



St Mary's C of E Primary School Health & Safety Policy – Autumn 2018

Including:

- Pupil health and administration of medicine and supporting pupils with medical needs.
- Security.

Aims

Our aims for Health and Safety are to:

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come into the premises of our school.
- Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment.

Principles

- The establishment of a healthy and safe environment is an essential prerequisite for the work of the school. It is also a statutory requirement. It depends upon sound management, vigilant supervision and the co-operation of all personnel (children and adults).

Responsibilities

All members of the school community (teaching and non-teaching staff, volunteer helpers, parents, pupils and governors) work towards the school's aims by:

- Being fully aware of their own responsibilities for maintaining a safe and healthy environment.
- Being familiar with instructions and guidance on safety within the school.
- Using common sense at all times, taking reasonable care for their own safety and that of others.
- Reporting any identified hazards to the Headteacher or School Business Manager (SBM) without delay.
- Recognising their corporate responsibility for ensuring that the Health and Safety Policy is implemented in the school.
- Ensuring that safe working practices and procedures are applied within the school.
- Responding to and acting upon findings made at inspections and on a day-to-day basis to ensure that a safe and healthy environment is maintained.
- Following the system for the reporting, recording and investigation of accidents and ensuring that this is applied rigorously.

The Assets Committee, on behalf of the Governing Body, works towards the school aims by:

- Keeping itself informed about Surrey County Council Education Services (SES) health and safety policy and supporting documents through liaison with the Headteacher, SBM and Governance support.
- Ensuring adequate budgetary provision for health and safety arrangements in accordance with SES policy.
- Monitoring the success of this policy and being responsible for its review.
- Undertaking, or being responsible for the carrying out of a variety of risk assessments annually (Health & Safety Manual Guidance SCC note B1).
- Ensuring that risk assessments are undertaken by a suitably experienced person.
- Ensuring regular health and safety training takes place for relevant Governors and staff.
- Carrying out health and safety inspections and reporting to the relevant Committee and Headteacher for action.



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The Headteacher works towards the school's aims by:

- Ensuring the policy is monitored and reviewed and any necessary revisions undertaken.
- Taking overall responsibility for the day-to-day operation of the health and safety policy, keeping up to date with LA policy and liaising with the LA / Babcock 4S.
- Maintaining close liaison with those Governors delegated with responsibility for carrying out inspections, the SBM, Caretaker and any other relevant parties eg the school nurses and external providers.
- Following up 'action needed' recommendations in the Governors' health and safety reports and monitoring effectiveness.
- Sharing health and safety issues with staff regularly.
- Taking charge in emergency and acting as principal contact.
- Ensuring all staff have access to relevant policies and are aware of their responsibilities to:
 - create and maintain safe working environments
 - report or rectify health and safety issues that may affect themselves and others
 - be vigilant
- Ensuring training is offered and performing termly fire drills.

The Caretaker works towards the school's aims by:

- Ensuring that all equipment, buildings and grounds are safe, secure and well maintained and that any damage is quickly notified to the Headteacher and / or SBM and rectified.

Teachers/Support Staff work towards the school aims by:

- Maintaining a safe and healthy environment in which they and their pupils work, ensuring that dangerous items are not accessible by pupils (sharp, toxic, hot, flames, flammables).
- Promoting a spirit of safety consciousness amongst children, ensuring that they understand the need for codes of practice and are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- Following the procedure for reporting absences and phoning-in promptly to the Headteacher by 7.15am on each morning of short term absence.
- Ensuring a calm and ordered working environment for their pupils.
- Being good role models – vigilant and careful.
- Taking quick, firm action to ensure that children are not allowed to jeopardise their own safety or that of others.
- Ensuring pupils are aware of fire procedures and that fire exits are kept clear at all times.
- Providing opportunities for children to discuss appropriate health and safety issues.

Pupils work toward the school's aims by:

- Taking a growing responsibility for their own safe conduct, using common sense, and for maintaining a safe and healthy environment around them.

