

# ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

## Health and Safety Policy

Agreed by Governors: November 2020

To be reviewed: September 2021

### INTRODUCTION

*As one family working together  
to be the best that we can be,  
we live, love and learn with Jesus.*

*Our approach to Health and Safety clearly reflects the school's Mission Statement in that all children and staff are able to work in an atmosphere of safety with appropriate structures in place and knowledge of the procedures which support this.*

### Aims and objectives

The safety of all personnel in St Augustine's School is our priority. The statements below are to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all persons using the premises:

- to establish and maintain a safe and healthy environment throughout the school
- to establish and maintain safe working procedures among staff and pupils
- to make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- to ensure the provision of sufficient information, instruction and supervision to enable all personnel working and/or studying on site to avoid hazards and contribute positively to their own safety and health at work and ensure that they have access to health and safety training as and when provided
- to maintain a safe and healthy place of work with safe access to and egress from it
- to formulate effective procedures for implementation in case of fire and other emergencies and for evacuating the school premises
- to lay down procedures to be followed in case of accidents
- to provide and maintain adequate welfare facilities

### Responsibilities and Duties

#### 1. The Headteacher

The ultimate responsibility for all health and safety organisation and activity rests with the Headteacher who will work in close co-operation with the Health and Safety Co-ordinator to ensure that all procedures are implemented correctly and reviewed on a regular basis.

#### 2. The Health and Safety Co-ordinator

Under delegated responsibility, the co-ordinator will:

- be the focal point for day to day references on safety and give advice or indicate sources of advice on matters directly related to health and safety of personnel on site
- co-ordinate the implementation of the approved safety procedures in the school
- maintain contact with outside agencies able to offer expert advice
- report all known hazards immediately to the LEA/Governing Body and stop any practices or the use of any tools, equipment, machinery etc. which he/she considers to be unsafe until satisfied as to their safety
- make recommendations to the relevant authorities for additions or improvements to equipment, machinery etc. which is dangerous or potentially so
- make or arrange for regular risk assessment and review of premises, places of work and working practices
- keep self informed of accidents and hazardous situations
- review at regular intervals:
  - First Aid provision
  - emergency regulations and make recommendations for improving the laid down procedures
- review at regular intervals the dissemination of safety information concerning the school
- inform the Governing Body via the Headteacher as necessary of safety procedures and improvements

### 3. Employees (Health and Safety at Work Act 1974)

"It is the duty of every employee while at work to:

- take reasonable care for the health and safety of himself/herself and of any other person(s) who may be affected by his/her acts or omissions at work
- as regards any duty or requirement imposed on his/her employer or any person by or under any of the relevant statutory provision, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with."

#### **The Act also states:**

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health or welfare in pursuance of any of the relevant statutory provisions.

In order that the laws be observed and responsibilities to pupils and other visitors in the school are carried out, all employees are expected:

- to know the special safety measures and arrangements to be adopted in their own working area and to ensure they are applied
- to observe the standards of dress consistent with safety and/or hygiene
- to know and apply the emergency procedures in respect of fire and First Aid
- to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others
- to co-operate with other employees in promoting improved safety measures in the school
- to co-operate with the approved safety representative of the school

#### ***Teaching and non-teaching staff holding posts/positions of special responsibility -***

Headteacher, Deputy Headteacher, Health and Safety Co-ordinator, Kitchen Supervisor, Senior Lunchtime Supervisor, Premises Site Manager:

- have a general responsibility for the application of the LEA/Governing Body safety policy to their area of work and are directly responsible to the Headteacher for the application of existing safety measures and procedures within that area of work
- shall, where necessary, establish and maintain safe working procedures, including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances e.g. boiling water, paper cutters, fixatives, chemicals, cleaning products
- refer to the Health and Safety Co-ordinator any of these problems for which they cannot achieve a satisfactory solution with the resources available to them
- shall carry out regular safety inspection of the activities for which they are responsible and, where necessary, submit a written report to the Health and Safety Co-ordinator and Headteacher
- shall ensure, as far as is reasonably practicable, the provision of sufficient information, instructional training and supervision to enable other employees and pupils to avoid hazards and to contribute positively and effectively to their own safety and health at work
- shall, where appropriate, seek the advice and guidance of the relevant adviser or officer of the authority
- shall propose to the Headteacher and Health and Safety Co-ordinator requirements for safety equipment and additions or improvements to area, tools, equipment or machinery which is/are dangerous or potentially so

#### ***Special Obligations of Teachers***

The safety of pupils in classrooms and playgrounds is the responsibility of teachers. If for any reason a teacher considers that he/she cannot accept responsibility due to e.g. the condition or location of equipment, the physical state of the room, the splitting of a class for practical work, he/she should discuss the matter with the Headteacher and the Health and Safety Co-ordinator before allowing practical work to take place. He/she should also inform the appropriate curriculum co-ordinator of the problem.

