



## Health and Safety Policy

2025

# Tickhill Estfeld Primary School Health & Safety Policy 2024

The 'Health and Safety at Work Act 1974' make it the responsibility of the Governing Body, Executive and Senior Leadership Team to provide the resources to ensure the health, safety and welfare of both staff and pupils.

The Health and Safety at Work Act states:

**It shall be the duty of every employee while at work: -**

**To take responsibility for the health and safety of themselves and of any other persons who may be affected by their acts or omission and as regards any duty or requirement imposed on their employer or any person by or under any of the statutory provisions, to co-operate with them as far as is necessary to enable that duty or requirement to be performed or complied with.**

Our school is therefore committed to identifying, then eliminating or controlling any hazards encountered in the school or on the site. The prevention of accidents and hazards is a key responsibility for every member of the school community.

Our school is also committed to the safety of others not employed by the school who may be affected by the activities of the school i.e. parents, visitors, tradesmen

We aim to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to the school. The prevention of accidents and hazards is a key responsibility for every member of the school community.

We will monitor the health and safety policy and revise it as necessary.

This statement together with the health and safety policy will be communicated to all members of staff.

## Aims

- To comply with City of Doncaster Council's (CDC) Corporate Health and Safety Management System.
- To ensure the health, safety and welfare of everyone working and visiting school
- To establish and maintain safe working procedures amongst staff and pupils
- To ensure that everybody is aware of their responsibilities with regard to health and safety
- To identify anyone who is particularly at risk
- To monitor and identify health and safety issues
- To take appropriate and prompt action when necessary to address health and safety issues
- To follow up any recommendations made by health and safety officers and maintenance inspectors.

## Objectives

- To maintain a safe and healthy environment throughout the school
- To make clear the roles and responsibilities of everyone concerned
- To ensure that appropriate training is made available
- To provide and maintain adequate welfare facilities
- To develop safety consciousness

## Relationship to other policies

This policy should be read in conjunction with the Safeguarding Policy, Curriculum Policies, Behaviour Policy, School Visits information, Risk Assessments and all other Health and Safety documentation held in school.

## **Consultation Process**

All staff, pupils, parents and governors have contributed to this policy directly or indirectly. The content of the policy has been influenced by guidance from the DfE, Ofsted, CDC Corporate Health and Safety and the Health & Safety Executive.

## **ROLES AND RESPONSIBILITIES**

### ***Governors***

Governors have a legal responsibility to the health, safety and welfare of the school's employees and the health and safety of those not in their employment i.e. pupils, parents, visitors and contractors.

The Governors must ensure that:

- the school has a suitable health and safety policy and that it is acted upon
- the senior management of the school operates safe school premises with safe equipment, materials and substances
- the policies and standards laid down by CDC are adhered to
- an inspection of the school is carried out periodically

### ***Headteacher***

Headteacher must ensure that:

- the school has a suitable health and safety policy and that it is acted upon
- the senior leaders of the school ensure that the policy is implemented and hold them to account

The Headteacher's duties include activities organised on behalf of the school but being undertaken away from the school site.

The Headteacher will:

- take day to day responsibility for all health and safety matters affecting the school
- ensure that effective communications on health and safety matters exist between the school and CDC
- ensure compliance with the health and safety law
- report to the Governors on matters affecting health and safety within the school
- together with school staff, assess and control the risks to anyone, from hazards within the school, and from any of its activities, wherever they are undertaken
- provide equipment and resources for the school that are adequate for their intended use, and ensure that they are correctly serviced and properly maintained
- ensure hazardous substances i.e. cleaning substances, are properly used, stored and disposed of
- maintain first aid and accident reporting systems that are suitable for the school
- evaluate the need for health and safety training for school staff and arrange for its delivery
- bring to the attention of the Governing body or the LA, any matter of health and safety that cannot be resolved or is of substantial or imminent danger to anyone
- liaise with contractors, or their representative undertaking work on the school site, to ensure the safety of everyone in school

