



Great Binfields Primary School HEALTH AND SAFETY POLICY

Date of last review:	September 2025
Name of Headteacher approving this policy:	Miss N Lyddon
Signature of Headteacher:	
Signature of Chair of Governors approving this policy:	Mr M Dooley
Date for next review of this policy:	September 2026

STATEMENT OF INTENT

It is our policy to conduct our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers, Hampshire County Council departments and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety, and welfare
- Provide and maintain safe systems, equipment, and machinery
- Ensure safe handling, storage, and use of substances
- Provide appropriate information, instruction, and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries, and ill-health
- Assess risks, record significant findings, and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements

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- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and governors will be instrumental in its implementation.

ORGANISATION

Employer Responsibility

The overall responsibility for health and safety is held by:

Hampshire County Council

The employer is responsible for making sure that risks are managed so far as is reasonably practicable.

The employer will:

- Set clear Health and Safety policies and procedures
- Ensure that health and safety has a high profile
- Ensure adequate resources for health and safety are made available
- Consult and advise staff regarding health and safety requirements & arrangements
- Periodically monitor and review local health and safety arrangement

Responsible Manager

The Responsible Manager for the premises is:

Headteacher

The Responsible Manager will act to:

- Ensure the school adopts the employer's policies and procedures
- Develop a safety culture throughout the school
- Consult employee and provide information, training, and instruction so that employees are able to perform their various tasks safely and effectively
- Consult and work with recognised Trade Union Safety Representatives/employee representatives and safety committees
- Assess and control risk on the premises as part of everyday management
- Ensure a safe and healthy environment and provide suitable welfare facilities
- Make operational decisions regarding health and safety
- Ensure periodic safety tours and inspections are conducted
- Ensure significant hazards are assessed and risks are managed to prevent harm
- Ensure employees are aware of their health and safety responsibilities
- Periodically update governing bodies/partnerships as appropriate
- Produce, monitor, and periodically review all local safety policies and procedures

All Employees (including Teachers, Support Staff, Site Staff, and Volunteers)

All employees have a statutory obligation to co-operate with the requirements of this policy and to take care of their own health and safety and that of others affected by their activities by:

- Supporting the school's health and safety arrangements
- Ensuring their own work area always remains safe
- Not interfering with health and safety arrangements or misusing equipment
- Complying with all safety procedures, whether written or verbally advised, for their own protection and the protection of those who may be affected by their actions
- Reporting safety concerns to their staff representative or other appropriate person
- Reporting any incident that has led, or could have led to damage or injury
- Assisting in investigations due to accidents, dangerous occurrences, or near-misses
- Not acting or omitting to act in any way that may cause harm or ill-health to others

Head of Department/Line Manager SITE MANAGER

Department Heads/Line Managers are responsible for the day-to-day local management of health and safety within their own department, acting on behalf of the Headteacher. They will ensure that staff are provided with adequate safety information, and they will manage all integral and specific risks relating to the department's functions. They will ensure their department complies with overall school policies and procedures, all activities are periodically risk assessed, periodic inspections are conducted, and necessary controls are implemented.

Governors

The Health and Safety Governor responsible for the premises is:

Mrs J Gilham

The H&S Governor will:

- Ensure that Hampshire County Councils Health and Safety policy is enacted.
- Ensure that safety is effectively managed in schools and that there are processes in place to evaluate the effectiveness of Health and Safety arrangements.
- Ensure that schools Health and Safety policy is formally reviewed and signed off at least every 3 years or when there are any changes and updated where appropriate (recommend that there is an annual review to make sure it up to date).
- Ensure that reasonable steps are taken to safely manage premises, plant, equipment and substances provided for work use are safe and without risk to health.
- Ensure that schools have suitable and sufficient risk assessments in place, findings are documented and communicated to staff and others, controls implemented and are regularly reviewed.
- Ensure regulations and guidelines appertaining to school activities, off-site activities and educational visits are being followed.

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- Make decisions on Health and Safety where there is a significant implication in terms of cost.
- Make decisions on Health and Safety standards to be included in contract specifications when they have responsibility for awarding their own contracts.
- Comply with any directions given by Hampshire County Council concerning Health and Safety.
- Promote wellbeing for staff and pupils in terms of their physical, mental and emotional wellbeing.
- Contribute to the schools Health and Safety culture.

Specific Health and Safety Responsibilities

Accident Investigator

The Accident Investigator is:	BUISNESS MANAGER
The Accident Investigator will attend accident investigator training every 3 years.	
The on-site trained accident investigator will lead on all on site accident investigations in accordance with corporate procedures.	

Asbestos Nominated Responsible Person

The Nominated Responsible Person (NRP) for Asbestos is:	SITE MANAGER
The NRP will attend the Hampshire Scientific Services Asbestos awareness taught course on appointment. They will also complete the Asbestos e-learning course annually.	
The NRP will act on behalf of the Headteacher to provide the necessary competence to enable asbestos to be managed safely in accordance with the Corporate Procedure.	
The NRP will ensure that all employees have a reasonable awareness of asbestos management and dangers, that appropriate staff are competent in the use of the asbestos register, and that asbestos is managed in accordance with departmental and corporate requirements. They will advise the Headteacher of any condition or situation relating to asbestos which may affect the safety of any premises users.	
They will work within their level of competence and seek appropriate guidance and direction from the Asbestos Team, Property Service, the Headteacher and/or the Children's Services Health & Safety Team as required.	

COSHH Assessor

The COSHH Assessor is:	SITE MANAGER
The COSHH Assessor will attend the COSHH assessor training course every 3 years.	
The COSHH Assessor is the competent person for the assessment of all the hazardous substances on the premises. They will work within their level of	

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competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

DSE Assessor

The DSE Assessor is:

BUSINESS MANAGER

The DSE Assessor will attend the DSE assessor training course every 3 years.

The on-site trained DSE Assessor's role is to support the school with assessing the needs of the DSE Users in accordance with corporate procedures.

Fire Safety Co-ordinator

The Fire Safety Co-ordinator (FSC) is:

SITE MANAGER

The Fire Safety Co-ordinator will attend the Fire Risk Assessment Principals and Practice training course every 3 years.

The (FSC) is the competent person for fire safety on the premises and acts on behalf of the Headteacher. The FSC is responsible for the local management and completion of day-to-day fire safety related duties and upkeep of the fire safety manual.

The FSC will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team and the Property Services Fire Team as required.