Teachers are expected:

- to exercise effective supervision of pupils and know the emergency procedures in respect of fire, bomb scare and first aid and to carry them out
- to know the special safety measures to be adopted in their own special teaching area and to ensure that they are applied
- to give clear instructions and warnings as often as necessary
- to follow safe working procedures personally
- to make recommendations to the Headteacher, Health and Safety Co-ordinator and appropriate curriculum co-ordinator(s) e.g. on safety of equipment

### **The Pupils**

Pupils are expected:

- to exercise personal responsibility for the safety of self and others
- to observe standards of dress consistent with safety and/or hygiene (this precludes the wearing of unsuitable footwear, jewellery, handling of dangerous items e.g. power tools)
- to observe all the safety rules of the school, in particular the instructions of staff given in an emergency
- to use and not wilfully misuse, neglect or interfere with things provided for his/her safety

### **Visitors**

Regular visitors and other users of the premises e.g. delivery personnel, are required to observe the safety procedures of the school. In particular, parent volunteers must be made aware of the health and safety arrangements applicable to them through the, member of staff to whom they are assigned. Contractors must be made aware of the school's policies and must satisfy the school that they are working in a safe and proper manner in accordance with the statutory and advisory standards.

### **Supervision of Pupils**

Our procedures give details concerning the following aspects of daily issues:

- supervision before and after the school day
- lunchtime and breaktime supervision
- pupils requiring medication during the school day
- movement of pupils between different parts of the building(s)
- actions of pupils in practical lessons e.g. Science, Art, Design Technology, ICT, Physical Education (particularly gymnastics and swimming)
- car parking
- presence of on-site contractors

**Particular consideration is given to:**

- provision of First Aid
- location and contents of First Aid boxes
- emergency procedures for illness or accident
- fire and other emergency procedures

### **Conclusion**

It is the responsibility of everyone to make these arrangements work for the benefit of all. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free. Any member of staff noticing a failure to comply with this statement of organisation and arrangements or other advice/guidance issued by the LEA/Governing Body, Headteacher or Health and Safety Co-ordinator in pursuance of this policy must immediately report the circumstances to the Headteacher and Health and Safety Co-ordinator. Appropriate remedial action will be initiated by the Headteacher and Health and Safety Co-ordinator. Should the matter prove impossible to resolve, it will be reported to the Senior Education Officer. Any suggestions for improvements to the standards of health and safety are welcomed.

### **MONITORING AND EVALUATION**

This policy will be reviewed regularly by staff and governors and when local or national directives are received.

# HEALTH AND SAFETY PROCEDURES AT ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

## FIRST AID

- a trained classroom assistant is on duty each day to deal with minor illnesses and accidents
- children with minor injuries occurring at breaktimes should wait on the chair by the Medical Room
- more serious injuries should be reported immediately at the staff room
- in the **exceptional** circumstance of a child needing attention during lesson time, the first aider may be contacted directly in their normal working area

If it is felt that a child is too ill to remain in school, please consult the Headteacher before contacting parents. If the Headteacher is unavailable, please refer to the Deputy or Assistant Headteacher or the appropriate Key Stage Co-ordinator before making the call.

## PROCEDURES FOR SUMMONING AN AMBULANCE IN AN EMERGENCY

- inform the Headteacher (or appropriate representative) at the time of summoning
- Headteacher (or representative) will instruct the secretary to contact emergency services and parents
- a member of staff must accompany the child to hospital in the absence of parents and remain until parents arrive (arrangements will be made to collect the member of staff)
- inform Site Manager in case of the need to remove obstacles in the way of ambulance access
- if children are in the vicinity of a serious accident, they should be taken into school in an orderly and calm manner to avoid distress
- record the accident, as in the case of all accidents, in the accident book located in the Medical Room
- complete a formal accident report form (available from the secretary) for return to the LEA if any accident requires hospital attention (this also applies to staff accidents)