- ensure arrangements for fire prevention within the school are adequate and that suitable arrangements are in place for testing the fire alarm systems, firefighting equipment, emergency lighting etc. and that records are maintained
- ensure adequate fire drills are carried out and their results recorded
- ensure that adequate emergency procedures exist in relation to fire, gas leak, intruder etc
- ensure that the school has access to competent health and safety advice
- keep the school's health and safety policy under review and bring any amendments to the notice of all staff

### ***Assistant Headteachers***

The Assistant Headteachers will assume the duties of the Headteacher in their absence. It is therefore important that they are aware of their responsibility and are fully familiar with all aspects of the school safety policy.

### ***All Employees***

All employees are to be familiar with the school safety policy and:

- ensure that they work in ways that are safe and without risk to themselves, the pupils, other staff or visitors
- co-operate with those who have a duty to ensure health and safety by adhering to advice, instructions and procedures for health and safety
- report any unsafe practices which come to their notice
- report any hazardous defects in the school premises or equipment that come to their notice and record these on the caretaker's defect log
- participate with the school to improve the standard of health and safety
- set a personal example

### ***Caretaker***

The Caretaker will ensure:

- that the store room containing cleaning materials is locked at all times during the school day
- staff within the caretaker's supervision are adequately trained or instructed to perform the duties for which they are employed
- the COSHH assessments have been carried out, are up to date, and the assessment sheets are available to staff who need them
- all staff using chemicals have been informed of the dangers from the chemicals they use, and the control measures that are in place to prevent them from being harmed
- all staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with chemicals
- that the school site and equipment is monitored on a regular basis
- that accurate records of routine checks and inspections are kept

- risk assessments have been carried out on all hazardous activities undertaken i.e. using ladders, manual handling etc
- under the direction of the Headteacher, liaise with contractors on site

### **Safety of Pupils**

We believe the safety of children to be paramount and aim to reduce the risks to the minimum by:

- being vigilant in the supervision of pupils
- insisting on the adherence to certain rules within school
- expecting high standards of behaviour
- developing sensible attitudes in the pupils
- teaching children to have care and consideration for others
- ensure that pupils take responsibility for the health and safety of themselves and others

Staff must take account of the risks associated with the activities that they provide for pupils and others in school.

Staff must teach pupils to be aware of such dangers, how to avoid them, how to work safely and what to do in the event of an accident.

Pupils need to be supervised at all times but extra vigilance is needed when children are undertaking activities associated with increased risks (e.g. using tools, using electrical appliances, baking, using the climbing apparatus in PE etc.)

Pupils need to be fully aware of school rules and procedures and the need to adhere to rules to ensure their safety and the safety of others. High standards of behaviour should be expected and reinforced at all times. (See Relational Policy)

### **Visitors**

Visitors will be encouraged to demonstrate a responsible attitude to health and safety procedures when they are on the school premises or in contact with pupils. They must not intentionally set out to interfere with safety procedures or safety equipment and they must be identifiable as visitors during their stay. The school will inform visitors of any unusual health or safety risks. An injury to a visitor will be reported to the Head who will take further action if necessary.

If any member of staff requires further advice in any area of health, safety and welfare they should seek it from the Headteacher or Assistant Headteacher. Any member of staff requiring further training should see the Headteacher or Assistant Headteacher.

### **Communication with Parents**

Communication with parents on health and safety matters is essential. Such communication will arise for many reasons including: -

- Seeking consent for visits
- Clarifying emergency contact arrangements
- Gaining knowledge about medical conditions
- Identifying special arrangements such as medication
- Reporting accidents/incidents and the first aid given
- Providing information to parents about school policy and our approach to health, safety and welfare and whom parents should approach if they have any problems or questions.

## **Inclusion**

Special precautions may be required when disabled persons have access to a building. Staff need to be aware of any special requirements in the event of an evacuation or health and safety issue.

The school is DDA compliant.

