc occasions. The driver must be accompanied by a second adult, who should the patients' condition worsen, be able to assist.

6. Asthma, Anaphylaxis, Diabetes and Epilepsy

Also see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/638267/supporting-pupils-at-school-with-medical-conditions.pdf

Procedures for pupils with medical conditions requiring special arrangements

Pupils with medical conditions requiring special arrangements will be identified, generally, from SIMs and made available to staff via SIMs, Staff room/Reception/Medical Room or T16 notices. Specific advice regarding the ways in which members of staff are to respond to the needs of these pupils will be sought from parents, along with supporting documentation from health professionals or individual Healthcare Plan. Subject Leaders are responsible for making the information available to teaching/supply staff in their charge and ensuring that staff replacing for absent colleagues are aware of situations which might arise - the Cover Manager will also ensure that Supply Staff are made aware.

Members of staff are reminded that, whilst the pupil requiring attention is important, their primary responsibility is for all the pupils in the teaching group and, in general, the advice about how members of staff are to respond will reflect this order of priority.

6.1 Asthma

It is recognised that immediate access to inhalers is essential.

Primary Phase

Primary aged students will keep their inhaler in an accessible tray in their classroom. The classroom teaching assistant will be responsible for ensuring the asthma education is accessible during PE lessons and 'The Daily Mile'. Office staff will be responsible for the checking that inhalers kept in school are in date and operational. When the children are out at play, they are able to ask any member of staff to allow them access to their inhaler. In the event of an emergency, playground staff will be able to use the 'school inhaler' which will be accessible in close proximity with the medical supplies. This can be washed and reused as required.

Secondary Phase

We allow all students with asthma to carry their own inhaler at all times. Parents can provide spare inhalers to be held by the First Aider if required. Bringing Medicine to School procedures must be followed as stated in section 2.

6.2 Anaphylaxis

It is the school policy that a clear agreement is drawn up between the school and the parent of each student known to suffer from anaphylactic shock, authorising one or more trained individuals who have volunteered to give treatment. Agreement forms are available from the School Nurse at Boscombe Clinic. On an annual basis trained staff should attend training for epi-pen administration led by the School Nurse.

6.3 Diabetes

This is a disorder in which the body is unable to control the amount of sugar in the blood. Insulin injections are the most common way of regulating blood sugar levels. It is the policy of the school that for each diabetic student there should be a written agreement between the school and the parent. This would be detailing arrangements for the administration of insulin and the monitoring of blood sugar levels, either by the child, parent or by a named staff member who has volunteered to do this.

6.4 Epilepsy

This is a tendency to have recurrent seizures of fits, and it affects one in every 200 people. Some seizures involve 'petit mal' which is a brief interlude of unconsciousness. Witnessing a seizure can be frightening if they are convulsive; other students should understand what is happening so as to avoid undue panic. First Aid Staff are trained in emergency procedures for this condition as part of the first aid qualification.

7. Animals in School

Animals are not to be kept in school on a regular basis. There are opportunities for students to see and to handle animals brought into school by various reputable organisations. Students are asked to wash their hands before and after handling any animals. Students are not allowed to bring dead or injured animals into school. If stray animals wander into school, floors and tables which they may have contaminated should be washed afterwards. Any animal bites and scratches should be washed very carefully. Medical advice will be sought if there is any risk of infection. Students should be advised not to bring animals into school. Where a teacher wishes to facilitate a student bringing animals into school then a risk assessment should be carried out by their Head of Department.

8. Auditing of the Health and Safety Procedures

It is a legal requirement that the school's health and safety procedures are checked to ensure that they remain up to date and effective. The Governors have agreed that this be carried out within a service level agreement with a professional service provider.

9. Blood – Avoiding Contamination from Blood Borne Viruses

What are blood borne viruses (BBVs)?