Parents work towards the school aims by:

- Ensuring that children attend school in good health.
- Following the procedure for reporting absences and phoning-in promptly.
- Providing support for the discipline within the school and for the Teacher's role
- Ensuring early contact with school to discuss matters concerning the health and safety or the behaviour of their children or of others children.



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- Accepting responsibility for the conduct of their children at all times.
- Ensuring that the school has up-to-date contact addresses and telephone numbers so that parents may be swiftly contacted in emergencies.

The procedures for ensuring involvement of all members of the school community include:

- Regular meetings of the Assets Committee in order to develop and monitor health and safety policy and its implementation.
- Regular meetings with Headteacher, Teachers, Support Staff (teaching and non-teaching), Caretaker and SBM, so that health and safety issues can be aired.
- A planned programme of training for Headteacher, Teachers, Support Staff (teaching and non-teaching), Caretaker and SBM. First aid courses every three years for all staff. Whole school fire safety training annually.
- Frank and open debate about health and safety issues at Governors' meetings.

Procedures for ensuring safety in the workplace include:

Manual Handling

- Identifying risks.
- Avoiding hazardous manual handling operations.
- Staff using safe systems of work (sack barrows, correct lifting procedures, avoiding twists, using aids, lighter loads).
- Pupils and staff having rules about carrying furniture and operation of gym equipment.
- Stairs – No Stairs on premises.

Display Screen Equipment

- Assessing risks by high frequency users.
- Reducing risks.
- Ensuring quality chairs of correct height and workstations meet recommended standards.
- Free eye tests (on application).
- Planning work routines to ensure rests from computer work.
- Training in safe practice including repetitive movements and posture.
- Glare free screens (on application).
- Easy to use computer peripherals eg keyboard, mouse, etc.
- All staff to sign internet agreement.

Lone Working

- Staff are discouraged from working after 6pm.
- Bell advising staff to leave at 5.50pm before Caretaker locks up at 6.00pm.
- Outdoor sensor lighting for car park.
- No lone swimming allowed.
- For lettings purposes, eg Surestart, the school are responsible for ensuring that there is a lone working procedure in place and that the school (and Hirers) are aware of this procedure.

Safeguards against Violence

- External CCTV throughout school site.
- Gates locked during and at end of day.



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- No visitors allowed on site without signing-in.
- Challenging Visitors Policy.

Trips / Falls on Ground Level

- Lighting sensors at night around the school site.
- Uneven / slippery surfaces to be reported and rectified if possible.

Trips / Falls from a Height

- There are no steps in the school or up to the buildings with the exception of the temporary classroom for which the steps are circa 1m in height.
- Two staff encouraged to work together if at a height (ie for display work) and support each other by holding steps or ladders etc.
- No work at over 2m height, except by the Caretaker and only if he feels safe and able to carry out the work.

Satisfactory Environmental Conditions

- Room ventilation, temperature and lighting are up to recommended national standards for primary schools.

Fatigue / Stress

- Staff are encouraged to leave school at a reasonable hour.
- A bell goes at 5.50pm for staff. Staff should leave shortly after this (by 6pm) if still working at school.
- Avoiding stress in the workplace is a vital aspect when reviewing policy (especially the Staffing and Pay Policy).
- All Managers are aware of the negative effects of stress or fatigue and the need to avoid it for themselves and for their teams.

Electricity

- Regular checks (PAT test) are carried out on all portable electrical goods annually. Five yearly checks on fixed wiring. Emergency Lighting is tested annually.
- Regular risk assessments carried out by staff and governors.
- All faulty equipment or that which causes concern should be removed and given to ICT Support Assistant, SBM or Caretaker for disposal or professional repair.
- Only qualified electrical contractors are used to install, repair or remove fitted electrical equipment.
- Explanation of safety procedures to, and close supervision of, pupils using electrical equipment.
- Risk assessments undertaken by staff before / during DT / ICT lessons and precautions taken.
- Ensuring cables do not obstruct.