## **Procedures and arrangements**

### **Action in the event of a fire**

**The safety of pupils and staff is of primary importance.**

1. Any adult discovering a fire should sound the alarm from the nearest call point.
2. The Headteacher or person delegated (Assistant Headteacher/School Business Manager/ Office Assistant) should call the emergency services.
3. The Headteacher or person delegated to (Caretaker/ Assistant Headteacher/School Business Manager/ Office Assistant) should ensure vehicular accesses e.g. main gate, field gate, are clear and open to allow the emergency services immediate and easy access.

On hearing the alarm, staff should execute an orderly evacuation of the premises using the following procedure.

### **Evacuation Procedure.**

1. Pupils and staff should leave the building by the nearest available safe exit in an orderly manner. Registers must be brought out. (If these are in the office they will be brought out by the office staff).
2. Other adults should leave by the nearest safe exit.
3. Pupils not in their classroom at the time of the alarm must leave the building by the **nearest** safe exit and join one of the fire safety points. The adult supervising the pupils should ensure that all pupils have left the room before leaving the building.
4. On reaching the assembly point, all classes should line up in a quiet orderly manner. A roll call should be made, the outcome of which should be reported to the Headteacher of School/ Deputy Headteacher/ School Business Manager.
5. The assembly point is in the junior playground – classes line up in class order from Reception to Y6.
6. Classes assemble in orderly lines
7. The Headteacher will ensure roll calls and head counts have been made and report any missing pupils, staff or visitors to the School Business Manager/ Office Assistant.
8. On leaving the building, doors should be closed to prevent the spread of smoke and flames.
9. No person may re-enter the building until the all-clear is given by the Headteacher / Deputy Headteacher/ School Business Manager/ Fire Officer.

**NB A Fire Drill will take place at least once every term. A written record is made of each fire practice.**

### **Evacuation Procedure for a Fire Occurring During Lunch Break**

Follow the evacuation procedure above with pupils leaving by the nearest available exit. Adults supervising the lunch area will ensure that the dining room is vacated and leave by the cloakrooms, ensuring that they check the toilets ensuring all pupils have left before leaving the building.

Staff and any visitors to school leaving premises at lunchtime/breaktime should sign in and out using the book available at reception.

### **Bomb Alert**

Follow the procedures outlined above. It may be necessary assemble pupils at the far end of the school field, as far away from the school building as possible.

### **Fire Alarm Call Points**

There are fire alarm call points strategically placed throughout the school so that they are within easy reach of all areas.

### **Fire Warning**

A siren is sounded in the event of a fire. This bell has a different tone to the session bell.

### **Fire Appliances**

Fire extinguishers and fire blankets are available in school and are placed strategically according to type and to allow ease of access.

### **Testing of Equipment**

The fire alarm is tested weekly by the site manager. It is also tested termly by DMBC.

The fire equipment is maintained and tested annually.

The emergency lighting is tested quarterly by an external agency nominated by the LA Health and Safety office.

A record of fire drills and equipment testing should be entered in the Fire Log book.

### **Preventative Measures in Place**

Parents/visitors to be informed of fire procedures/exit points and assembly points by notices displayed in all areas of the school.

Information is given to new members of staff on fire safety as part of their induction.

Pupils are made aware of fire procedures and safety in the event of a fire in assemblies PSHE lessons and regular fire drills.

Preventative measures are discussed with staff at regular meetings with regard to good housekeeping.

All fire exits remain unlocked during the working day and are regularly maintained.

PE mats are flame retardant.

The school and premises are non-smoking.

The school has undertaken a fire safety risk assessment.

### **Electrical Safety**

- All portable electrical appliances should be regularly inspected according to the type of equipment and where/how it is used (as advised by CDC). The Caretaker will complete all PAT testing. All new electrical items will be PAT tested before first use.
- The fixed electrical installations should be tested at five yearly intervals by CDC.
- All staff using items of portable equipment should visually inspect them before use. Such equipment must not be plugged into the premises electrical supply, until such a check has been carried out. Any

defective equipment should be recorded in the Caretaker's defects and should not be connected to the electrical supply.