BBVs are viruses that some people carry in their blood and which may cause severe disease in certain people and few or no symptoms in others. The virus can spread to another person, whether the carrier of the virus is ill or not. All First Aid staff are recommended by First Aid Training providers to receive a Hepatitis B vaccination. See HSE website for further details www.hse.gov.uk/pubns

The main BBVs of concern are:

- hepatitis B virus (HBV), hepatitis C virus and hepatitis D virus, which all cause hepatitis – a disease of the liver
- human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS), affecting the immune system of the body

All staff should be familiar with this procedure before having to handle blood:

- wash hands first
- put on disposable gloves
- clean any wound as necessary or ask a first aider to treat it
- dress any wound if necessary
- dispose of the gloves and wipes and put all contaminated material in a yellow clinical waste bin located in the Medical Room. Disposal of the contents is made by a dedicated waste disposal contractor.
- wash hands thoroughly again
- record incident on an accident form

Action after possible infection with a BBV

If you are contaminated with blood or other body fluids, take the following action without delay:

- wash splashes off your skin with soap and running water
- if your skin is broken, encourage the wound to bleed, do not suck the wound –rinse thoroughly under running water
- wash out splashes in your eyes using tap water or an eye wash bottle, and your nose or mouth with plenty of tap water – do not swallow the water
- record the source of contamination
- Contact the nearest Accident and Emergency department for advice, without delay. The circumstances of the incident need to be assessed and consideration given to any medical treatment required. Treatment might be appropriate following infection with a BBV, but to be effective, it may need to be started quickly.

Further information on Blood Borne Viruses can be found on www.hse.gov.uk

10. Classroom Equipment

All members of staff in classrooms have a responsibility to ensure that all equipment used by themselves and by the students is reasonably clean, well maintained and safe. If any item of equipment is identified as being unsafe in any way, its use should be reported to the Site Manager by Email. cch@st-peters.bournemouth.sch.uk

11. Conduct and behaviour in and around School

Students are made explicitly aware of how they should behave in and around the school through the use of school and classroom rules. Non-compliance is dealt with in accordance with the school's behaviour policy.

Movement about the school site:

- a. The general principles setting out the ways pupils should conduct themselves whilst moving about the school are posted in all classrooms.
- b. Routines and means of entry and exit from specific teaching areas are the responsibility of the respective Subject Leader. Teaching staff within each Department area are responsible for ensuring that pupils conduct themselves according to the agreed routines.

12. COSHH - Control of Substances Hazardous to Health

The Science Department is subject to separate regulations (CLEAPPS) which the school is a registered member <http://www.cleapss.org.uk/>

Hazardous chemicals are used in the general school – specifically, but not restricted to, the cleaning chemicals used by the Site Team, Caretakers and cleaners, art & technology and printer/copiers. The stock of any such items are to be kept locked at all times eg.in the cleaners’ cupboard or Site Manager/Caretaker’s office when they are not being used. Teachers are not to keep their own small stock for their own cleaning jobs. Any whiteboard cleaner kept within a classroom environment should be kept out of sight in a teacher only accessed cupboard/drawer. Chemicals and cleaning chemicals are always stored in their own container with the original label and warnings showing clearly on the container. Food or drink containers are never to be used to store chemicals. Only small quantities of the chemicals are kept in school at any given time. All spillages must be cleaned up immediately. As part of Health education, students are taught to recognise the warning symbols, (white background with black symbol in a red triangle) which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint strippers etc., and are warned of the associated dangers. Protective clothing is available to all staff when using chemicals and must be used. COSHH assessments are always carried out before chemicals are used, and the user is informed of the dangers and control measures to be in place for that chemical. In the event of an identified bacterial infection occurring in school site staff or specialists will undertake a sanitization of all areas that are touched by hands as a precautionary measure.

13. Contractors on Site

Contractors on site should always be overseen, by a member of site staff all of whom are aware of the school’s responsibilities regarding contractors. Checks are made for competence and insurance of all contractors.

Contractors should always be asked to provide risk assessments for work undertaken on site.

The following guidelines will be followed:

- 1 Before any work commenced, a meeting is held on site with the contractor to agree how potential problems will be avoided. Where appropriate, the asbestos register must be made available and the contractor will be asked to sign the register to acknowledge the content.
- 2 When using local contractors, the school’s own ‘approved list’ is used as the source. This ensures that only suitable contractors are brought into the school to perform tasks. There are many advantages in drawing from the approved list:
 - the school knows who to call quickly in the event of an emergency
 - the contractor will have been checked beforehand so the school knows it is getting good service
 - references will have been taken up and checked

For a contractor to get onto the approved list they should satisfy the following:

- be capable of carrying out the work in a competent manner, either by qualification of experience
- can supply the resources to satisfactorily complete the job, without up-front payment
- has sufficient and up to date Public Liability Insurance. Staff must ask for a copy of the certificate and keep it on file, diary date the expiry to check for renewal
- has an up to date and meaningful safety policy
- has documented risk assessments
- agrees to abide by the school’s safety policy
- clearly states what work will be done, at what cost, and by when, in writing, before the work commences so that understanding and agreement can be reached.