Staff Well Being

- It is important to maintain an ethos that values all staff and where recognition of success is given regularly.
- An open working climate is encouraged in which people can share problems and concerns and feel their voice is being heard.
- There must be a sense of trust to ensure positive working relationships.
- Staff are offered reasonable breaks within the school day.



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- Staff relaxation areas are adequate and comfortable and issues relating to staff well-being are discussed and acted upon by the Senior Leadership Team. Staff workrooms are separate from relaxation rooms.

For providing children with opportunities to discuss Health and Safety issues include:

- As part of the annual Health & Safety Inspection, four KS2 pupil representatives are included in the school Health and Safety site walk.
- Continue to maintain our 'Healthy School' status.
- A programme of Personal, Social & Health Education designed to promote mutual respect, self discipline and social responsibility (see PSHE and Citizenship Policy and Relationship and Sex Education Policy).
- The school has a pupil-run School Council which reports regularly to staff. Staff are then encouraged to share any issues with the relevant staff member, eg SBM for premises.
- A programme of health and fitness through Science and PE schemes as well as after school sports clubs provision.
- Explanation of the school rules, which are based on safety and consideration for others. Annual production of a classroom code / Golden Rules in discussion with pupils.

Procedures for accident prevention, reporting and investigation include:

- Vigilance by all staff and children to spot potential causes of accidents and take action to prevent these where possible.
- Promptness in reporting any potential hazards to the Headteacher, SBM and / or Caretaker.
- Immediate response to such reports involving investigation and rectification of the hazard.
- Supervision of on-site contractor work.
- Only allowing planned and supervised vehicle movement within the school premises.
- Reporting all accidents requiring more than superficial treatment and accidents involving equipment to the Head Teacher.
- Recording all such accidents in the school Accident Book in accordance with LA regulations.
- Prompt investigation of all such accidents by the Headteacher in order to establish cause and adopt remedial measures.
- Review of accident book by Assets Committee Representative annually.
- Notifying parents as soon as possible in the case of accidents to children.
- Parents of pupils with head bumps are to be notified. Stickers to be given to children with head bumps to ensure Teachers are aware and parents notified by letter or telephone.
- Encourage pupils to cycle to school, to take their Bikeability courses in Yrs 5 & 6 and to wear helmets.

Procedures for first aid provision include:

- The use of hygienic first aid practices by all staff.
- The presence of a trained first aider in the school at all times. Regular First Aid Courses at three year intervals for all staff.
- Provision of fully stocked first aid boxes which are located in the medical room, and swimming pool compound. These are regularly checked and maintained by the school secretary following procedures as described for injury and illness in Annexe A.
- A defibrillator is held on site and located in the school admin area. Step by step instructions are given by audio speaker from the defibrillator unit when active.



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- Summoning of an ambulance where necessary by any responsible adult. If the school is unable to contact a parent (or an alternative, nominated, responsible person) a member of staff will accompany a child to hospital.

Procedures for fire precautions include:

- Full Governor involvement in the monitoring of this area.
- A set of written regulations for emergency evacuations which is displayed in every classroom, in the Hall and in the Office.
- A termly fire drill which is monitored and timed in accordance with LA guidelines.
- Weekly checks and recording of fire alarm call points by the school Caretaker.
- As a minimum, once every three years, or following any major renovation work, Regular Fire Risk Assessments are undertaken by a qualified person.
- Periodic checks of equipment, procedures and exits by the SBM and Caretaker.

Procedures for the use and control of substances hazardous to health include:

- Storage of such substances, clearly labelled, in locked cupboards which are not accessible to children.
- The wearing of appropriate protective clothing when such substances are used (eg rubber gloves).
- Caretaker disposal of hazardous waste.
- Keeping of COSHH regulation on all hazardous substances (Caretaker to hold).
- Risk assessments carried out by teachers before / during DT / Art / Science lessons, and precautions taken.