- It is essential that staff switch off and unplug any item of electrical equipment before moving or checking such equipment.
- Everyone must be aware of the dangers of trailing cables and ensure they do not cross walkways.
- Four way extension blocks should be used only as a temporary measure and placed so that they do not pose a tripping hazard or cause damage equipment.
- Pupils should be instructed that if a problem or defect occurs on any item of equipment they should inform the teacher immediately. Under no circumstances should pupils tamper with, or be allowed to interfere with any item of equipment.
- No member of staff should carry out any repairs to any piece of equipment, including electrical items unless they have received the appropriate training and are authorised by the CDC. They should report all faults to the caretaker.
- Staff are responsible for switching off any electrical appliances and where possible unplugging them.

### ***Chemical Safety - COSHH***

- All hazardous chemicals used for cleaning should be kept in the site manager's cupboard which will be locked at all times during the school day.
- Teachers must not keep their own supply of cleaning materials in the classroom.
- Chemicals and cleaning chemicals should always be stored in their own container with the original label and warnings shown clearly on the container.
- Food or drinks containers should **not** be used to store chemicals  
Only small quantities of the chemicals should be kept on the premises.
- Any spillages should be cleaned up at once.
- Protective clothing should be available when using chemicals.

### ***Waste/Hypodermics/Sharps Disposal***

- The school provides special disposal containers for medical waste/hypodermics/sharps
- The "sharps box" is held in the school office and disposal is carried out under clinical waste procedures
- The site manager carries out a regular visual inspection of the school field for sharp or hazardous objects
- All staff should be vigilant. Pupils should be instructed never to touch any hazardous/sharp objects and inform a member of staff immediately if they encounter anything suspicious

### **PE Equipment**

- The PE equipment is inspected and maintained annually by an outside agency
- Teachers must visually check equipment prior to use. Any defects should be reported immediately and the equipment should not be used until remedial work has been carried out.
- Refer to PE Policy for curriculum and equipment guidance.

### **Contractors on Site**

- All contractors used by the school have been checked and approved by the LA and/or are CHAS registered

- Before any work commences, a site meeting is held to discuss the work to be undertaken and agree how any potential problems can be avoided
- Any changes to school procedures required while the work is being carried out are communicated to staff, pupils and parents. As far as is possible, work is carried out outside of the school hours

### **Storage**

- Staff should make every effort to minimise the risks to themselves or others by ensuring that items are not stored on stock room floors in a way that restricts shelf access
- Heavy items should be stored at a low height and care should be taken when moving items (manual handling procedures).

### **Risk Assessments**

- The risk assessments regarding hazardous activities on the school premises and off site are available from the Headteacher / School Business Manager. These are brought to the notice of and circulated to relevant staff
- Risk assessments for school visits and activities are carried out by party/activity leaders prior to the event of school visit using the Exeant system. (See Policy for School Visits)

### **Traffic Management**

The vehicular entrances and exits to the school are clearly marked and signs displayed.

Pupils and parents are made fully aware of the pedestrian entrance which is traffic free and for their use only. There is a traffic free zone outside the school entrance gate so that pupils can cross safely when arriving at or leaving school.

Parents must not use the school car park unless they need to use the disabled access space.

### **Ladders and Stepladders**

The school has a risk assessment for working at height. This includes information on the use of ladders and stepladders. Staff are aware of this and must not use makeshift items (chairs, desks, etc) to access items at height.

### **Office Safety**

A Display Screen Assessment is carried out to ensure that the school administration staff are not exposed to risks from repetitive strain injury or work-related upper limb disorder. The administrative staff are involved in these assessments.

### **Site Security**

#### ***School Access/Intruders***

The following measures have been taken to improve the security of the school.