On-Site Health & Safety Co-ordinator/Officer

The H&S Co-ordinator is:

SITE MANAGER

The on-site H&S Co-ordinator/Officer for the school will manage, advise and co-ordinate local safety matters on behalf of, and under the direction of the Responsible Manager.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

Health & Safety Representative

The H&S Representative is:

SITE MANAGER

The premises Health and Safety Representative (whether a member of staff who is union appointed, or non-union and locally nominated) will represent the staff with regard to their health and safety at work. They are expected to promote a positive safety culture throughout the premises and perform the health and safety duties appropriate to their role in accordance with current guidance and legislative requirements.

Legionella Nominated Responsible Person

The Nominated Responsible Person (NRP) for Legionella is:	SITE MANAGER
The NRP will complete the Legionella e-learning course annually.	
<p>The Nominated Responsible Person for Legionella on the premises acts on behalf of the Headteacher to provide the necessary competence to enable Legionella to be managed safely.</p> <p>The NRP will ensure that all periodic and exceptional recording, flushing, cleaning, and general legionella management tasks, are correctly completed and recorded in accordance with corporate requirements. They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or Property Services as required.</p>	

Risk Assessor

The Risk Assessor is:	SITE MANAGER
The Risk Assessor will attend Risk Assessor training every 3 years.	
<p>The Risk Assessor acts of behalf of the Headteacher to ensure risk assessments are completed and hazards are identified, assessed and managed.</p> <p>They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.</p>	

Site Safety Trained Staff

The Site Safety Manager for the premises is:	SITE MANAGER
They will attend the Safety Awareness for Facilities Managers training course every 3 years.	
<p>The site safety trained employee is the competent person for the overall management of school premises and facilities, and acts on behalf of the Responsible Manager. They are responsible for the local management and completion of day-to-day premises tasks.</p> <p>They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.</p>	

Work at Height

The competent person for work at height on the premises is:	SITE MANAGER
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They will attend the Caretaking Support Service Ladder & Stepladder Safety course every 3 years.

The competent person for working at height acts on behalf of the Headteacher and will ensure work at height is carried out safely.

They will work within their level of competence and seek appropriate guidance and direction from the Headteacher and/or the Children's Services Health & Safety Team as required.

ARRANGEMENTS

The following arrangements for health and safety have been developed in accordance with the Management of Health and Safety at Work Regulations 1999. These arrangements set out all the health and safety provisions for Great Binfields Primary School and are used alongside other current school procedures & policies.

In carrying out their normal functions, it is the duty of all managers and employees to act and do everything possible to prevent injury and ill-health to others. This will be achieved as far as is reasonably practicable, by the implementation of these arrangements and procedures.

Accident/Incident Reporting & Investigation

The on-site management, reporting and investigation of accidents, incidents and near misses is conducted in accordance with the corporate procedure requirements.

Any accident, incident or injury involving staff, visitors, contractors, and the more serious accidents/incidents to pupils will be reported on the HCC Accident/incident reporting system (online)

Where an investigation is completed, this will be recorded and submitted on the online reporting system within 7 days.

A copy of the completed incident report is automatically received by the Children's Services Health & Safety Team, the person who reported the incident, and the Manager/Accident Investigator.

Following the completion of an online incident report, an investigation must be carried out as soon as practicable after the accident. Managers will receive an email request to complete an investigation, with a link to the investigation form.

Minor accidents to pupils will be on Arbor.

The Children's Services Health and Safety Team will review every incident reported on the online system and identify which are notifiable to the Health & Safety Executive (HSE) under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If reportable, the Children's Services Health and Safety Team will report the incident to the HSE, and a copy of the report will be sent to the school. *(In Non-HCC controlled schools, the report to the HSE will need to be completed by the Employer.)*

The Headteacher will ensure that the governing body/senior management is informed of all incidents of a serious nature. All accident/incident reports will be monitored by Business Manager for trend analysis to prevent reoccurrences. The governing body should be regularly updated on monitoring and any trends identified.

Community Users/Hirers/Extended Services must report all incidents related to unsafe premises or equipment to the school, who will report and investigate each incident. Incidents related to the user's own organised activities are to be reported by them in line with their own reporting procedures.

Asbestos Management

Asbestos management on-site is controlled by the Nominated Responsible Person (NRP) for Asbestos. The asbestos register, as issued by the Asbestos Team is stored in the Admin Office and is to be shown to all contractors who may need to conduct work on site. Contractors and anyone undertaking intrusive work must read and sign the register prior to being permitted to commence any work on site.

The Responsible Manager and the NRP will complete the asbestos checklist relevant to their role (one for each role) when they are appointed. Copies of these will be retained with the asbestos register.

On appointment the NRP (and other employees who may carry out invasive works) will also attend the Hampshire Scientific Services half day attendance course. After this the Responsible Manager, NRP and any other employees who may disturb the fabric of the building will complete the Asbestos Awareness e-learning annually.

Any changes to the premises' structure that may affect the asbestos register information will be notified to the Asbestos Team in order that the asbestos register may be updated accordingly.

Under no circumstances must contractors or employees drill or affix anything to walls that may disturb materials without first checking the register to ensure it is safe to do so and/or obtaining approval from the NRP.

Any damage to any structure that possibly contains asbestos, which is known or identified during inspection, should be immediately reported to the Headteacher and/or the NRP who will immediately act to cordon off the affected area and contact the Asbestos Team for guidance. Any contractor suspected to be carrying out any unauthorised work on the fabric of the building will be immediately stopped from working and immediately reported to the Headteacher and/or NRP.

Community Users/Hirers/Extended Services

The Headteacher will ensure that:

- Third parties and other extended service users operate under hire agreements
- A risk assessment for the activity is completed and shared with all relevant parties
- The risk assessment for the premises is shared with the users/hirer
- The premises is safe for use and is always inspected prior to, and after each use
- Means of general access and egress are safe for use by all users

- All provided equipment is safe for use
- First aid procedures are agreed
- Fire escape routes and transit areas are safe and clear of hazards
- Hirers/users are formally made aware of fire safety procedures and equipment

Contractors on Site

For HCC schools contractors will be selected from HCC minor works framework where possible. If the minor works framework cannot be used, the Selection of Safe Contractors Assessment Checklist will be used to ascertain competence and suitability prior to engaging their services. The school's Management Surveyor will be contacted for further guidance.

All contractors must report to the school office where they will be asked to sign the visitors book and asbestos register and will read the safeguarding and H & S leaflet. All contractors will be issued with the local written contractor's induction brief that includes all relevant details of fire safety procedures & local safety arrangements.