Procedures for coping with medical conditions include:

(See also separate policy & guidelines for Educational visits)

- The use of hygienic first aid practices by all staff. (Annexe A).
- Regular liaison with the school health service personnel.
- Special arrangements for children with asthma, diabetes, epilepsy and anaphylaxis as described in Annexe B.
- Obtaining full medical history and specific medical requirements from the pupil information sheet as described in Annexe C, which is shared with staff and supply teachers.
- Informing all staff about any special medical conditions of all children in the school and about what response may be required in an emergency.
- A statement on the school's website, under 'The School Day' explaining that no child may bring medicines (including inhalers) to school unless parents have informed the school (office staff).
- A requirement that all medicines (excluding inhalers) brought to school must be lodged with the school secretary in the bottle in which they were dispensed and clearly labelled with the child's name, the dosage and the frequency of dosage. Parents must fill in a form (Annex D). A log is kept daily of all children who take medication.
- Safe storage of all such medicines in the School Office under the supervision of the school secretary who is responsible for the administration of doses. Written note on board, of medicine to be administered.
- Allowing children who need to use inhalers to carry them at all times if advised by the doctor.
- Where appropriate, requesting parents to visit the school to administer medication / treatment and with written agreement of parents allowing pupils to be responsible for self administration of medicines.
- Following the Surrey Health Authority's advice on control of communicable diseases in schools.



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Procedures for ensuring road and rail safety include:

- The School and the School Travel Plan actively promote alternative means for coming to school. Parking restrictions are in force in Hart Road outside the school and a voluntary one way system operates for parents when delivering or collecting their children from school. Promotion of access to school via Rectory Lane is part of school policy and parking within the Church Hall car park or Sanway Road (Park & Stride) is encouraged.
- Pedestrian access to the school through safe channels ie pedestrian gates.
- "Junior Citizen" courses for Year 6 pupils available in summer term.
- Bikeability courses for Years 5 & 6 when available.
- 'School' flashing amber lights (x2) on Rectory Lane activated before gates are opened at start and close of school day.
- Restriction on access of cars to school car park.

Procedures for ensuring personal hygiene include:

- Encouragement of a high standard of personal hygiene for all staff and children. This involves teaching all children to wash their hands after using the toilet and before meals, and the provision and maintenance of suitable facilities for this.
- Coverage of menstruation and body odour in the programme of Health Education.
- The maintenance of a stock of sanitary towels for emergency use.
- The provision of sanitary disposal equipment in the older girls' and ladies' toilet, which is regularly serviced.

Procedures for ensuring food and drink hygiene include:

- All water on site is mains supplied.
- The Hive (Extended Services) staff trained in Food Handling and Hygiene.
- Children to bring packed lunches to school in marked, closed, lunch boxes, with drinks in properly sealed containers, preferably with ice blocks in the summer.
- A code of hygiene in the kitchens which is in accordance with county guidelines.

Procedures for promoting healthy food choices

- A school meals service which offers a carefully balanced and healthy diet.
- Limiting break-time snacks to fruit, vegetables and cheese.
- Water bottles allowed in classrooms during lessons, and easy access to drinking water.
- Encouraging parents to supply packed lunches which are healthy and well balanced.
- A programme of Health Education science which includes the study of diet.

Procedures for ensuring playground safety include:

- The provision of well-designed playground layouts and equipment, including safety surfaces under all climbing apparatus, and written warnings displayed to parents of pupils and toddlers about the use of the climbing frames after hours.
- Conscientious supervision of children at playtimes.
- Regular inspection and maintenance of playground equipment.
- School rules about playground behaviour designed to maximise playground safety.
- Governor Health and Safety inspections.



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Procedures for ensuring safety within the curriculum include:

- Risk assessments carried out by staff member responsible for the task concerned.
- A statement about health and safety within each curriculum policy where necessary (DT, Science, ICT, PE, Art, swimming) which identifies potential problems specific to that subject of the curriculum.
- Clear policy for incidents in the swimming pool.
- Training children to use tools and other equipment safely and properly.
- Emergency Planning policy including school trips and risk assessments.
- School uniform regulations which prohibit the wearing of jewellery apart from stud earrings, which must be removed for PE.
- Governor Health and Safety inspections.