1. Access to the school site is controlled by an electronic entry system to the pedestrian and car park gates. All visitors must be given permission to enter the site by the office staff who can see and speak to a visitor before access is granted.
2. The main front entrance is fitted with a controlled entry security system.  
**All** visitors enter through this door and are required to report to the office to sign in and out using the electronic entry/exit system. Visitors will be issued with a temporary identity label which is valid for the duration of the visit only. Any visitors requesting an unaccompanied visit will be required to produce

photo ID and a current DBS. They are issued with a temporary identity label which is valid for the duration of the visit only.

3. All other entrances are fitted with numeric keycode locks so that there is no external access to the building through cloakroom doors.
4. All perimeter fences are 1.8m in height.
5. The school site is covered by CCTV.
6. There is an alarm system throughout the school building.

If any person unknown to a member of staff is seen in on the school premises without identification they should be politely challenged i.e. 'Can I help you?' and directed back to reception. Any visitor giving cause for suspicion should be reported immediately to the Head or Assistant Head.

Staff must ensure that doors are closed and secured after break times and during the working day.

It is impressed on all the children that they must not open any doors to allow entry to any person, even if that person is known to them.

### **Images Consent**

Parents/carers are asked to give permission for their children to be photographed for publications and for their image to be used on the school website.

We will not use personal details or full names of any pupil or adult in a photographic image on video, on our website, in our school prospectus or in any other printed publications.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

### **Recruitment of Staff**

The school adheres to Safer Recruitment Practices when recruiting staff. Those engaged in the recruitment of staff will receive appropriate training and guidance. All school staff appointments will be subject to an enhanced DBS check. (See also the Safeguarding Policy)

### **Personal Property**

- Staff are responsible for the security of their own personal items
- Pupils should not bring valuables or money for personal use into school

### **Valuable Equipment**

- Valuable items are security marked and included in the school inventory held in the school office

### **Aggression and Violence**

- Staff who have been victims of violence or aggression, should report the incident to the Headteacher
- Where physical injury has been sustained this must be reported in accordance with the RIDDOR Regulations 1995
- The school will not allow anybody on the school premises to act in an aggressive or harassing manner and persons contravening this policy will be asked to leave the school site and may be prevented from returning indefinitely

### **First Aid**

Although great care is taken in the supervision of the pupils at all times, we cannot avoid accidents happening from time to time. All staff in school have a responsibility for First Aid and are suitably trained. If a member of staff joins the school, they will be trained along with all other staff at the next available training session, currently held every three years. As a consequence, the vast majority of school staff hold an emergency first aid certificate. (Current certificates expire February 2026).

School also has two people who hold the First Aid at Work Certificate. These people are responsible for maintaining and ordering the supply of first aid equipment. Two people are also qualified in Paediatric First Aid. First Aid boxes are kept in the reception office and the staff room. (Spare supplies are kept in the office and the stockroom). In the event of a minor accident pupils should report to the office for first aid. When a more serious accident occurs or an injured person cannot be moved, help must be summoned from the office.

See also the First Aid Policy.

### **Guidelines in the event of an accident or illness**

1] If it is considered that a pupil is unfit for school, the parent or person identified on the emergency contacts list will be requested to collect him/her. Details of contact telephone numbers can be found on the SIMS.NET (accessed by Office staff) or in the School Office. In the event of a minor accident or a pupil feeling unwell, facilities are available at the office, including the possibility of rest.

2] In case of minor accident: -

- Wash hands and put on disposable gloves
- Wash wound carefully with water or sterile wipe
- If bruising/swelling has occurred, apply cold compress
- Dispose of dressings etc. in a plastic bag and place in bin kept for that purpose.
- Wash hands thoroughly
- Record on Medical Tracker on the designated iPad.

3] Any bump to the head or other injury considered to be more serious should be reported to the parents and recorded using Medical Tracker. Parents will receive email notification by the end of the school day.