## LUNCHTIME

- minor illnesses and accidents are dealt with by lunchtime supervisors who have received training
- in the case of more serious accidents, please refer immediately to the Headteacher (or representative)
- children receiving a bump to the head will be given a standard letter of notification for parents

## PARENTAL CONSENT FOR TREATMENT

- in the case of a child belonging to a religious body which repudiates medical treatment, the parent's decision must be regarded as the desirable course of action
- should a problem be urgent or parents cannot be contacted, the decision about the competence or otherwise of a child under 16 to give consent or withhold it is the responsibility of the doctor
- if a child is taking part in a school journey where medical treatment may be needed and the parent is not prepared to give written instructions and an indemnity on the subject of medical treatment, the school has the option of deciding that that pupil may not take part
- parents who belong to religious bodies such as Jehovah's Witnesses and Christian Scientists must make their views and wishes concerning medical treatment known to the school in writing
- should alternative treatment desired by the parent not be available, the school, acting *in loco parentis*, may have recourse to conventional treatment if the circumstances make this absolutely necessary (parental wishes should not be overridden but if agreement cannot be reached on this issue, a child should not take part in a journey away from school)

## PROCEDURES TO PREVENT RISK OF TRANSMISSION OF HIV

- procedures are in line with the L.E.A. circular "Body Spillages"
- disposable gloves are available in First Aid boxes and must be worn

## **CHILDREN WITH SPECIAL MEDICAL NEEDS**

- parents must inform school of any medical condition which may require treatment during the school day or may affect a child's performance
- a copy of these details and appropriate action to follow is kept with the child's official records in the school office
- a copy will also be kept in a folder for staff to ensure recognition of appropriate conditions
- a copy will be given to the child's class teacher at the beginning of a new academic year
- any additional information supplied by parents e.g. during Parents' Evening, must be noted and reported to the Headteacher

## **MANAGEMENT OF ORAL AND INHALED MEDICINES**

- there is no requirement for any school staff to administer medicines
- it should be the exception rather than the rule for medicines to be brought into school
- any request for medicine to be administered is considered on an individual basis
- parents are advised to request GP's to prescribe in a way which avoids the necessity for medicines to be taken onto school premises
- if oral medicine must be administered at school, parents must :
  1. apply to the Headteacher in writing
  2. if agreed, deliver the medicine to the school office in the original container from the pharmacy and clearly labelled with
    - child's name
    - name of the medication
    - dosage instructions
    - timing of administration
    - other necessary instructions/information
  3. complete a formal school medicine record which can be obtained from the secretary
  4. notify the school in writing of any changes in medication
  5. retain responsibility for the medication (this is not the child's responsibility)
  6. be aware that if these procedures are not followed, the school cannot be responsible for the administration of medication

## **INHALERS**

- if possible, pupils should be responsible for their own inhalers which should be in their original labelled box and clearly marked with the child's name and class
- it is recommended that a spare inhaler be provided to be kept in school rather than asking the child to remember to take it home each night
- inhalers must always be taken on school visits

## **ADMINISTRATION/RECORD**

- labels on the container must always be checked against the school medicine record
- discrepancies must always be queried with the parent before administration
- if the instructions differ, parents must confirm their wishes in writing
- a record of doses given must be kept on the school medicine pro-forma
- administration will be the Headteacher's responsibility and may be delegated to an Assistant Headteacher or to the First Aider on duty

## **EMERGENCY PROCEDURE FOR ASTHMA SUFFERERS**

- allow the child to use their inhaler
- follow previously outlined first aid procedures for emergencies

*"If a child who does not suffer from asthma experiments with another child's asthma medication, this will not be harmful. Relievers act simply to dilate or open the airways and will not have an adverse effect on a child who does not have asthma."*

**(National Asthma Campaign - Asthma Policy for Schools)**

## **COMMUNICABLE DISEASES**

A document from Environmental Services holding information on this subject is on file in the school office.

## **HEADLICE**

- on noticing infestation, inform Headteacher and standard letter SL1 will be sent to the child's parents along with a copy of the Head Louse Information leaflet HL3
- parents of children in the same class will be given standard letter SL2
- exclusion from school will commence at the end of that school day
- return to school will be after the first treatment has been completed
- when a case of headlice is reported by the parent, please inform the Headteacher so that standard letter SL2 can be sent home

## **HEALTH EDUCATION**

Teaching takes place within the PSHE guidelines. This is to help children understand the need for good hygiene and health and safety matters as they affect themselves and others. More detail can be found in the PSHE Policy and Scheme of work.