Certain activities will require ‘Hot Works Perm guidance is available in the ‘Fire Safety Risk assessment – Educational Premises’ publication from the Department of Communities.

14. Electrical Safety

Most people will be well aware of the dangers associated with electricity and electrical equipment. Electricity is potentially dangerous and must be treated with respect. The Electricity at Work Regulations imposes certain duties on organisations to ensure the safety of those who may be affected by it.

The following procedure must be adhered to in the use of electricity:

- all portable electrical appliances will be tested as necessary. The frequency of the tests varies according to the equipment and where/how it is used. Records of these checks are available from the Site Manager.
- staff are instructed to visually check each item of electrical equipment before it is used. Look for signs of burning, damaged cables, loose covers etc.
- any faults must be reported to the Site Manager immediately and the equipment taken out of use until it is suitably repaired
- School staff are not authorised to work on any electrical circuitry or equipment unless duly qualified certification has been produced and retained on their personnel file
- all staff must be aware of the dangers of trailing cables. Trailing cables must NEVER be allowed to cross walkways

- four-way extension blocks should be secured to the wall or computer trolley to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment
- the fixed electrical installation should be tested at five yearly intervals.

15. Fire Prevention and Regulations

The primary duty of Staff, in the event of fire, is to ensure the safe evacuation of buildings and the registration of pupils in their charge. Staff must make themselves familiar with the procedures to be followed, should the fire alarms sound, these procedures are set out in instructions posted in each classroom and within the Emergency Evacuation Procedures sent to staff. This information includes details of the emergency Lock down Procedures too. All Staff have a duty to ensure that the pupils are familiar with and understand the instructions. Staff must bear in mind that these procedures cannot cover every eventuality and, in consequence, that flexibility, resourcefulness and co-operation are essential if the primary objective of protecting all personnel in an emergency is to be achieved. Staff must know of the location of firefighting equipment in the areas in which they normally teach, however they should only use the equipment in situations where they feel confident and do not place themselves or those in their charge in undue danger. Fire Drills will be carried out as appropriate, on average three times a year. The drills will be organised by the Health and Safety Committee and records kept of the result of the drill by the Site Manager.

16. Food Safety

Before undertaking any food handling activity, written permission must be sought from parents. This should ask parents to also give details of any foods which their children should not eat. The School endeavours not to use nuts or nut products and will encourage parents not to include them in snacks or lunchboxes, but this cannot be guaranteed.

We recognise that it is important for students to learn safe and hygienic food handling procedures. These are detailed below:

- before commencing, long hair should be tied back, jewellery and watches removed and hands washed with soap and warm water;
- students must be reminded that they should not touch their faces whilst working with food. If they do they must wash their hands again;
- students should wear clean, protective clothing;
- classroom tables must be thoroughly cleaned;
- students should wash their hands again after they have finished working with food;

Food storage can present difficulties. The guidelines below should be followed as a minimum:

- food should not normally be stored in school unless appropriate conditions are made available;
- if small quantities are kept, it should be in a cool, dry place such as a ventilated cupboard;
- the shelves on which food is stored should be used exclusively for food and should be of an appropriate material, i.e. capable of being cleaned with disinfectant and kept dry;
- perishable foods should be stored in a refrigerator, the temperature of which should be 5° or below. This should be checked with a fridge thermometer;
- it is good practice to keep perishables in the fridge for the shortest time possible. Leftover should be disposed of straight away if not needed. Opened packets must be tightly sealed if the contents are needed later that day;
- the fridge must be regularly cleaned and emptied
- cooked foods should never be left uncovered. They must be kept as cool as possible and covered with greaseproof paper or kitchen paper, not cling film as this causes condensation;
- when deemed appropriate, all-purpose cling film should be used as other types of less versatile cling film can cause health hazards;
- food taken home by the students must be hygienically protected.