Medical Tracker should contain the following information and should be recorded as soon as it is safe to do so:

- Date and time of accident
- Location
- Nature and place of wound (example, graze to right knee)
- Treatment administered and by whom (example, cold-pack applied to area)
- Follow on care plan

4] If it is thought an injury requires a pupil to be taken home or merits further medical attention, the parent or nominated person should be notified as soon as possible.

5] Should the accident be of a more serious nature the external accident book should be completed in addition to the information in point 3 above. Any injury or condition which requires hospital treatment is reported in this way. (AIR1 form). The Headteacher or Deputy Headteacher must be informed.

**Both the internal and external accident books can be found in the school office.**

6] If necessary immediate medical attention or the emergency services should be sought. In the event of obvious or suspected serious injury or illness, an ambulance should be summoned without delay and parents or carers notified immediately.

### **RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences)**

To comply with regulations, the Health Authority should be informed immediately of any notifiable diseases, serious injuries and injuries requiring hospitalisation.

### **Asthma at School - Guidelines**

#### **Introduction**

These guidelines have been written with advice from the DfES, Asthma UK and the LA.

### **Asthma Medicines**

- Immediate access to reliever medicines is essential. Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree that they are mature enough. The reliever inhalers of younger children are kept in the classroom.
- Parents are asked to ensure that the school is provided with a labelled reliever inhaler.
- All inhalers must be labelled with the child's name by the parent.
- School staff are not required to administer asthma medicines to pupils (except in an emergency).
- All medicines in school are administered in accordance with the school's Medicine in School Policy which complies with DMBC guidance.
- School does hold two emergency asthma inhalers and spacers which can be found in the school office. They are for emergency use only and musty not be used regularly for pupils who do not bring their inhaler to school. If a pupil does not have their inhaler, parents must be informed and the inhaler brought to school as soon as possible. The emergency inhalers can be used in the intervening period if necessary. Similarly, all pupils who are involved in activities must bring their own asthma inhaler with them; the emergency inhaler will be taken on out of school visits and activities by the first aider and available should the pupil's own inhaler not be available for any reason.

### **Record Keeping**

When a pupil joins school, parents/carers are asked if their child has any medical conditions including asthma on their enrolment form. This should be updated as and when new information becomes available. It is the parent's responsibility to ensure that school is made aware of new or changing medical conditions.

### **PE, Games and Out of Hours Sport Activities**

Taking part in sports, games and activities is an essential part of school life for all pupils. Staff are made aware of which children in the class have asthma.

Pupils with asthma are encouraged to participate fully in all PE lessons. Staff will remind pupils to take their reliever to the lesson and to use it as necessary during the lesson. Pupils will not be allowed to take part in the lesson without their reliever.

### **Asthma Attacks**

If a pupil experiences an asthma attack which does not respond to use of the reliever, pupils will be closely monitored and an ambulance called.

### **Managing Medicines in School**

The school has a clear policy on the administering of medicines in school. This complies with DMBC guidance and ensures that pupils requiring medicines receive the support they need and school and staff can work within approved guidelines. A full copy is available from the school office.

### **Children with Medical Needs.**

Children with medical needs have the same rights of admission to school as other children. Some children with medical needs are protected from discrimination under the Disability Discrimination Act 1995.

### **Support for Children with Medical Needs**

Parents have the prime responsibility for their child's health and should provide school with information about their child's medical needs. There is no legal duty that requires school staff to administer medicines. However, where necessary the school will develop roles for staff that include the administration of medication. Staff who manage the administration of medication will receive appropriate training and support from health professionals.

### **Procedures for managing prescription medicines on school visits and outings**

School will always consider what reasonable adjustments might be made to enable pupils with medical needs to participate fully and safely on school visits. Planning arrangements will always include these pupils, including appropriate risk assessments.

If any staff are concerned about how they can best provide for a pupil's safety on a visit, they should seek parental views and/or medical advice from the school health services such as the school nursing team, or GP. For further guidance please refer to the DfE guidance on planning educational visits.