Procedures for promoting a safe physical environment include:

- Risk assessments annually reviewed by Governor and relevant senior staff member (SBM).
- A limit on pupil numbers in classes to prevent overcrowding with its attendant risks of accidents and the transmission of infections.
- A **No Smoking Policy** in all areas of the school buildings during the school day.
- A **No Dogs Policy** in all areas of the school buildings and grounds (guide dogs excepted).
- Provision of furniture of the appropriate height for each group of children and storage of all items in suitable containers and at a height appropriate to the user so as to reduce bending and stretching.
- Correct furniture in ICT for pupils and colleagues who use PCs regularly.
- Teaching children to dispose of rubbish appropriately and the prompt collection of any litter by the caretaker.
- Prohibition of the use of toxic weed killers during term time.
- Involvement of children, parents, governors and representatives of the wider community in the planning, and where practical, the implementation, of developments to the school environment (such as making a pond).
- A variety of security measures including lighting, alarm systems, fencing, locked gates, CCTV (Annex E).
- The work of the residential caretaker who maintains the premises to a high standard, responding rapidly to rectify damage and whose constant presence deters intruders

Procedures for ensuring safety on educational visits

See separate Policy and Guidelines

Purpose of the Policy

- **This Health and Safety Policy** should be read in conjunction with the LA statement of policy and intent which sets out the Authority's policy and attitude towards health and safety. The school operates within this framework and follows all instructions and advice issued by the Education Department.
- **This document** provides a framework for the creation of safe environments in which to work and learn. It is written for the benefit of all members of the school community, to allow each to understand the policies of the school and their own responsibilities within this. It is available for consultation at all times.

See also: 'Emergency Planning' Policy and Procedure
Educational Visits Policy and Guidance
Swimming Guidelines



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Documents consulted:

- HSE
- Workplace (Health, Safety and Welfare) Regulations 1992 - Guidance for the Education Sector
 - Reporting School Accidents
 - Preventing Slip and Trip Accidents in the Education Sector
 - A Guide to Risk Assessment Requirements
 - Manual Handling Operations Regulations 1992
 - Manual Handling – A Short Guide for Employers
 - Managing Health and Safety, 5 Steps to Success
 - Working with VDUs.
 - Health and Safety (Display Screen Equipment) Regulations 1992.
 - Violence at Work, a Guide for Employers.
 - Working Together, Guidance on Health and Safety for Contractors and Suppliers.
 - Working together to safeguard children.
 - Fire Risk Assessment.

Policy written by: Katie Creedon (School Business Manager)

Next review due: Autumn 2019



Annexe A

General procedures for injury and illness

Injury

- These procedures apply to both staff and pupils.
- The victim must be seen by a qualified first-aider. For a minor accident, the victim may be sent to the office; otherwise a first-aider must attend the scene. If there is any doubt regarding the seriousness of the incident, the member of staff present should send for a first-aider who should attend immediately.
- If in attendance, the first aider should not leave the scene and if assistance is required a runner should be sent.
- Office/SLT to decide if an ambulance is needed.
- In the case of a serious incident parents or guardians should always be informed and if hospital attendance is required they should be asked to accompany the victim or meet him / her at the hospital.
- A member of the Senior Leadership Team must be notified if an ambulance is called. In the case of an adult victim, it is recommended that professional advice regarding the injury should be sought as soon as possible, but this must be at the victim's discretion. In any case this option should always be advised by the member of the Leadership team present.
- In the event of any serious incident the Head Teacher should be informed immediately. If she is not available contact should be made with the Deputy Head, SBM or the office.
- The accident book and an incident report form should be completed in the case of a serious incident by the attending first-aider or member of Senior Leadership Team.