Working with hot surfaces and hot substances:

- heating liquids in a microwave can be dangerous. Standing times must be observed. Use manufacturer's instructions whenever possible
- great caution should be exercised at all times where hot substances and surfaces are involved. Students should be regularly reminded of the departmental safety rules

Food Safety and Hygiene in the staffroom:

All members of staff have a responsibility to keep the staffroom as germ-free as possible. The following points should be observed:

- All staff must wash their cups, mugs, cutlery and plates once used – plates should be returned to the main dining room
- staff should ensure that no personal food is kept in the staffroom for longer than necessary, and certainly not beyond its shelf life

- the fridge, microwave, cupboards and surfaces should be kept hygienically clean, with no food left to 'go off'. A check of fridges should be made on a regular basis and out of date items removed and disposed of.

17. Flammables

The Science Department is subject to separate regulations (CLEAPPS) which the school is a registered member <http://www.cleapss.org.uk/> It is unlikely that our school should have any large quantities of flammables, particularly flammable liquids. Some cleaning items, however, are flammable and some highly flammable. Where these items are used, no large quantities will be stored. Deliveries and orders will be kept to a minimum. Where such items are required in the school, they will be stored in a suitable, locked metal cabinet, in the cleaners' or Site Manager's store.

18. Health and Safety Assistance

To satisfy its legislative requirements of having access to a competent person, the school is able to seek the assistance of a qualified Health and Safety advisor via a service level agreement. He/She will provide advice and guidance on health and safety law and what the school needs to do to comply with that law. Also see Section 8.

19. Health & Safety Training

The safety training needs of the school will be considered by the Headteacher and Senior Leadership Team and the appropriate training arranged for staff. An annual Health and Safety information guide is given to all staff present at commencement of new school year and appropriate training will be given to new or supply teachers as soon as they join the school. This basic training will include the procedures for fire and first aid. They should also be made aware of this Health & Safety policy and the procedures for implementing it. Refresher training as necessary will be provided. Training may include the following as appropriate topics and timeframes:

Ladder	as recommended by Occupational Health or Risk Assessment
Manual handling	as recommended by Occupational Health or Risk Assessment
Minibus	initially as requested, renewal within 4 years
First aid	Emergency or First Aid at work – initially by agreement, renewal within 3 years
Fire	Annual PowerPoint training update

20. Ladders and Stepladders and Working at Height

Extending Ladders

Only the Site Managers and Caretakers, who have received the proper instruction and training, use extending ladders. Roof work, even retrieving balls, is not to be undertaken during windy or severe weather.

Stepladders and kick stools

There are sufficient stepladders provided in school to prevent staff from using chairs or tables for access to high shelving or putting up displays. Relevant staff should receive basic instruction in the use of step ladders to ensure that they are aware of how to use them safely. Instruction will include not having any degree of side loading and that the top step should not be stood on, unless it is designed for this, and has a suitable rail to support the user. High stepladders must always be held by a competent person whilst the user is standing on them. Further guidance on ladders and stepladders and Working at Height can be found on the HSE web site at; <http://www.hse.gov.uk/pubns/indg401.pdf>

21. Lone Working

Lone working can present particular safety hazards. Members of staff who believe that they could be required to be in a lone working situation should discuss this with the SLT. A risk assessment will be carried out and if lone working remains a necessity then the means of communicating will be specified. For those who are required to work alone in buildings as part of their normal duties e.g. site staff they will be issued with the mobile number of a site staff colleague to telephone when leaving site or emergency. During holiday periods, any member of staff wishing to work in a school building is to sign in at Reception and will be subject to checks for safety.

22. Manual Handling

Manual handling includes lifting, pulling, pushing, moving and carrying. All members of staff are to be made aware of the risks associated with manual handling. Staff are advised to avoid manual handling as much as possible. Seeking assistance with the task can often reduce the risks for simple handling tasks. In certain circumstances, where there are manual handling tasks to be carried out then a suitable risk assessment will be carried out to determine if the risk can be reduced. This is particularly important where the school has disabled students who may need assistance for certain tasks. Where a manual handling assessment for a student is needed, it is likely that specialist assistance will be required, and the LA will be consulted. Where members of staff have to carry out manual handling operations then the appropriate level of training will be provided.

Further guidance on Manual Handling operations can be found on the HSE web site at www.hse.gov.uk/pubns/indg143.pdf

23. Office Safety

Offices should be checked to ensure that trailing cables from computers do not cause tripping hazards. Information and instruction on display screen equipment is to be given to all staff that are classed as display screen users. A self-assessment should be carried out periodically – support from IT staff is available to assist if required. A Display Screen Assessment is to be carried out and any actions noted are to be implemented. Space under the desk and open floor areas are not used for storage.