## **ADDITIONAL SAFETY GUIDANCE**

- children needing to leave the premises before the end of the school day must be collected from the office by a parent or other authorised adult

## **FIRE DRILLS**

- fire drill procedures are displayed in every room (termly practice drill)
- on hearing the alarm (continuous ringing of the bell) follow the instructions given
- am - check the register when delivered by the secretary at the assembly point
- pm - check register when at the assembly point
- report safety of all children to the Health and Safety Co-ordinator when registers have been checked, indicating names of any missing pupils

## **HANDLING OF EQUIPMENT**

- refer to subject guidelines and policies for safety rules
- children are not allowed to carry large items of furniture/audio visual equipment

## **HAZARDS**

- potential hazards must be reported to the Site Manager, Headteacher and Health and Safety Co-ordinator

## **SPECIAL MEDICAL NEEDS**

- the need should be fully identified and a necessary protocol devised after full consultation with parents
- SENCO must be fully informed
- appropriate training must be provided for a nominated member of staff
- school nurse must be included in discussions
- if such procedures are not fully in place, the child must begin a programme of work at home until such time as school is fully prepared

## **STAFF INDEMNITY**

Staff must be aware of City Council Indemnity as laid down in official guidance. In essence, when dealing with circumstances requiring emergency action, ensure the following :

- that it is within the scope of your employment and responsibility
- that it has been agreed with the managing body
- that you are not doing things which you have not been trained to do
- that you follow LEA Guidance and school policy

***Within these guidelines, members of staff are fully indemnified against claims for alleged negligence.***

## APPENDIX ON EDUCATIONAL VISITS AND ACTIVITIES

- At St Augustine's, we offer a broad and balanced curriculum which promotes our pupils' spiritual, moral, cultural, mental and physical development and prepares them for the opportunities and experiences of adult life. In our school, we are committed to the delivery of the National Curriculum to all pupils, regardless of social background, race, gender or differences in ability. To enrich the curriculum, we also offer a range of educational visits and other activities.
- Within each class, teachers plan visits and activities to lend support to the children's learning. Details are circulated to parents well in advance and replies retained by the teacher in charge of the visit. Monies are sent directly to the finance officer who will count and record the contributions.
- Additional activities are organised during focus weeks which occur several times throughout the academic year e.g. Arts, History, Science, Accelerated Learning, Multi-Cultural Weeks.
- Older pupils in Key Stage Two have the opportunity to take part in a residential visit. Relevant charges are published with the initial information letter so that parents are able to make an informed decision regarding their child's participation.
- We follow the LEA's guidelines relating to health and safety and we ask parents to give written permission for their child to take part in any activity that takes place off-site or outside of the normal school day. If this written permission is not received, the child is unable to take part.
- Visits are arranged in accordance with "**Regulations Governing Educational Visits and School Journeys**" (Section PS7) as defined by Birmingham City Council Education Service .
- Information is regularly updated via the LEA circular system and via the Croner publications.
- There are some occasions when the school requests a voluntary contribution to cover the costs of visits. The Governing Body has defined the following statement :

*The admission of children to St Augustine's Catholic Primary School is not subject to charge or the parents' willingness to make a voluntary contribution.*

*The Governors wish to see the curriculum enriched for the benefit of all pupils. They recognise that whatever public funds are made available, there will never be sufficient to fund all desirable activities at the required level. They therefore reserve the right to :*

- request voluntary contributions from parents for activities charged as an optional extra
- reclaim from parents the cost of wasted examination fees, wilful breakages and damage
- draw to the attention of parents activities by a third party, thus giving parents the opportunity for their children to join those activities during the school day (in such circumstances, charges may well be levied by the third party)
- seek voluntary contributions from parents to fund activities either within the school day or outside school hours and to provide incidental equipment for such activities
- charge parents at cost or in kind for materials if parents have agreed in advance to own a finished product

When such activities are organised, all parents are advised that anyone in receipt of income support or family credit is entitled to claim remission of charges for board and lodgings on residential visits that are not optional extras.

No child will be excluded from an activity because his/her parents are unwilling/unable to contribute financially. However, if insufficient funds can be generated to support a particular activity, it will be cancelled. These points are made clear to parents when initial information is circulated.