All employees are responsible for monitoring work areas and providing appropriate levels of supervision.

Curriculum Activities

The curriculum leads for the school are:

Art	Alice James
Design and Technology	Lisa Davis
Science	Holly Canfield
P.E.	Grace O'Hagan

These staff have attended annual training which is refreshed every 2 years.

The curriculum lead/s will act on behalf of the Headteacher to provide the necessary competence to enable curriculum subjects to be carried safely and in accordance with the requirements and best practice.

They will ensure that all employees have a reasonable awareness the hazards and the control measures in place. They will advise the Headteacher of any condition or situation which may affect the safety of any premises users.

They will use the appropriate codes of practice and safe working procedural guidance for Design & Technology, Science, Music, Physical Education & Sport, Art, Swimming and Drama as issued by CLEAPSS, HIAS and Hampshire County Council.

Display Screen Equipment

All Display Screen Equipment (DSE) users will complete the display screen equipment e-learning course annually.

All DSE users will carry out periodic workstation assessments using the Corporate Workstation Assessment Form. Findings from the workstation assessments will be actioned as necessary by line managers and routinely reviewed at intervals not exceeding three years.

DSE users have the right to request regular free eyesight tests and be reimbursed towards spectacles if required for DSE use.

Electrical Equipment

The Headteacher will ensure that:

- Only authorised and competent persons are permitted to install or repair electrical equipment
- Equipment is not used if found to be defective in any way
- Defective equipment is reported & immediately taken out of use until repaired or disposed of
- All portable electrical equipment is inspected/tested annually.
- Equipment testing/inspection is conducted by a competent person. The competent person is Hoopers.
- Personal electrical equipment is not brought onto the premises or used unless it is approved by management and has been tested
- New equipment is added to the work equipment inventory and PAT testing/inspection schedules.

Any defective or suspected defective equipment, systems of work, fittings etc. will be removed from use, reported to the Site Manager and repaired or disposed of as soon as possible.

Emergency Procedures

The Headteacher will ensure that emergency procedures for non-fire related emergencies (gas leak, bomb threat, flooding etc.) are in place.

All employees will receive information, training and instruction on the non-fire emergency procedures and evacuation plans on induction. Employees will be periodically provided with updated information as the emergency procedures are routinely reviewed and amendments are introduced.

Personal Emergency Evacuation Plans will be completed and reviewed for any vulnerable persons to ensure provision of safe, assisted evacuation in the event of an emergency incident.

Fire Safety

Arrangements regarding fire safety are set out in the Fire Safety Manual. The Fire Safety Co-ordinator is the competent person for fire safety on the premises and is the immediate point of contact for all fire safety related queries on site.

The Headteacher as Responsible Manager will ensure through the Fire Safety Co-ordinator that:

- All employees complete the mandatory fire safety induction e-learning course every year
- Fire safety information is provided to all employees at induction and periodically thereafter
- Fire evacuation procedures, fire safety training and fire equipment inspection and testing are carried out in accordance with corporate guidance and the premises fire safety manual
- The fire manual is reviewed annually by the Fire Safety Co-ordinator, the Headteacher, and Governors making the necessary amendments
- Information from the fire risk assessment is shared with employees annually

The Responsible Manager will ensure that trained Fire Marshals are in place to assist in fire evacuation.

First Aid

Arrangements regarding first aid provision are set in the policy which is located in the staffroom and medical room.

The names and locations of the first aid trained staff on site are on posters around the school.

A First Aid Needs Assessment will be carried out to determine the level of first aid provision required and is completed by [Carrie Whitehead and Alison Drewett](#).

First aid provision will be regularly monitored, and equipment checks recorded.

First aid is never to be administered by anyone except first aid trained employees with in-date training certification, operating within the parameters of their training.

Glazing

Glass and glazing on-site has been surveyed by Property Services and risk assessed by the school. The survey and assessment document is kept electronically on the system and is reviewed and updated here there are changes to the premises and/or glazing.

Any damaged glazing will be reported to Site Manager and made safe and replaced as soon as possible.

Hot Water and Hot Surfaces

Arrangements for the managing of hot water and hot surfaces have been put into place to protect, students, staff and members of the public. The hazards have been identified.

Control measures have been put into manage the risk and these have been shared with staff and where necessary others. If a new hazard is identified or brought onto site this needs to be notified to the risk assessor for adequate control measure to be put into place.

The control measures include:

- Clearly marking hot water sources
- Only allowing children to access temperature controlled hot water unsupervised.
- Hot pipes and surfaces being boxed in

Housekeeping & Hygiene

Good housekeeping is an essential factor in effective health and safety. The following conditions will be adhered to:

- All corridors and passageways kept free from obstruction
- Shelves in storerooms and cupboards stacked neatly and not overloaded
- Floors kept clean, dry, and free from slip and trip hazards
- Emergency exits, and fire doors not obstructed in any way
- Supplies stored safely in their correct locations
- Rubbish and litter cleaned and removed at the end of each working day
- Poor housekeeping or poor hygiene conditions reported

Hazardous Substances (COSHH) (

Hazardous substances, materials, and chemicals are not permitted to be used on-site until:

- Safety data sheets have been obtained
- A written COSHH assessment is completed by the trained COSHH assessor
- The product is approved for use by the Headteacher

When using a hazardous substance, employees will ensure that adequate precautions are taken to prevent ill-health and injury to themselves and others. Employees will be trained before using a hazardous substance and must follow safe working practices and use protective equipment if identified in the COSHH assessment.

All hazardous substances are stored appropriately in locked and clearly labelled stores in accordance with the relevant safety data sheets.

Hazardous substances are stored in cleaning cupboards which are locked.

Inspections and Monitoring

It is the responsibility of all employees to monitor the condition of their workplace throughout the day. Monitoring and inspections of individual departments is carried out by Department Heads and/or the subject teachers as nominated by the Headteacher.

Periodic documented inspections of the premises will be carried out every *termly* in accordance with the premises inspection schedule. Inspection findings will be recorded on the locally adapted Premises Safety Inspection Checklist.

All defects identified must be reported to **SITE MANAGER** and **VIA THE SITE EMAIL ADDRESS**. Any identified high-level risks or safety management concerns will be addressed/actioned on the log in teachers pool (H & S)

The termly H&S web monitoring form will be completed by **SITE MANAGER AND BUSINESS MANAGER**. The monitoring form focuses on different areas each term and is an integral part of the School's and Children's Services Health and Safety Team's monitoring programme.