24. Off Site Visits

For full details on this subject please see the Outdoor and Educational Visits Policy.

25. PE Safety & Procedures

As a school we adopt the '*Safe Practice in Physical Education and School Sport*' published by ASPE (Association for Physical Education & School Sport). Students are required to wear approved school PE kit, appropriate to the lesson being undertaken. Appropriate footwear is required according to the activity being studied. During periods of inclement weather students are allowed to bring suitable protective clothing for outdoor activity. When students may be exposed for long periods in the sun, they are encouraged to protect themselves from sunburn with both cream and clothing. Students are encouraged to bring a bottle of water with them for all physical education lessons.

Safety Procedures

- Exciting and challenging work should be presented to students in such a manner that they are never confronted with unreasonable tasks. Physical Education is by its very nature a challenge to growing students. It presents problems which can be met by a mixture of skill, fitness and personal judgements. Good, vigorous work will not be completely without risk, but it should be without necessary dangers. (Safety in Physical Education – The British Association of Advisors and Lecturers in Physical Education).
- 'The Physical Education Curriculum and the extra-curricular programme both require the same duty of care of teachers and coaches and provide many continuing opportunities to involve young people in safety matters. Awareness of safety is an integral part of the education process and its development will enable greater responsibility to be exercised by students as they mature. The knowledge derived has wide applications outside and beyond school, where the principles of safe practice are significant in underpinning the tasks and challenges of daily living. Safety is a cross-curricular theme, but it will be most effectively demonstrated and applied in the practical areas of learning; nowhere more so, than in Physical Education. (Safety in Physical Education – The British Association of Advisors and Lecturers in Physical Education).
- Our first priority is to establish a good working relationship with students of all ages where discipline is firm, and the students always know exactly what is required of them at any given time. A controlled environment is essential to safe practice. No group is allowed to work in a potentially dangerous field or activity until the teacher is satisfied that he/she has established good discipline.
- We try to ensure that no student is given work which is beyond his / her physical capabilities. Students are encouraged to tell the teacher if they have particular fear of some activity. Consideration is given in particular to any student who is subject to a medical condition which can create difficulties in certain activities. A file of relevant medial information on students is kept in the school office on each site. All our work is differentiated and designed for mixed abilities groups. As new activities are introduced the students are shown the potential hazards involved and safe working practice.
- No student is ever allowed to use any piece of equipment or apparatus unless they have been given careful instruction in its use and until it has been checked by the teacher to be in a safe condition and in the correct place.
- No member of staff is asked to conduct a lesson in any activity for which they are not qualified, or which is deemed to be beyond their capabilities and or experience.
- No PE group is ever left unsupervised in a potentially dangerous environment.
- A stocked First Aid Box is maintained for the treatment of any minor injuries. In cases of more serious injury help is to be summoned to call the emergency services if required. A record of all injuries is to be kept.
- Whatever activity is being undertaken, it must always be ensured that the appropriate clothing is worn, particularly on the feet. No jewellery or watches are ever allowed to be worn which could cause injury.
- All members of the PE staff team have experience and qualification in the delivery of comprehensive programmes that while changing, maximises safety and minimises risk of accident or injury.

26. Pregnant Workers

When a member of staff has become pregnant the member of staff must inform the school's HR Manager in order that an appropriate assessment may be carried out to ensure that the duties performed do not cause her, or her unborn child, any harm. Further guidance can be found on the HSE web site at: <http://www.hse.gov.uk/pubns/indg373hp.pdf>

27. Property Maintenance

Although the Governors and Site Management Staff at St Peter's are committed to regular buildings and maintenance checks, all staff are required to be vigilant about the issue of property maintenance. Any defects in the conditions of buildings or grounds should be reported to the Site Manager.

28. Protective Clothing

Where risk assessment and/or regulations identify the need for protective clothing, it is the responsibility of the Head of Faculty or Departmental Manager to arrange the necessary provision for staff and ensure that it is worn as required.

29. Risk Assessment

The operation of systems for assessing risk in specialist areas (Science Laboratories, Technology workshops, Physical Education areas, Art rooms etc.) is the responsibility of the respective Subject Leader. All off-site visits with pupils must be assessed for Health & Safety risk. Appropriate forms are available from the Educational Visits Coordinator (EVC) who is also responsible for receiving and filing completed forms. List of pupils attending off-site visits must be lodged at the Student Reception. The Health & Safety Committee will oversee general risk assessments of the School – common areas such as playgrounds and circulation areas will be assessed by the Site Manager with assistance from committee members when appropriate.