Illness

- Pupils should only report to the office as sick with the permission of a member of the teaching staff with a note advising action to be taken. If illness occurs during break times the pupils will be brought in by the person on duty.
- No pupil should be put in the medical room without the office being informed. In general pupils should only be in the medical room if they are too ill to be in a classroom but cannot go home. The rest area should be a silent area. Any pupil left in the medical room should have his / her situation reviewed at regular intervals.
- For headaches paracetamol may only be administered if it is prescribed/permitted to be taken with other supplied/prescribed medicines and with parental permission.
- For more pronounced signs of illness parents must be contacted for them to decide what further action will be taken.



Annexe B

Medical Conditions

Asthma

What is Asthma?

Asthma is an allergic response within the lungs causing difficulty in breathing due to narrowing of the tiny air ways. There are many triggers. Approximately 10% of children suffer form Asthma.

Recognition / Symptoms:

Asthma varies enormously. There are those that rarely suffer an attack and need very little preventative treatment and then others that require a lot of preventative care and are still prone to severe attacks.

Symptoms vary widely too. Teacher will need to rely on child / parent guidance as to each child's condition. Very cold dry weather or prolonged energetic exercise may require preventative measures for some children. Signs and symptoms of worsening asthma or the onset of an attack can include:

- Increased coughing.
- Wheezing.
- Feeling of tightness in the chest.
- Breathlessness + / - indrawing of ribcage.
- Blueness of lips (CAUTION – a very late sign!).

Treatment – Helps make airways less sensitive to possible triggers.

Preventers – (usually come in brown or white or green containers eg Intal, Bectside, Pulmicort & Flixotide)

Relievers – help open up the airways quickly (often in blue containers ie Atrovent, Ventolin, Bricaryl)

Longer acting – eg Serevent relievers

There are various devices that simply deliver the same drugs in different ways (eg 'spacers', dry powder devices and aerosols).

NB Generally speaking no damage will be caused through taking asthma medication by mistake (either by a child that did not need it or by an asthmatic taking too much).

Management of an Acute Asthma Attack

Staff should:

1. Stay calm and reassure the child.
2. Ensure the reliever medicine is taken promptly and properly NB Preventers are no use in an attack.
3. Listen to the child, they often know what they need.
4. Encourage child to sit and lean forward but without squashing tummy.
5. Loosen tight clothing and offer sips of water (not cold) to keep mouth moist.
6. If you have any doubts re child's condition call an ambulance or if child is unable to talk, distressed, the reliever has not worked within 5-10 minutes or the child is exhausted.
7. If the attack does respond quickly to treatment, the child may continue in school.



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Diagnosis is usually made by the child's GP or consultant. Sometimes skin test can further confirm the diagnosis.

Three main types of medication available for treatment of an acute allergic reaction:

1. Antihistamines (Piriton, Triludan).
2. Preloaded Adrenalin injection (Epipen, Minijet).
3. Adrenalin inhaler (Less frequently used).

There are no serious side effects even if above medication is given repeatedly or given as a result of a misdiagnosis.

There are trained staff able to give epipens if needed.

All pupils with epipens have Tupperware pots marked with a red cross, their photograph, and instructions, plus a list of staff able to use the epipen. These are kept in the medical room.

In the event of a child not responding to treatment, emergency advice should be sought immediately via the ambulance service.

Epilepsy

What is Epilepsy?

Epilepsy is a common disorder, resulting from a sudden excessive electrical discharge from the brain cells giving rise to physical manifestations. In many cases it can be adequately controlled with medication.

Causative Factors

In many cases there is no identifiable cause. Heredity, head trauma, some brain disorders and very rarely, brain tumours can give rise to epilepsy.

Types of Epilepsy

There are different types of epilepsy. Broadly it can be divided in to two main types:

- Generalised epilepsy (Tonic-Clonic Absences, Myoclonic).
- Partial epilepsy (Temporal lobe epilepsy).

Recognition / Symptoms

Tonic-Clonic epilepsy – Body stiffens followed by a fall; this may be preceded by a cry. Then jerky body movements begin, incontinence or dribbling of saliva can occur. At the cessation of the seizure child may be sleepy for some time.