Kitchens

The main kitchen area is only to be used by authorised employees/third party. The main kitchen is managed by **GREAT BINFIELDS**. Any persons not normally authorised but wishing to enter the kitchen area must gain approval prior to entry and must strictly adhere to the kitchen safe working practices.

Other kitchen areas, canteens, food preparation areas are managed by **GREAT BINFIELDS**.

Where kitchens are managed by third parties, relevant safe systems of work and risk assessments will be shared between the third party and school.

Legionella

The Legionella Nominated Responsible Person (NRP) will manage and undertake all processes regarding Legionella in accordance with Hampshire County Council corporate procedure. They will:

- Record sentinel point temperatures on the online reporting system
- Regularly flush unused outlets
- Report any alterations to the water system
- Undertake descaling and disinfection

In the absence of the NRP the Headteacher will arrange for competent cover to be in place to fulfil all the required duties to manage legionella at the school.

Lone Working

A risk assessment will be carried out to categorise each lone workers role and the risk presented, in accordance with the Corporate Lone Working Procedure.

Lone working will only take place:

- With the Headteacher's approval
- Following risk assessment
- Where it cannot be avoided

The lone working arrangements for employees who undertake lone working on this site is recorded [ON THE SIGN IN APP](#)

Minibuses

All minibus drivers will complete MIDAS training prior to being permitted to drive work minibuses and carry out checks the required checks.

Minibuses will be fit for purpose and in safe condition. Drivers will complete and record pre-use checks before every journey. Minibuses will be inspected and serviced within the timeframes required for the vehicle and its age.

Moving and Handling

All employees will complete the moving and handling e-learning course every year without exception.

Employees are not permitted to regularly handle or move unreasonably heavy or awkward items, equipment, or children unless they have attended specific moving and handling training.

The Site Manager/Caretaker is expected to undertake regular physical work which would typically include regular moving and handling; therefore, they will attend a formal moving and handling course specific to the work requirements.

All moving and handling tasks are risk assessed before they are undertaken in accordance with the Corporate Moving and Handling Procedure.

New and Expectant Mothers

When notified that a member of staff is pregnant the school will undertake a risk assessment for that individual. This will be undertaken by the Business Mnager and the individual.

This assessment will be reviewed regularly throughout the pregnancy and the return to work to ensure that reasonable adjustments are made.

Off-site Activities

Arrangements regarding off-site activities are managed in accordance with the Hampshire Outdoors procedures and guidance.(EVOLVE)

Provision of Information

The Headteacher will ensure that employees are periodically provided with information regarding safety arrangements. This information is discussed at meetings and annual e-learning is carried out by all staff.

Visitors and Contractors are provided with Health and Safety Information on arrival via the Ipad in which they sign in on.

The Health and Safety Law poster is displayed *in the medical room and staff room.*

Local health and safety advice is available from the Headteacher and the Children's Services Health & Safety Team can provide both general and specialist advice which is available on their website or on request.

Risk Assessment

Risk assessments will be carried out where a significant risk is identified or is reasonably foreseeable.

The trained risk assessor will oversee the completion of risk assessments. Risk assessments will be carried out by employees with the appropriate knowledge and understanding of the area, task or equipment being assessed.

All risk assessments and associated control measures will be approved and signed by the Headteacher.

Completed risk assessments are listed in the assessment register and will be reviewed periodically in accordance with the risk assessment review schedule.

Employees will be informed, where appropriate, of hazards and control measures identified in risk assessments. Risk assessments will be shared with employees and relevant third parties periodically and when there are changes.

Smoking

Smoking and use of e-cigarettes/vaporizers is not permitted on school premises.

Stress & Wellbeing

Great Binfields is committed to promoting a high level of health and wellbeing and recognises the importance of identifying & reducing workplace stressors.

Stress management through risk assessment and appropriate consultation with employees will be periodically reviewed and acted upon in accordance with the Health & Safety Executive's Stress Management Standards - staff questionnaire.

School arrangements to monitor, consult and reduce stress situations through the use of the well-being policy and the Ed Support service.

Training

Health and safety induction training will be provided and recorded for all new employees, including temporary workers and volunteers in accordance with the New Staff Induction Checklist.

The Headteacher will ensure that all employees are provided with adequate information, instruction, and training regarding their safety at work. Training needs analysis will be conducted, from which a comprehensive health and safety training plan will be developed and maintained.

All employees will be provided with the following training as a minimum:

- Induction training including the requirements of the school health and safety policy
- Local training including risk assessments and safe working practices
- Information following health and safety policy or procedural changes
- Relevant annual e-learning courses to meet mandatory corporate training requirements
- Role specific training
- Refresher training as required

Training records are held by the Business Manager who is responsible for co-ordinating all health and safety training requirements, maintaining the health and safety training plan, and managing the planning of refresher training for all employees.

Violence and Aggression

Violent, aggressive, threatening, or intimidating behaviour towards employees, whether verbal, written, electronic or physical, will not be tolerated.

In accordance with the Corporate Procedure on violence and aggression, employees should be categorised using the control menu. Control measures will be documented on the Violence & Aggression Risk Assessment. The risk assessment will be shared with relevant employees and reviewed on a regular basis.

Employees must report all violent and aggressive incidents using the confidential online reporting system. Incidents will be appropriately investigated, and control measures reviewed to reduce the risk of similar incidents occurring in the future. Incidents will be reported as close to the incident date as possible.

Violent incidents between children will be reported locally on the HCC site. If a child is injured following violence between children, it will be reported as an accident on the online reporting system.

Visitors

All visitors must initially report to the main reception where they will be provided with the key health, safety, and fire safety information to enable them to act appropriately and safely in the event of an incident.

Visitors to the premises will be provided will be asked to sign in and will be given a visitors' badge

Whilst on site visitors will be supervised by the person they are visiting.

Vulnerable Persons

Where there are vulnerable persons (for example a young person, new or expectant mother, someone with a disability or temporary or permanent medical conditions etc.) working or visiting the premises, a risk assessment will be completed. Appropriate procedures will be implemented, and arrangements for the health, safety, and welfare of vulnerable persons on school premises will be suitably managed.

Work Equipment and Lifting Equipment (LOLER)

All work equipment requiring statutory inspection and/or testing on site (for example, boilers, pressure systems, hoists, lifting equipment, local exhaust ventilation, PE equipment, climbing apparatus) will be inspected by appropriate competent contractors.