## APPENDIX ON SUPERVISION

### THE DUTY OF CARE

- This is based on the principle of "*in loco parentis*."
- There is a balance between "meticulous supervision of children" and "encouraging sturdy independence." (Mr. Justice McNair - 1954)

### GENERAL PRINCIPLES

The underlying principle of supervision is the safety of all personnel throughout each day and during after school activities :

- children are only allowed to leave the site during school hours if collected by a parent or other responsible adult about whom we have been informed
- letters making such requests must be kept by the class teacher in the register or record book
- classes and groups must always be under supervision
- in case of emergency, a colleague must be informed until normal supervision can be resumed
- classroom doors must be locked by the teacher when the room is empty
- no child should be left in a room unsupervised at any time
- classrooms must be clear of children before the teacher leaves the room
- staff on duty in the playgrounds must ensure that excessively rough games are not played e.g. British Bulldog
- at playtimes, duty staff are expected to patrol the area for which they are responsible
- prefects will be on duty inside the building at playtimes to check on safety
- at wet breaktimes, teachers will remain in class with their pupils lunchtime supervisors will be responsible at lunchtimes
- at lunchtimes, the legal duty of care rests with the Headteacher or her/his representative
- children are supervised in the playground for ten minutes before school and in the foyer or KS1 classroom for ten minutes at the end of the school day
- if parents are later than 3:40 pm collecting children, staff must direct that child to the school office where the secretary will make contact with parents by telephone
- visitors to school must sign in the record book at the school office and are expected to wear a visitor's badge unless they are wearing their company or authority badge of identification
- access to school is via the door nearest to the secretary's office in order to avoid the presence of unauthorised personnel in school
- in order to maintain safe supervision of all school personnel, the inner access door must be locked at all times unless the outer door is locked
- the exit doors for both KS1 and KS2 must be locked throughout the school day
- these doors will be open at 3:30 pm and locked at 3:40 pm each afternoon
- if an unidentified stranger is noticed on site, all staff are expected to challenge that person politely and enlist the help of colleagues if necessary
- staff on site after school hours must not leave the building unaccompanied, particularly after dark
- during Physical Education lessons, staff should be guided by the regulations outlined in the Physical Education Policy and by the following :
  - safety of apparatus must be checked before children use it
  - the condition of the floor must be checked by staff
  - suitable clothing must be worn by pupils and staff
  - activities must be within the capability of the child
  - in all physical activities, pupils must not wear watches, jewellery nor ear rings (these should be removed in class and stored safely with the children's clothes as the door will be locked)
  - if a member of staff accepts such items from a pupil, the school is considered to be taking responsibility for them
  - pupils using gymnastic apparatus must always be properly supervised
  - student teachers must be accompanied by a qualified teacher if involved in Physical Education activities
- extra curricular activities are subject to the same principles of supervision
- parents must be informed in writing of arrangements for matches and other activities
- in the event of cancellation, parents must be notified as quickly as possible

***If any member of staff is unsure about the principles and requirements of any aspect of supervision or health and safety issues, he/she must discuss the matter with the Headteacher and Health and Safety Co-ordinator.***

# St Augustine's Catholic Primary School

## SCHOOL MEDICINE RECORD

DATE \_\_\_\_\_

CHILD'S NAME AND CLASS \_\_\_\_\_

NAME OF MEDICINE \_\_\_\_\_

DOSAGE \_\_\_\_\_

WHEN TO BE GIVEN \_\_\_\_\_

OTHER INSTRUCTIONS \_\_\_\_\_

CONTACT TELEPHONE NO. \_\_\_\_\_

NAME OF GP \_\_\_\_\_

GP'S TELEPHONE NO. \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I request that the school administer medication to my child in accordance with these instructions and LEA policy.

Parent's signature \_\_\_\_\_

Please print name \_\_\_\_\_

*If more than one form of medication is to be administered, a separate form for each must be completed. Thank you for your co-operation.*

# St Augustine's Catholic Primary School

## RECORD OF MEDICATION

NAME AND CLASS OF PUPIL \_\_\_\_\_

<b>Date</b>											
<b>Time given</b>											
<b>Dosage</b>											
<b>Name of member of staff</b>											
<b>Staff initials</b>											

Additional comments or observations :

# ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

## SUMMARY OF STAGES FOR PREPARING AN EDUCATIONAL VISIT

- inform Headteacher of proposed visit
- investigate options and possible dates (check school diary)
- obtain quotes for group rates
- ask secretary to investigate transport options if required
- check insurance requirements
- check supervision requirements (*section PS7 - L.E.A. Regulations for Educational Visits : obtainable from Headteacher or Health and Safety Co-ordinator*)
- cost the visit per child
- inform parents of proposed visit using standard letter with at least two weeks' notice
- set deadline for deciding on viability of visit re-voluntary contributions
- be aware of children who may be best placed in different groups from certain others
- report firm proposals to Headteacher and submit completed forms (**this must include a risk assessment for the pupils in your care - please use the forms provided with the Health and Safety Policy**)
- make formal booking with the company concerned
- for residential visits, form EVB must be submitted plus form EVX if the centre is not maintained by the L.E.A.
- split class into groups and inform helpers in writing of the names of their charges on the day (in the case of day visits)
- for the journey, obtain sufficient first aid packs etc. from the registered first aiders (supplies are labelled and located in the Medical Room)

*Please remember that the children's health and safety is our first priority.*

*Consult with the Headteacher or Health and Safety Co-ordinator if you are unsure about the correct procedures to follow.*

# St Augustine's Catholic Primary School

## PLANNING SUBMISSION FOR EDUCATIONAL VISIT TO BE GIVEN TO HT AT LEAST THREE WEEKS BEFORE THE PROPOSED VISIT

VENUE	
DATE(S) and TIME(S)	
CLASS AND AGE OF CHILDREN	
TRANSPORT ARRANGEMENTS to include names of drivers if appropriate	<i>Staff approached and agreement reached if timetable change needed for a driver to be released?</i>
INSURANCE DETAILS (brief) eg School Policy	
DETAILS OF STAFF AND HELPERS PLUS PUPIL GROUPINGS	<i>Supervision requirements checked with HT/H&amp;S Co-ordinator?</i>
PURPOSE OF VISIT	
COSTINGS: transport entry fees spending money other	
PUPILS WITH PARTICULAR REQUIREMENTS eg Peter Jones - asthma Mary Smith - ADHD Billy Peters - EBD Jill Evans - wheelchair	
ARRANGEMENTS FOR EMERGENCIES	
OTHER RELEVANT INFORMATION	

**HAVE YOU NOTIFIED THE KITCHEN?**

# St Augustine's Catholic Primary School

## EDUCATIONAL VISIT RISK ASSESSMENT

<b>VENUE</b>	
<b>DATE(S)</b>	
<b>AGE OF CHILDREN</b>	
<b>TRANSPORT</b>	
<b>NUMBER AND NAMES OF STAFF AND HELPERS</b>	
<b>NATURE OF ACTIVITY</b>	
<b>POSSIBLE RISKS</b>	
<b>PUPILS WITH PARTICULAR REQUIREMENTS (give details)</b>	
<b>ARRANGEMENTS FOR EMERGENCIES</b>	
<b>OTHER RELEVANT INFORMATION</b>	

# St Augustine's Catholic Primary School

## SCHOOL MEDICAL RECORD

TO BE USED FOR NOTIFICATION/REGISTRATION OF A SPECIFIC CONDITION/FOOD ALLERGY )

DATE \_\_\_\_\_

CHILD'S NAME AND CLASS \_\_\_\_\_

NAME OF CONDITION \_\_\_\_\_

NAME OF MEDICINE \_\_\_\_\_

DOSAGE \_\_\_\_\_

WHEN TO BE GIVEN \_\_\_\_\_

OTHER INSTRUCTIONS \_\_\_\_\_

CONTACT TELEPHONE NO. \_\_\_\_\_

NAME OF GP \_\_\_\_\_

GP'S TELEPHONE NO. \_\_\_\_\_

The above information is, to the best of my knowledge, accurate at the time of writing and I request that the school administer medication to my child in accordance with these instructions and LEA policy.

Parent's signature \_\_\_\_\_

Please print name \_\_\_\_\_

*If more than one form of medication is to be administered, a separate form for each must be completed. Thank you for your co-operation.*

# St Augustine's Catholic Primary School

## FIRE POLICY STATEMENT

September 2020

St Augustine's Catholic Primary School will provide a safe and healthy working environment with respect to fire safety.