### **A clear statement on parental responsibilities in respect of their child's medical needs.**

It is the parent's responsibility to provide the Headteacher with sufficient information about their child's medical needs if treatment or special care is needed. Parents are expected to work with the school to reach an agreement on the school's role in supporting their child's medical needs.

It requires only one parent/carer to agree to or request that medicines are administered to a child. It is anticipated that this is the parent with which the school has every day contact. Prior written agreement must be obtained from parents/carers for any medicines to be given to a child. School will not administer any medication without consent.

### **Assisting children with long term medical needs**

Where there are long term medical needs, a health care plan will need to be completed involving the parents and the relevant health care professionals. (See Managing Medical Conditions Policy).

### **Refusing Medicines**

If a pupil refuses to take medicine, staff will not force them to do so but will note this in the pupil records and inform parents on the same day. If the refusal results in an emergency, then the school's emergency procedures will be followed.

### **Children carrying or administering their prescribed medication**

Under no circumstances must pupils carry their own medication, with the exception of asthma inhalers. All other medicines must be stored in the school office and a permission slip completed by the parent agreeing to the administering of the medicine. Where pupils are able, they will be allowed to administer their own medication under the supervision of an adult.

### **Staff training in dealing with medical needs**

The school will contact the LA to ensure that the correct training is received. Staff who have a pupil with a medical need will always be informed about the nature of the condition and when and where the pupil may require extra support. All staff will be made aware of the likelihood of an emergency arising and what action to take if one occurs.

### **Teaching Staff giving medicines**

Teachers' conditions of employment do not include giving or supervising a pupil taking medicines. Any teaching member of staff who agrees to administer medicines will do so voluntarily. Where this is the case, medicines must still be stored in the school office and the appropriate consent forms completed.

### **Record Keeping**

Parents should inform school about the medicines that their child needs to take and provide details of any changes to prescription or support required. The school will only administer medicines in accordance with the guidance on the prescription label. It is the responsibility of the parent/carer to provide further supplies of medication. This is not the school's responsibility

### **Safe Storage of Medicines**

We will only store, supervise and administer medicines that have been prescribed for an individual pupil. We will only store medicines strictly in line with product instructions. Pupils will always know where their medication is and who will obtain it for them. Emergency medication, such as inhalers, will be readily available and never locked away. Medication kept refrigerated can usually be stored with food if kept airtight and the refrigerator should only be accessible by staff.

### **Disposal of Medication**

School will not dispose of medication. Parents are responsible for ensuring date expired or unused medicines are returned to the pharmacy. Sharps boxes will always be used for the disposal of needles.

### **Hygiene and Infection Control**

All staff are familiar with the normal precautions for avoiding infection and follow basic hygiene procedures.

## **MONITORING THE POLICY**

### **Premises Inspection**

- The school is regularly inspected by the Headteacher and the Caretaker for any defects that could lead to an accident or the ill health of any occupant.
- The Governors Sites and Premises Committee carries out an inspection each year and a report is provided to the full governing body for action by the Headteacher.
- The Site Manager is also advised following inspections by Trades Unions Health and Safety Representatives.

- A full inspection is carried out by an LA Safety Officer on a three-yearly basis. Any issues raised are given immediate attention.

### **Health and Safety Assistance**

- To satisfy legislative requirements, the school seeks the assistance of the LA health and safety department and refers to the DMBC Corporate H&S System for guidance. This department provides advice and guidance on health and safety law and what the school needs to do to comply with the law.

### **Health and Safety Communications**

- Every member of staff has access to a copy of the school Health and Safety Policy
- Matters relating to health and safety appear as a standard item on staff meeting agendas are communicated to all staff and discussed through staff briefings.
- Matters relating to health and safety are included as items on the agenda for governors' meetings.

### **Staff Training**

The safety training needs of the school are considered by the senior school leaders and the appropriate training is arranged for staff. Every member of staff will receive instruction in fire precautions during induction and take part in termly evacuation drills. The school has a rolling programme of health and safety training so that all staff receive appropriate training, which is updated on a regular basis.