Absences – Episodes of staring or blankness lasting for a few seconds or longer. May be associated with slight twitching or blinking. Consciousness is lost however briefly.

Myoclonic jerks – Sudden jerky movements of limbs, at times violent in nature.

Temporal lobe epilepsy – may start with an "Aura" or warning. Child may appear conscious but may not respond. Abnormal movements like plucking (picking at clothes), fidgeting, smacking of lips can occur. Aimless wandering can occur after the episode.



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Diagnosis

- Usually made by the child's Consultant Paediatrician or the General Practitioner.
- Accurate description of the attack with supportive investigations such as EEG.
- Regular attendance at hospital out patients and / or GP surgery may be required initially following the diagnosis.

Medication

Usually given on a daily basis over a period of years.

Most medications can be given once or twice daily avoiding the need for administration during school hours.

Commonly used anticonvulsants are:

Sodium Valproate (Epilim), Carbamazepine (Tegritol), Clonazepam (Rivotril) Lamotrigine (Lamictal), Bigabatrine (Sabril).

Emergency treatment by using Rectal Diazepam (Stesolid).

Drugs can cause drowsiness or lack of concentration during start of treatment which resolves usually.

Day to day management

If regular medication is required during school hours, clear advice of dose, timing, relationship to meals is essential.

Break through seizures can occur particularly during change or withdrawal of medication.

Children with epilepsy can take part in many school activities without any restriction.

Supervision needed for swimming, cycling & activities involving heights such as gymnastics.

Gender of staff administering medication should be agreed between parents / child and staff (by prior agreement).

Emergency Management

- Protect child from injury – (Clear area, No restraining).
- Place in recovery position.
- Do nothing to restrain the child and avoid placing anything in their mouth.
- Try to ensure privacy with the minimum disturbance.
- Do not move child until he / she has fully recovered from the seizure. Allow sufficient time for rest / recovery.
- Depression of breathing can occur following rectal Diazepam.

Diabetes

What is Diabetes?

Children with diabetes mellitus are unable to make enough insulin which the body produces normally to make use of sugar for energy production. Without enough insulin therefore every cell in the body lacks energy, blood sugar levels become too high and dangerous life-threatening chemical accumulate. Treatment is with regular insulin injections and attention to diet and exercise whilst checks are made of finger prick blood glucose levels.



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Recognition / Symptoms

Low sugar levels (hypoglycaemia) (caused by too little to eat and / or too much insulin and or too much exercise). Rapid onset of symptoms (minutes), hunger, sweating, drowsiness, pallor, agitation, glazed eyes, shaking, mood changes or lack of concentration, unconsciousness.

High sugar levels (hyperglycaemia) (caused by too much to eat and or too little insulin and / or being unwell). Gradual onset of symptoms (hours-days). Tiredness and general malaise, excessive drinking, excessive urination. Later symptoms include rapid / deep breathing, reduced consciousness and some people are able to smell an odour like nail-polish remover on the breath.

Hypoglycaemia

Urgent treatment required. If possible confirm your suspicion by doing a blood glucose test but do not delay treatment. Give fast-acting sugar. All diabetics should carry with them either dextrosol or jelly beans or glucose gel (hypostop). Alternatives are Lucozade, coke, tango etc, (not diet drinks), chocolate / chocolate bars, honey, jam, fresh fruit juice. After recovery give slower acting sugar eg milk and biscuits, sandwich. Exact quantities will depend upon the size of the child and will be in the school pack.

Hyperglycaemia

Symptoms are gradual and you should have plenty of warning. Check blood glucose and if child is breathing hard or you notice the odour of nail-polish remover on the breath contact family immediately. Allow the child to drink as much water as the child wishes. Encourage a urine test for ketones.

General principles

If in doubt assume the child is hypoglycaemic and give fast-acting sugar. If the child is unconscious rub hypostop, jam or honey on the inside cheek and gums. Do not try to force and unconscious child to drink. Place child in recovery position. Call ambulance and family.