30. Slip and Trips

The Health and Safety at Work Act 1974 (HSWA) requires employers to ensure the health and safety of all employees and anyone who may be affected by their work. This includes taking steps to control slip and trip risks. St Peter's Southbourne site has a number of steep slopes and steps, so all users to the site must consider appropriate footwear and take particular care in bad weather. General areas across both sites can become slippery in bad weather and the site team will make every attempt to reduce the risk as possible.

- Employees must not endanger themselves or others and must use any safety equipment provided.
- Manufacturers and suppliers have a duty to ensure that their products are safe. They must also provide adequate information about appropriate use.
- The Management of Health and Safety at Work Regulations 1999 build on HSWA and include duties on employers to assess risks (including slip and trip risks) and where necessary take action to safeguard health and safety.
- The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions. People must be able to move around safely.

Further guidance and information can be found on the HSE web site at: <http://www.hse.gov.uk/pubns/indg225.pdf>

31. Smoking

In accordance with the Government Smoke free Law 1 July 2007. St Peter's School operates a no smoking policy. Smoking is illegal in all school buildings, grounds and vehicles.

32. Staff leaving the premises during the day

Home Visits

Staff members making home visits for whatever reason, must leave clear written details with the School Office, outlining:

- name of staff member
- name/location of person to be visited
- time out
- anticipated duration of visit/will you return?
- time returned

If there are any concerns, it is important to be accompanied by another member of staff.

Staff Feeling Unwell during the Day

Any staff member feeling unwell must speak to the Headteacher, Deputy Headteacher or a member of the SLT before leaving and should notify their line manager or cover supervisor and Cover Office of their departure. This also applies to staff receiving emergency calls during the school day.

Staff Leaving on School or Personal Business during the Day

Any staff member leaving the premises should notify the Main Office of:

- their time of departure
- their destination (if on school business)
- their expected return time (if appropriate)

Staff leaving the premises on personal business should agree this with the Headteacher or Deputy Headteacher beforehand, unless they are simply leaving the premises during the lunch break.

33. Stress

We recognise that in all professions there is an element of stress, and that this in itself is not necessarily harmful or negative; it provides structure so that tasks do get completed and so that all staff can be effective. The school can then be an effective organisation. However, we also recognise that too much stress can reduce individual and collective effectiveness and can have repercussions for not only the individual who is experiencing stress, but also for the students and staff with whom they work. We do not regard illness produced by stress as a sign of weakness and we believe it should be discussed openly as an issue in school. The senior leadership team have due regard to workload when planning the school year, and when implementing new initiatives. In coping with stress, all staff are encouraged to support one another. Team members who work closely together are often the first to recognise the signs of stress in others, and when this happens, it is essential that the stressed individual has someone who can act as a supportive listener. Any member of staff who is experiencing signs of stress should be encouraged to discuss the matter with their line manager. In addition, they may speak with the HR Manager, Chaplain or a colleague who they feel comfortable with. St Peter's also is able to offer a free phone helpline for all staff, which is available 24hrs a day. The information poster for this service is displayed in the staff rooms and staff boards. In the first instance there may be a relatively simple solution to relieve the immediate cause of stress. If this cannot happen then the matter should be referred to the Headteacher.

34. Student Safety – Placements

Representatives from establishments organising placements at St Peter's School will be invited to appraise the general suitability of the placement from a health and safety point of view. Students will be briefed by the Headteacher or a designated member of staff as to what is expected of them and will be given clear guidelines regarding the basic health and safety regulations and procedures within the school. Emphasis will be placed on personal responsibility for their own safety and for that of others during their placement. Students will be required to sign in at Reception before each visit and to wear a visitor's badge.

Students will be required to complete a simple contact form giving details of:

- tutor contact name and address
- parent/guardian name and address
- any medical condition that may require treatment during placement eg epilepsy, diabetes etc.

The contact form will be kept in the School Office and returned to the student on completion of placement. School students on placement must remain on the premises at all times, including lunchtimes unless written consent has been given by an authorised tutor or parent to do otherwise, e.g. medical appointment, returning to school/home for lunch etc.