All employees will check work equipment prior to use. Any defective or suspected defective equipment must be removed from use, reported to the site manager and repaired or disposed of as soon as possible.

Work at Height

Work at height will be undertaken in accordance with the Corporate Procedure for Work at Height, and the Children's Services Health and Safety Team guidance. All general work at height will be carried out in accordance with the on-site general risk assessment. A separate risk assessment will be carried out for higher risk tasks.

The trained competent person for work at height on the premises will:

- Use steps, stepladders, and leaning ladders in accordance with their training
- Provide step stool instructional training briefs to employees
- Provide stepladder and steps training to employees using the Children's Services *Stepladder & Steps Safety* user PowerPoint presentation
- Carry out and record periodic inspections of all ladders, stepladders, and podium steps used on-site
- Remove access equipment from use if defective or considered unsuitable for use

The competent person for work at height, and all other employees, are not permitted to use any other access equipment for work at height without specific training. This includes the use of scaffolding, mobile towers, and mobile elevated work platforms.

School employees are not permitted to work on roofs unless suitable edge protection and safe access arrangements are in place.

APPENDICES *(add to, amend, or delete these optional appendices as appropriate)*

<i>Appendix 1</i>	<i>First Aid Policy</i>
<i>Appendix 2</i>	<i>ADMINISTRATION OF MEDICATION AND FIRST AID AT SCHOOL</i>



First Aid Policy

1. Policy Statement

Great Binfields Primary School undertakes to ensure compliance with the relevant legislation with regard to the provision of first aid for all employees and ensures best practice by extending the arrangements as far as is reasonably practicable to children and others who may also be affected by our activities.

Responsibility for first aid at the school is held by the Headteacher, Miss Nicola Lyddon who is the responsible manager.

All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

2. Aims & Objectives

Our first aid policy requirements are achieved by:

- Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises (copy attached at Appendix A).
 - o It is our policy to ensure that the First Aid Needs Assessment will be reviewed periodically or following any significant changes that may affect first aid provision
 - o The Children's Services First Aid Needs Assessment Form (CSAF-002) is used to produce the First Aid Needs Assessment for our school
- Ensuring that there are a sufficient number of trained first aid staff on duty and available for the numbers and risks on the premises in accordance with the First Aid Needs Assessment.
- Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
- Ensuring the above provisions are clear and shared with all who may require them.

3. First Aid Training

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties.

A list of current staff and their first aid qualifications is attached at Appendix B.

Qualified First Aiders (Those completing the HSE approved 3-day first aid course)

At Great Binfields Primary School there is no qualified first aider (see Appendix B) in the above role:

The first aider is responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises. They are also responsible for checking the contents/expiry dates of all First Aid kits every three months. This will be documented on the Children's Services First Aid Kit Checklist (CSAF-003) – see Appendix C – stored in the Medical Room.

School First Aiders (Those completing the HSE approved 1-day first aid course)

At Great Binfields Primary School the majority of the staff have completed schools' first aid training (see Appendix B). The schools first aiders are in the following roles:

- Teaching Staff
- School Office Staff
- Learning Support Assistants
- ELSA

They are responsible for administering first aid, in accordance with their training, to those that become injured or fall ill whilst at work or on the premises.

4. First Aid Provision

Our First Aid Needs Assessment has identified the following first aid kit requirements:

- 14 First Aid boxes on the premises
- The first aid boxes are stored in:
- o The Medical Room
 - o Each Classroom
- 3 Travel first aid kits for taking out on school trips and visits;

These are stored in:

- o The Medical Room

It is the responsibility of a nominated first aider to check the contents of all first aid kits every three months and record findings on the Children's Services First Aid Kit Checklist (CSAF-003) – see Appendix C. These completed checklists are stored in the Medical Room.

The contents of First Aid kits are listed under the 'required quantity' column on the checklist itself.

Designated Room

The Medical Room, off the library, is designated as the first aid room for treatment, sickness and the administering of first aid. The first aid room has the following facilities:

- First Aid supplies (including the First Aid box and travel kits), running water, sink, chair and waste disposal facilities.

5. General Procedures

First aid supplies are stored in the Medical Room. First aid boxes must be clearly marked and may only contain agreed items as specified on the checklist.

A record must be kept of any first aid administered by entering the details under the child's record on Arbor or, depending on the severity, logged on the HCC online system.

6. Emergency Procedures

The following outlines the procedure to be followed when accidents occur:

1. Minor accidents that may occur, for instance, on the playground, that might involve such things as a grazed knee, elbow or hand can be dealt with by the adult on duty during morning play or by one of the lunchtime supervisors (if the accident occurs at lunchtime). Initial treatment can be carried out in the playground, classroom or medical room. That person must decide whether further treatment is necessary and if so must either send the child to, or summon, the designated first aider. The child must be accompanied either by an adult or if appropriate another pupil. All head injuries however minor must be dealt with by the designated first aider.

2. If a more serious accident occurs requiring first aid, the designated first aider should either be summoned to the scene of the accident or the person involved in the accident taken to the Medical Room.

The Headteacher should be informed of any serious accident/incident immediately.

The first aider will need to assess whether:

- a. an ambulance needs to be called; or
- b. a parent /guardian/next of kin should be informed of the accident immediately

3. A record must be made of all accidents requiring treatment by a first aider on Arbor – see paragraph 10 below.

4. If a child has a bumped head injury, an email or Arbor message will be sent home to the parents/carers.

5. If there is any doubt about the nature or severity of an injury, the parents/carers/next-of-kin should be informed immediately and advice sought as to the course of action to be taken.

6. If the injury is clearly serious an ambulance should be summoned and the parents/carers/next-of-kin informed. In these circumstances the designated first aider or other member of staff must accompany anyone under the age of 18. A copy of the emergency contact /medical condition form must be given to ambulance staff.

7. Emergency Arrangements

Upon being summoned in the event of an accident, the first aider/appointed person takes charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The Headteacher should be informed of any serious accident/incident immediately.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment

If an ambulance is called, the caller must speak to the emergency services operator and give the following information:

1. State what has happened
2. The person's name
3. The age of the person
4. Whether the casualty is breathing and/or unconscious
5. The location of the school

In the event of an accident involving a child, where appropriate, it is our policy to always notify parents of their child's accident if it:

- is considered to be a serious (or more than minor) injury
- requires first aid treatment
- involves an injury to the head
- requires attendance at hospital

8. Notification of Parents/Carers

Our procedure for notifying parents will be to use all telephone numbers available to contact them and leave a message should the parents/carers not be contactable.