Day to day management issues

Encourage healthy eating and regular blood testing. Remember to allow time in the day for insulin injections and blood tests. Meals should be eaten 30 minutes after insulin injection if possible. Many children require a snack half way through the morning and again half way through the afternoon (or sometimes before exercise). Schools should ask their school nurse about obtaining a schools pack from the British Diabetic Association. This pack contains details for an Individual Treatment Plan.



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Annexe E

Security at St Mary's

Cash handling

St Mary's is a cashless school, as most payments are made via online transactions. We do, however, hold a small amount of cash which is banked weekly. Small amounts of cash are either kept in the safe or in secure lockable cash boxes prior to banking. Significant amounts of cash should not be left elsewhere unattended or overnight. Pupils are encouraged not to bring cash to school. However, when it is necessary to do so, it should be collected by the Office first thing in the morning and locked within the School Business Managers Office.

Visitor access

All visitors must report to the main school office whereupon they are required to electronically sign in / out of the premises. Visitors are given a sticker with their photo to wear during their stay. All visitors MUST sign in and out.

Protecting valuable equipment

Valuable equipment (eg IT equipment) is stored in either directly alarmed rooms or locked cupboards within these rooms during the holidays. An inventory is kept and regular stock checks are undertaken of all valuable and electronic equipment.

The ICT suite at is alarmed and has a phone line. The entrance door should be locked at all times when not in use.

Teachers are advised to keep their personal valuables and laptops in locked cupboards or desks. **Do teachers have a personal lockable cupboard for string valuables during the day? Yes.**

Safeguarding personal property

- The site is secure during the day. Gates have regular opening times but are locked at all other times during the day.
- Doors and windows are modern, metal and very secure as they have limited opening.
- Pupils are discouraged from bringing in valuables. They are encouraged to give specially brought in valuables (ie mobile phones) to teachers. Any monies brought to school must be handed to the school office for safe keeping.
- Any valuable lost property is kept in the office.
- All named lost property items are returned to pupils as soon as possible after they are found.

Key control

- General store keys are available from the SBM or Finance Officer.
- The master key(s) are held by the Headteacher, Deputy Head, SBM, Caretaker and SLT Members only.
- Teachers may have access keys to their own classrooms and some general areas.
- No other member of staff or outside person holds a school key.

Starting Pistol

There are no starting pistols in school.



St Mary's C of E Primary School Health & Safety Policy – Autumn 2018

Signing

Clear signs direct all visitors to reception where they must report to sign in.

Fencing and Gates

The site boundaries are secured by 2m anti-climb weldmesh fencing. In vulnerable areas this has been extended to 3m high. The car park is outside the perimeter fence at Hart Road.

Hart Road

There are eight padlocked gates in the external perimeter fencing. The seventh (Visitor) gate from the car park into the school grounds and the gate from the side car park to the KS2 buildings is by coded electronic opening and keypad. All gates are kept locked with the exception of the main Hart Road gates which are left open for vehicular access. The pedestrian gates are kept locked with the following timed exceptions:

Hart Road gates

8.30am Open
9.05am Close
3.00pm Open
4.30pm Close

Rectory Lane gate

8.25am Open
9.05am Close
12.15am Nursery (Manned by Staff) Wednesday only
12.30pm Nursery (Manned by Staff) Wednesday only
3.00pm Open
3.40pm Close

The Hive (Extended Services) club have their own gate/entrance to the right hand side of the property and this entrance is controlled internally via a CCTV electronic operation manned by club staff.

Alarms and Security Lighting

All school buildings are alarmed at the end of the school day or whenever empty and there are movement sensitive lights situated around the school site. All external doors are linked to the intruder alarm system and PIR motion detectors are installed throughout the school. Seventeen CCTV monitors cover the site and these are registered with the Information Commissioner's Office. The monitor is situated in Reception. Please refer to the schools CCTV Policy for further information.

Policy written by: Katie Creedon (School Business Manager)

Next review due: Autumn 2019