35. Supervision of Children

Also see Section 11 – Conduct and behaviour in and around School

Students are identified in law as members of the public to whom the school has a duty of care whenever they are on school site or taking part in any school activity. Whilst on the school sites, staff must be aware of the age, experience and possible behaviour of students and must exercise adequate supervision at all times. In general, this means that students should not be left in a room, laboratory, workshop or studio by themselves unless the member of staff in charge is completely certain that they can come to no harm. When high risk rooms are not in use, they should be kept locked, including science or workshop prep rooms.

36. Technology Safety (including Art)

A safe and controlled working environment must be established. Tools and equipment must be stored and handled safely and appropriately at all times. Staff should ensure that:

- they have the relevant knowledge of how tools and materials should be used and stored.
- students should be taught to use appropriate tools and equipment carefully
- students do not have completely unrestricted access to tools and equipment
- the level of access reflects the students' ability to handle tools and equipment safely
- students know which items are 'off limits', eg. Craft knives

- correct protective equipment is worn by students
- where possible tools should be stored near point of use, minimising movement
- there are not hazards from clothing, hair or jewellery whilst students are working
- students NEVER treat equipment inappropriately, such as putting small items near their mouths, or pretending to use equipment in a dangerous or reckless manner
- there are no peripheral hazards in the workspace
- the classroom is organised to facilitate safe working with tools and materials
- adults are appropriately deployed

37. Violence to Staff

For the School to function it is necessary for staff to have contact with members of the public, whilst contact with members of the public brings with it a threat of violence the chances of becoming a victim of physical attack are very low. The Health and Safety Executive define violence as: *Any incident, in which an employee is abused, threatened or assaulted by a member of the Public in circumstances arising out of the course of his or her employment.* All instances of threatening behaviour or acts of violence must be reported to the Headteacher via the line manager.

38. Waste

The arrangements for removing waste from the school are reviewed annually by the Site Manager to ensure they remain satisfactory.

39. Water Quality

Water quality is checked and monitored regularly by Aqua Care, arranged by the Site Manager.

40. Work Experience

Work experience is to resume for Year 12 students in the 2017/18 academic year and a procedural policy will be written which will include the Health and Safety Aspects. Please refer to these procedures for further information.

41. Health and Safety Committee

Each school year a Health and Safety Committee will be established. This committee will include representatives from Teaching Staff, Associate Staff, Specialist Staff and members of the Trade Unions. A current list of committee members is posted on the notice board in the staff room at each site.

Updated August 2018

APPENDIX 1

Administration of Medication

To be read in conjunction with Section 2

St Peter's acknowledges that on occasions, students will require medication to be administered during the school day. In order for this agreement to be carried out, the following procedures must be followed.

Parental Request

The medication must be received direct from the parent and the consent and instructions in writing. A pro forma is available for this purpose and must be completed for every medication held. The member of staff receiving the medication must check the authority is complete and set up the record of medicine administered form which requires the parent to check and agree it. If the parent is not present, then the form must be checked and countersigned by another member of staff. The form is retained in a Year Group folder, together with a record of medication given by the First Aiders. Medication must not be accepted if brought in by student with accompanying letter from parent.

Medication

The medication must be in the original container as dispensed by a pharmacist and must include the prescriber's instructions for administration and dosage. School must never accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions. Any unused medication must be collected by the parent. Any uncollected medication will be disposed of at the First Aider's discretion on a termly basis.

Storage

Care must be taken to secure the medication in the appropriate environment. If the medication is required to be kept cool, a fridge specific to medication storage is provided in the medical facility. Under no circumstances should it be stored in a fridge used for personal food storage. Other medications should be stored in the lockable cupboard provided. Epipens must be immediately available to students and therefore should be stored in an unlocked drawer during school hours in the medical or school office.

School's Medical Records

A record is maintained on SIMS of all students in school with specific medical conditions, together with those students with any other identified need. This register is available to all staff. A record of all medicines administered to students is kept by the First Aiders, by year group.

Staff requiring Medication

Staff must be responsible for self-administering any medication whilst at school. The school must not provide medication, including pain killers for staff. If staff require cold storage for their medication, they may have access to the medical storage via the First Aider.