In the event that parents/carers cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents/carers every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive (as required). It will be recorded on Arbor the times that attempt/s to contact parents are made.

In the event that the child requires hospital treatment and the parents/carers cannot be contacted prior to attendance, the qualified first aider/appointed person/another

member of staff will accompany the child to hospital and remain with them until the parents/carers can be contacted and arrive at the hospital.

In the event of any head injury parents must be contacted as well as a letter sent home with the child.

9. Pupils with Special Medical Needs

Some pupils have medical conditions that, if not properly managed, could limit their access to education. These children may be:

- Epileptic
- Asthmatic
- Have severe allergies, which may result in anaphylactic shock
- Diabetic

Such pupils are regarded as having special medical needs and some may have individual health care plans in place – for additional guidance see the Administration of Medicines policy. Most children with these medical needs are able to attend school regularly and, with support from the school, can take part in most school activities. However, school staff may need to take extra care in supervising some activities to make sure that these pupils, and others, are not put at risk.

Information about children who suffer from a special medical need will be published in the staff room. All staff will be informed of the individuals involved. Class teachers are informed of any medical issues concerning children in their class.

10. First Aid out of school on trips or visits

Staff planning educational visits or journeys should consider the level of First Aid cover that will be required. If necessary, they should arrange for a First Aider to be one of the accompanying staff.

The teacher in charge of any outing off the school premises has the responsibility of being acquainted with any specific medical needs of the pupils in their care, including having knowledge of, for example, pupils with asthma, and their need for inhalers; and pupils with allergies at risk of anaphylaxis. Fully completed risk assessments must identify pupils at risk on each trip.

Prior to educational trips and visits, parents will be asked to give consent via Arbor. A pink form will indicate whether a student is taking medication and give the staff permission to deliver it.

In the event of children needing first aid on school trips:

- All staff will have basic first aid packs and mobile phones with them.
- For major ailments the school is informed and advice sought. Parents/Carers are also informed by the school office.
- For any incident that the first aider is unsure of, a second opinion from another first aider is sought.
- Gloves are ALWAYS worn when treating ANY injury.

- Any accident or incident is reported back at school and an 'Incident in school' form filled in accurately and as soon as possible. A note on the incident is made at the scene.
- No medication may be given to a child unless it has either been prescribed by a doctor or, in the case of Paracetamol or Ibuprofen, requested and supplied by the parent. In both cases this must be accompanied with a signed and dated 'Administration of medication in school' form.
- For any head injuries the school and the parents are informed immediately by telephone and a 'Bump' note sent home with the child.
- If children are sent home, they must be collected by a responsible adult.
- In the event of a serious incident an ambulance is ALWAYS called.
- A member of staff will accompany the child in the ambulance, whilst the school contacts the parents/carers and arranges for them to meet the child and staff at the hospital.
- In the event of parents/carers being unreachable, the contact people on the child's forms will be phoned.
- For all incidents the school's 'Emergency Procedures for trips/visits away from school' as outlined in every risk assessment, will be followed.

11. Records

All accidents requiring first aid treatment are to be recorded, as soon as possible following an incident, on Arbor. The record should include the following information:

- Date, time and place of the accident
- Name of injured person
- Type of accident (e.g. bump on head etc)
- Treatment provided and action taken
- What happened to the person immediately afterwards (e.g. went back to class, went home etc)
- Name and signature of the qualified/school first aider or appointed person

For many incidents it is only necessary to complete an accident record but in some circumstances the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires an incident report to be made to the Health & Safety Executive. The Head Teacher will be responsible for accident investigating and reporting in these circumstances.

If any of the following injuries occur due to an accident at school it must be reported to the HSE:

- Fractures (other than to fingers, thumbs or toes)
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye
- Any penetrating injury to the eye
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Any other injury leading to

- o Hypothermia, heat-induced illness or unconsciousness
- o Resuscitation or requiring admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
 - Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin
 - o Acute illness requiring medical treatment; or
 - o Loss of consciousness
 - Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

12. Review and Monitoring

This policy will be reviewed by the governing body every 2 years or sooner if necessary.

In drawing up this policy reference was made to Hampshire County Council's guidance.

Date policy produced / reviewed: February 2024

Date to be reviewed: February 2026

Signed:

Designation:

Date:

APPENDIX A

CHILDREN'S SERVICES ASSESSMENT FORM CSAF-002

First Aid Needs Assessment Form

There is a statutory obligation to carry out and periodically review an assessment of first aid provision in every workplace by carrying out a First Aid Needs Assessment.

CHILDREN'S SERVICES HEALTH & SAFETY

This template form (page 2) and the included guidance aims to help responsible managers to identify, formalise and record what level of first aid provision is needed in their building, premises or for their team.

Arrangements for your first aid provision as identified through this first aid needs assessment would be expected to form the basis of your own first aid policy. Those using this guidance will need to have read the Children's Services Safety Guidance Procedure SGP 08-07 (First Aid)

Assessing the levels

How much first aid provision you require will depend on the circumstances of your workplace. Using this template form, you will be able to assess what facilities, staffing levels and training are appropriate in your workplace. You are advised to consult employees (as appropriate) about the important areas that require consideration such as:

- a. Workplace hazards and risks
- b. Size of organisation and type of service users
- c. History of accidents and incidents
- d. Nature and distribution of workforce including remoteness from emergency services
- e. Needs of travellers, remote and lone workers
- f. Employees working on shared or multi-occupied sites
- g. Annual leave and other absences of first aid trained staff and appointed persons

The assessment of how many and what sort of first aiders are needed requires consideration of the hazards of the work itself, the hazards in the workplace and the numbers of those exposed to risk. Managers should already have a clear picture of the risks that their staff are exposed to from the risk assessments already completed. Managers also need to consider the numbers of staff and others who are present in the location being assessed.

National and corporate guidance on minimum levels of first aid provision based on staff numbers only are set out below. However, these minimum levels would need to be increased dependent upon the information determined during the first aid needs assessment itself, such as the number and type of service users on site (eg. children in a school, or five year olds or younger in a centre).

Category of risk

Numbers employed at work Guidance on number & type of first aid staff to be available on site at any time

Lower Risk

eg. primary schools, children centres, some secondary schools, offices, libraries Less than 25 An Appointed Person

25 – 50 At least one emergency first aider

More than 50 One first aider for every 100 employed or part thereof.