### FIRE AND EMERGENCY PROCEDURES

- † fire alarm system is tested weekly to ensure effectiveness
- † details recorded in Fire Log Book
- † fire drills carried out half termly to ensure everyone's familiarity with agreed evacuation procedure
- † details recorded in Fire Log Book
- † agreed evacuation procedures displayed clearly in all areas of the school

### BSM RESPONSIBILITIES

- † check that all fire doors are free from obstructions + slip/trip hazards
- † ensure all escape routes are clear
- † check that all fire doors can be opened/closed easily
- † check that no fire-resisting doors are wedged/propped open
- † ensure that general housekeeping is of a high standard
- † ensure general tidiness of the building
- † ensure that no materials, especially combustible ones, are stored in unsuitable locations
- † ensure suitable and secure storage of external waste containers

### ADDITIONAL CONSIDERATIONS

- † named Fire Safety Co-ordinator is the Headteacher and in case of absence the Deputy Headteacher, both supported by BSM
- † risk assessment for Fire Safety carried out annually by the Governing Body Health and Safety group - report subsequently presented to GB
- † systems and extinguishers regularly checked
- † annual review of Fire Safety Policy Statement
- † all staff trained in the responsibilities of a Fire Marshall

# St Augustine's Catholic Primary School

## EVACUATION PROCEDURES IN THE LIGHT OF COVID-19

### On hearing the alarm:

- † direct children to walk quietly to the nearest designated exit then walk quietly in single file with distance between where possible to the assembly points on the KS2 playground.
  - Y6/Y5 to walk down the stairs and exit via main white doors then follow the path round the building on to the playground
  - Y3/Y4 exit via classroom Fire Exit doors
  - Y2 exit via door by staff room
  - Y1 exit via classroom Fire Exit door
  - Reception class exit via kitchen area and rear classroom door
  - Nursery exit via Nursery playground door
  - Community Room intervention group exit via door by staffroom
  - ICT suite occupants exit via door by staffroom
  - Office staff exit via door by staffroom
  - Kitchen staff to exit via main white doors
- † Medical box to be taken from classroom by the class teacher
- † children to line up in alphabetical order
- † self-elected fire marshals collect zone cards and sweep designated zones, including toilets, before leaving the building
- † On exiting the building, staff should check that every child is out of the classroom and close the door behind them.
- † Once outside pupils will line up in their classes and headcount will be taken.
- † fire brigade to be called by Bursar or Secretary who will then leave the building with appropriate paper registers/record books
- † administrative staff to issue paper attendance record and check signing-in books to facilitate roll call at the assembly points
- † teaching staff return attendance list registers to administrative staff and report names of any missing personnel within their responsibility groups
- † Only the Headteacher, the Deputy Headteacher or the Building Services Manager can decide if and when it is safe to re-enter the building.
- † In the event that the register indicates a missing pupil the only people who will enter the building are the Headteacher/Deputy Headteacher and Building Services Manager together (where safe to do so) or members of the Fire Service.
- † All visitors should also leave school by the nearest Fire Exit and assemble on the main playground. Visitors new to the school will be briefed on this prior to working on the site.
- † classes stand silently and re-enter building sensibly when so directed

**PLEASE ENSURE THAT THESE PROCEDURES ARE FOLLOWED  
IN A CALM AND SENSIBLE MANNER BY ALL MEMBERS  
OF THE COMMUNITY AT ALL TIMES.**

**THANK YOU**

# St Augustine's Catholic Primary School

## EVACUATION PROCEDURES

### On hearing the alarm:

- † direct children to walk quietly to the nearest designated exit then walk quietly in single file to the assembly points on the KS2 playground
- † children to line up in alphabetical order
- † fire marshals collect zone cards and sweep designated zones before leaving the building
- † fire brigade to be called by Bursar or Secretary who will then leave the building with appropriate registers/record books
- † administrative staff to issue registers and check signing-in books to facilitate roll call at the assembly points
- † teaching staff return registers to administrative staff and report names of any missing personnel within their responsibility groups
- † classes stand quietly and re-enter building sensibly when so directed

**PLEASE ENSURE THAT THESE PROCEDURES ARE FOLLOWED  
IN A CALM AND SENSIBLE MANNER BY ALL MEMBERS  
OF THE COMMUNITY AT ALL TIMES.**

**THANK YOU**

# St Augustine's Catholic Primary School

## MISSION STATEMENT

*As one family working together  
to be the best that we can be,  
we live, love and learn with Jesus.*

St Augustine's **Asthma Policy** is designed to direct and guide staff in the management of asthma. It is designed to be used in conjunction with:

1. Administration and Management of Prescribed Medicines, LA, March 2004.
2. Managing Medicines in Schools and Early Years Settings, DfES 2005 (revised November 2007) available on line from: [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications) ensure it is the 2007 revised version.
3. Guidance on Managing Medication in Birmingham Schools - 2009
4. School Policy Guidelines (Asthma UK 2006)

## POLICY STATEMENT

St Augustine's Catholic Primary School:

- welcomes pupils with asthma and recognises their needs
- expects and encourages parents/carers to give appropriate information to the school regarding their child's asthma and to provide a prescribed inhaler and spacer device (if required)
- recognises that pupils need to have immediate access to their reliever inhaler
- will encourage and help children who have asthma to participate fully in all aspects of school life.