Administering Medication

Administering of medication to pupils may only be carried out by those who have completed the required training. General training is provided in written form on an annual basis. For students who have a specialised medication such as oxygen, epi-pen or tracheotomy clearance will be given very specialist training arranged by the school nurse. Staff, other than the First Aid Manager, are not under any contractual obligation to administer medication, but training will be provided where staff are comfortable to do so. Any member of staff giving medicines to a student must check:

- the student's name and confirmation of identity using SIMS photos
- record of medicine form is completed and in date
- prescribed dosage and when last administered
- expiry date of medication
- written instructions provided by the prescriber on the label or container*

**It is noted that adrenaline pens include manufacturer's instructions*

The record of medicine administered form must be completed on every occasion that medication is administered. Parents of students with asthma or eczema requiring medication in school are asked to follow the above procedure. Students requiring inhalers or cream for eczema have permission to carry their medication in event of an emergency.

Epi Pen Users

Parents of students who are at risk of life-threatening anaphylactic reactions are alerted to the school First Aider via the NHS School Nurse. An NHS form is produced by the School Nurse which allows volunteer trained staff to administer epi-pen treatment in the event of an emergency. All such medication is to be kept in a unlocked drawer Medical (Southbourne) or School Office (Iford). Students who require epi-pens are required to carry a spare epi-pen at all times and spot checks will be carried out each term.

Blood Sugar Level Readings

Staff may be required to monitor students' blood sugar level readings, which are normally self-administered. Staff must check the reading, ensuring they are recorded in the book provided for each student in the medical room. If the reading is outside of the student's normal range, must immediately seek advice and advise the parent accordingly.

Refusal to accept medication

If a student refuses to take medicine, staff must not force them to do so, but should note this in the records and follow agreed procedures. Parents must be informed of the refusal on the same day.

School Trips

The School aims to encourage students with medical needs to participate in safely managed visits. The School will consider what reasonable adjustments it might make to enable students with medical needs to participate fully and safely on visits. The trip leader must make themselves aware of any medical needs of the group and is responsible for ensuring that an appropriately trained member of staff accompanies the activity. Medication required during residential trips will be accepted, with the procedure above being followed. The trip leader will be responsible for ensuring the medication is stored and secured as appropriate.

Non-Prescribed Medications

A number of parents request the school to administer pain killers or similar over the counter medications on an ad hoc basis (for period pains, hay-fever or migraine for example). The school is not required to accept these requests. However, to encourage regular attendance of these students, the school may accept such a request, but this must be on the correct form and the records must be kept in the same manner as any prescribed medication. Medications are to be stored in a zippy bag with a label stating the students name and tutor group in the appropriate storage facility – authority forms are filed in the year group folder.

- Aspirin must not be administered unless prescribed
- Antihistamine/Migraine medication should be the non-drowsy variety

If any medication states it could cause drowsiness and plant/equipment should not be used, teaching staff must be made aware of this – particularly Tech, Science & PE. Provide the student with a red card and request they show it to staff at the start of a lesson – this enables the staff member to keep an eye on them when necessary. Students may not be excluded from activities just in case. If the request is to supply daily pain killers in excess of 1 week, parents must supply a written instruction from the hospital or GP, at their own expense. If a student requests medication prior to lunchtime, it is essential that the parent is contacted to confirm when the last dose was administered – this must be recorded on the record sheet. Under no circumstances may any pain killer be given to any student without written consent. The pain killer must be taken whilst in the medical facility. If in doubt, seek advice or speak to the parent or school nursing team.

APPENDIX 2

Staff training record – administration of medicines

Name of school/setting	St Peter's Catholic School
Type of training received	Administering Medication to Pupils
Name of staff member	
Date of training completed	

As First Aid Manager I confirm that the staff member above has received the training detailed and is competent to carry out any the required administration.

First Aid Manager's signature

Date

I confirm that I have received the training detailed above.

I confirm that I have read and understood the requirements to administer prescribed medications to students. I confirm that I received a copy and will follow the instructions, updating this training on an annual basis. I have been offered the opportunity to seek additional advice from the School Nurse, if I feel this is required.

Staff signature

Date

Review date

APPENDIX 3

Record of medicine administered to an individual child

Name of child
 Class/Tutor Group
 Date medicine provided by parent
 Quantity received
 Name and strength of medicine
 Expiry date
 Quantity returned
 Dose and frequency of medicine

If in doubt – check SIMS and/or seek Advice		

Staff signature

Signature of parent

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Remember to check information overleaf before administering the medication.

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
Staff initials

Date
Time given
Dose given
Name of member of staff
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Date
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Name of member of staff
Staff initials