Higher risk

eg. some secondary schools, workshops, warehousing, use of dangerous machinery use or sharp instrument use, light manufacturing, work with animals or higher risk activities. Fewer than 5 An appointed person

5 – 50 At least one first aider (either an emergency first aider or first aider depending on the type of injuries that might occur)

more than 50 One additional first aider for every 50 persons or part thereof
INSTRUCTIONS FOR COMPLETING PART 1

1. When completed, both parts of assessment will form the First Aid Needs Assessment record which should be kept and reviewed periodically through your bring-up diary system.
2. Start carrying out your assessment of first aid needs by first completing Part 1 to assist you in documenting that you have comprehensively considered the level and type of provision that you require on your site. Enter your own information in place of the blue guidance.

Part 1

ASSESSMENT OF FIRST AID NEEDS

No. Aspects to Consider
at Your Premises First Aid Provision Considerations
(Insert Your Information)

1 What are the risks of injury and ill-health arising from the work and activities as identified in your risk assessments? Based upon the general level of risk on the school premises, we have 12 members of staff who hold a current Schools First Aid certificate, 21 with a full day qualification and 5 members of staff who holds a Paediatric First Aid certificate. The Administering of Medicines course is a training need.

2 Are there any specific risks? (eg. work with hazardous substances, dangerous tools, dangerous machinery, higher risk activities etc) The Headteacher and Site Manager have carried out risk assessments and identified specific hazards / risks at Great Binfields. First Aiders have an awareness of these risks as covered in their first aid course.

3 Are large numbers of people employed on site? The ratio of Staff members with First Aid training and the number of people employed on the site is in line with the H&S guidance.

4 What is your record of accidents and cases of ill-health? What type and where did they happen? All accidents / ill health are recorded on Arbor
A First aid kit checklist is carried out termly by a nominated person.

5 Are there staff/children on site who have disabilities or specific health problems? A list of children with Medical Needs / Conditions is on Arbor.
Health Care Plans for children with medical needs are kept .on Arbor.

First aiders are trained to a suitable level to enable them to address any likely ill-health or medical conditions as well as potential injuries.

Anaphylaxis training has been completed by 28 staff and 5 staff members have had Diabetes training.

6 Are there clients or service users on the site who may need first aid? H&S details are outlined to visitors / contractors when they arrive on site. They are informed of where the medical room is and first aid facilities. Organisations hiring our school facilities are responsible for their own first aid as outlined in the schools' lettings policy.

7 Is there first aid cover for lunch times and for the beginning and end of the working day?

Staff who have completed Schools First Aid course are on site 8am-4.30pm. Staff with Paediatric certificates are available 8.30am-3.30pm.

8 What is the site layout and will the layout require additional first aid cover for separate buildings or floors of a multi-storey building?

The school comprises a single storey building. The Medical Room is based in the central area of the school.

9 Do you have any work experience trainees? On occasions where there will be work experience students on the site, a Senior Member of staff carries out a H & S risk assessment with them as part of their induction.

10 Are there a number of inexperienced or young staff/workers/visitors on site?

On occasions where there are work experience students and college students on site, First aid cover during this time is in line with H & S guidelines.

11 Do the numbers of people on site vary throughout the day. Are extra first aiders needed for peak periods? The level of First Aid cover takes into account the number of people on site and is in line with H & S guidelines.

12 Do staff work in shift patterns and does each shift have sufficient first aid cover?
Not applicable

13 Do you work on a site occupied by other organisations and share first aid arrangements?
Not applicable

14 What is the distance from emergency services and how long are they likely to take to arrive on site?

The nearest A & E facilities are approx 3 miles away. In line with recommendations from the Department of Health and Human Medicines, we now hold 1 emergency asthma inhaler containing salbutamol on site. This is for emergency use only.

15 Do some staff work alone or remotely (including contracted home workers)?

On occasions there will be Staff working alone on the school premises. This occurs mostly at the end of the school day or during the school holidays. There are First Aid boxes situated in each of the classrooms, the Medical Room and the library. There will also a first aid box situated in the Site Manager's work room when building work has been completed. A 'Lone Working' risk assessment is carried out annually.

16 Do you have service users aged five years of age or younger? Yes, school has an EYFS provision which includes children under the age of 5.

17 Do members of the public visit your premises? At school events held outside of the normal working hours there will always be a member of staff in attendance who has Schools First Aid training.

18 Do you have any employees with reading or language difficulties? Where staff have a reading or language difficulty special arrangements will be made to carry out their H & S induction which will include first aid information.

Do not forget that first aid trained staff, paediatric first aid trained staff and appointed persons take leave and/or are often absent from the premises for other unscheduled reasons. You must appoint sufficient people to cover these absences to enable first aid personnel to be available at all times when people are at work.



GREAT BINFIELDS PRIMARY SCHOOL

POLICY AND PROCEDURE FOR ADMINISTRATION OF MEDICATION

AND FIRST AID AT SCHOOL

POLICY STATEMENT:

'At Great Binfields Primary School we believe that everyone has the right to be happy, safe and respected in a friendly, stimulating environment.

We promote high standards of teaching and learning with clear expectations of courtesy and behaviour. We value individuality and encourage all to achieve their full potential. Through working together and open communication we strive to prepare children to succeed in society.'

Introduction

There are an increasing number of children attending mainstream schools with medical conditions. Schools, acting in loco parentis, have a duty to take reasonable care of children which includes the possibility of having to administer medicines and/or prescribed drugs. This may be required by pupils for regular medication or those requiring occasional dispensing of medicines. The school will make every effort to safeguard the health and safety of those pupils who may be more at risk than their peers due to existing medical conditions.

Management and Organisation

When medicines are to be administered in school it is essential that safe procedures are established which are acceptable to appropriate school staff involved. It is essential that clear written instructions are supplied by parents when requesting that medication be administered to their child. Parents should always complete a pink form available from the school office giving the child's name and class, clear instructions on the dose to be administered to the child, the time to be given and for what period. Medication must be in its original packaging including the prescriber's instructions. Only the prescribed/recommended dose will be administered, this cannot be changed unless written instructions are given from a medical professional. The form should be signed by the parent or guardian and retained in the school office for reference by staff involved. In cases where the child's medical needs may be greater than those of their peers, the Headteacher may request that an individual Healthcare Plan be prepared if applicable by the School Nurse. In such cases, consultations on the Plan will include the school, health service practitioners (i.e. school nurse) and the parents/guardians. This will also clarify the extent of responsibility taken by the school. The Headteacher will be responsible for managing the administration of medicines and drugs with the agreement of named members of staff. Staff should be able to act safely and promptly in an emergency situation, as well as with the routine administration of medicines. Members of staff will be asked to volunteer to be involved in the administration of medication. Only those members of staff who have current First Aid qualifications will be required to act in an emergency. Other members of staff who are willing to dispense medicines to pupils i.e. Teaching Assistants, Class Teacher, Office staff, should be advised by a member of the Admin Team. It is the responsibility of the Headteacher to ensure that new members of staff receive appropriate training.