### 1. ON ADMISSION TO SCHOOL

- 1.1 all parents/carers will be asked to complete a medical form giving full details of their child's asthma, regular medication, emergency contact numbers, family GP and any relevant hospital details
- 1.2 every child with an asthma diagnosis must have a blue reliever inhaler available in school and a spacer device if this is normally used

### 2. STORAGE AND DISPOSAL OF MEDICATION

- 2.1 all inhaler devices need to be clearly labelled with the child's name
- 2.2 **Foundation Stage**
  - a) inhalers will be kept in the Nursery Office or Reception classroom in a labelled box under the supervision of the class teacher
  - b) inhalers will be made accessible to the child in case of need
- 2.3 **Key Stage One**
  - a) inhalers will be kept in the classroom in a labelled box under the supervision of the class teacher
  - b) inhalers should be easily accessible to the child
  - c) if there are any concerns about the child's technique they should be referred to the school nurse
  - d) a spare inhaler clearly labelled with the child's name needs to be kept centrally in school

## 2.4 Key Stage Two

- a) inhalers will be kept in the classroom in a labelled box under the supervision of the class teacher
- b) inhalers should be easily accessible to the child
- c) pupils at this age are encouraged to become self-managing by the end of Year 6 by having access to their own inhaler and using it when needed
- d) if there are any concerns about the child's technique they should be referred to the school nurse
- e) a spare inhaler clearly labelled with the child's name needs to be kept centrally in school

2.5 Most children will not need to use their blue inhaler on a daily basis. Therefore, if the child has experienced symptoms and has needed to use their inhaler, parents/carers will be informed.

2.6 Parents/carers will always be informed if their child has an asthma attack.

2.7 If pupils leave the premises for any activity, they must have their reliever inhalers with them.

2.7 Parents/carers need to check all reliever inhalers/spacer devices termly or regularly, confirming that the inhalers are in date and are full of medication.

## 3. EXERCISE AND ACTIVITY

3.1 Pupils with asthma are expected and encouraged to participate in PE lessons.

3.2 Some pupils with asthma may need to use their reliever inhaler before exercising.

3.3 Reliever inhalers must be readily available at all times.

## 4. ASTHMA ATTACK

4.1 It is important that all staff know how to deal with a child experiencing an asthma attack.

4.2 In the event of an asthma attack school staff should follow the procedure outlined in "The Asthma Attack Flowchart" (see appendix 1). This flowchart should be visibly displayed in staff room/first aid areas/ PE hall.

## 5. TRAINING

All staff should access asthma awareness training and receive updates regularly so that they recognise and know how to deal with a child having an asthma attack, when and how to call an ambulance and what to do whilst waiting for the ambulance to arrive.

## ASTHMA ATTACK FLOW CHART

In the event of an asthma attack:-

- stay calm and reassure the child
- encourage the child to breathe slowly
- ensure any tight clothing is loosened
- help the child to take their reliever (blue) inhaler



Usually 2 - 4 puffs (ideally given individually through the spacer device, if available) are enough to bring the symptoms of a mild attack under control.

### HOWEVER

DO NOT BE AFRAID TO GIVE MORE IF NEEDED  
RELIEVER MEDICATION IS VERY SAFE

**IF ANY of the following occur**

### **ALWAYS CALL FOR AN AMBULANCE**

- there is no significant improvement in 5 - 10 minutes
- the child is distressed and gasping or struggling for breath
- the child has difficulty in speaking more than a few words at a time
- the child is pale, sweaty and may be blue around the lips
- the child is showing signs of fatigue or exhaustion
- the child is exhibiting a reduced level of consciousness
- you are concerned about the child's condition at any time

Whilst the ambulance is on its way, the child should continue to take puffs of their reliever (blue) inhaler as needed until their symptoms resolve.

Alternatively, if the child has a spacer device and reliever (blue) inhaler available give up to ten puffs, one puff every minute (shaking the inhaler between each puff).

If the child's condition is not improving and the ambulance has not arrived this may be repeated. Contact parents/carers, once the emergency situation is under control and the ambulance has been called.