Parents and staff should be kept informed of the school's arrangements for the administration of medicines and drugs and will be informed of any changes in these procedures. A record should be kept of all the medicines and drugs administered by

the members of staff responsible and all medication administered must be recorded on the pink form that is signed by the parents.

Advice on medication

Children recovering from a short-term illness/infection who are clearly unwell should not be in school and the Headteacher can request that parents or carers keep the pupil at home if necessary. If the parent or carer requests that the school administer medication (prescribed and not prescribed), the Headteacher will allow this on the condition that the school's Permission to Dispense Medication form is completed and signed by the parent. If the instructions have not been given in writing, it will not be possible for the school to accept responsibility for administering the medication. In exceptional circumstances a telephone call may be made to the parent / carer to obtain verbal consent. A record will be kept in the medicine record book. A telephone permission slip will also be completed by the member of staff. In the case of chronic illness or disability, i.e. asthma, diabetes, syndromes such as ADHD etc. pupils may need to take prescribed drugs or medicines on a regular basis during school hours in order to lead a normal life within a mainstream school setting. Only those members of staff already named should administer the medication and a record kept. Staff will not under any circumstances administer drugs by injection and parents would be expected to attend to the pupil in school hours in such cases.

School Trips

It is the part of the Inclusion Policy of the school that all pupils should be encouraged to take part in school trips wherever safety permits. It may be that the school would need to take additional safety measures for outdoor visits and staff supervising outings must be aware of any medical needs of such pupils and of the relevant emergency procedures. An additional adult (or the particular parent) may need to accompany visits where a difficult situation might arise.

Taking Medication on School Trips

It may be necessary to take medication for pupils on a school trip, i.e. Epipen, Inhalers or Epilepsy emergency medication. This medication must be logged in and out of school. It may also be necessary to take copies of any relevant care plans in case of emergency. Emergency medication must be taken on all trips, even where a trained member of staff is not present. In this case medication should be given to the paramedics to administer when necessary.

Inhalers for Asthma

The Headteacher has agreed that when appropriate pupils in Key Stage 2 should assume responsibility for their own inhalers. Spare, individually named inhalers can be kept in the classroom but parents should complete the school's Permission to Dispense form. It is the responsibility of the parent to ensure that the inhalers are renewed and that the medication has not exceeded its expiry date. All inhalers should be collected at the end of the school year. In the case of pupils in Early Years and Key Stage 1 the school can supervise the child using the inhaler. The inhaler should be given to the class teacher or kept in the classroom and written instructions given. As before, all inhalers should be regularly renewed and collected at the end of the school year.

Antibiotics

Pupils who are prescribed antibiotics can often recover very quickly and may well be fit enough to return to school, but it may also be essential that the full course of medication should be completed. In this case, the Headteacher is willing for named staff to administer the antibiotics supplied by the parent or carer. A Permission to Dispense form should always be completed giving full instructions for administration of the medicine. It is the responsibility of the parent to ensure that the medication is collected each day and is not out of date.

Diabetes

The school will monitor pupils with Diabetes in accordance with their care plan. Blood sugar results will be recorded daily and noted accordingly. Pupils with diabetes must not be left unattended if feeling unwell, or sent to the office unaccompanied. Sharps boxes should always be used for the disposal of needles. Sharp boxes can be obtained by parents / carers from the child's GP or Paediatrician and returned to the parents/carers when full for replacement.

Maintenance Drugs

A child may be on daily medication for a medical condition that requires a dose during the school day. As with all other medicines a form should be completed giving clear instructions to staff at the school. A record of all doses administered will be kept.

Unusual Medications

In the case of unusual prescribed medicines, i.e. use of an EpiPen, this will be at the discretion of the Headteacher and Governors. In all cases, proper training will be provided by the Child Health service and parents will need to complete a Medication form accepting responsibility. In cases of eczema or skin conditions it will be expected that the child will be able to use the cream/lotion on their own.

Nut Allergies/Anaphylaxis Procedures

Medication for the treatment of nut allergies will be kept in easily identifiable containers in the school office or individual classrooms. Each container should be clearly labelled with the child's name and class.

Emergency Procedures

In the case of emergency, the school will call an ambulance and contact the parents/carers. When conditions require immediate emergency treatment, trained staff may volunteer to administer medication or emergency procedures such as resuscitation. Staff should never take children to hospital in their own car - it is safer to call an ambulance. A member of staff should always accompany a child taken to hospital by ambulance and should stay until the parent/carer arrives. In all cases, administration of medication and/or treatment to a pupil will be at the discretion of the Headteacher and Governors of the school. However, ultimate responsibility remains with the parents/carers.

Hygiene and Infection Control

All staff should be familiar with normal precautions for avoiding infection and follow basic hygiene procedures. Staff should have access to protective disposable gloves and take care when dealing with blood or other bodily fluids and disposing of dressings or equipment.

Storage of Medication

All medication must be stored in the designated medication areas i.e. the secure medication cupboard in the school office or the office fridge (depending on prescriber's instructions.) Epipens and Inhalers should be readily available and not locked away. All children have Epipen/Inhalers in their classrooms in accordance with the recommendation of their care plan. A spare is kept in our medical room in case of failure of others.

Disposal of Medicines

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date expired medicines are returned to a Pharmacy for safe disposal.

Summary of Procedure to Dispense Medication

- Permission to dispense medication form must be completed by the parent / carer.
- Medicine must be in original packaging clearly marked with name of child, class and dose to be administered.
- Recommended / prescribed dose will not be exceeded without written permission from a medical professional.
- All medication given must be recorded and witnessed on Medication Form, and signed by the member of staff giving the medication.
- It will be the parent / carers responsibility to collect medication at the end of each school day where necessary.
- Medication being taken out of school on trips or visits must be logged in and out with the school office and be the responsibility of a member of staff at all times.

Date of Policy: Spring 2024

Date of next Review: Spring 2026