

Walton Primary Academy



Health & Safety Policy

Reviewed: September 2015
Next Review: September 2016

GOVERNORS' POLICY ON HEALTH AND SAFETY IN SCHOOL

PART I STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE AT WALTON PRIMARY ACADEMY

1. Introduction

- 1.1** This is a statement of organisation and arrangements for the above-named academy. The statement does not replace the Waterton Academy Trust Health and Safety Policy Statement but is in addition for the benefit of all users of the premises.
- 1.2** This statement deals with those aspects over which the local Governing Body has control and covers health and safety associated with the academy premises, plant and fixed equipment belonging to the School. It describes how these responsibilities are discharged in respect of employees, pupils, visitors and other users of the premises.
- 1.3** The aim of the statement is to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of all employees and the health and safety of all persons using the premises in particular:
- i) to establish and maintain a safe and healthy environment throughout the academy.
 - ii) to establish and maintain safe working practices among staff and pupils.
 - iii) to make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of articles and substances.
 - iv) to ensure the provision of sufficient information, instruction and supervisions to enable everyone to avoid hazards and contribute positively to their own health and safety at work, and to ensure that they have access to health and safety training as and when required;
 - v) to maintain a safe and healthy place of work with safe access and egress;
 - vi) to formulate procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
 - vii) to lay down procedures to be followed in case of accident;
 - viii) to provide and maintain adequate welfare facilities.

PART II ORGANISATION

2. Responsibilities and Duties in Matters Concerned with Safety

2.1 *Waterton Academy Trust*

The ultimate responsibility for ensuring a safe and healthy environment lies with Waterton Academy Trust

2.2 *The Governing Body*

The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling academy premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors.

2.2.1 In particular the Governing Body is responsible for:

- i) Ensuring that the Health and Safety Policy is implemented and monitored within the academy;
- ii) Ensuring that the academy has considered its health and safety obligations and has made provision for meeting these obligations. It is recommended that this is best achieved by making health and safety an integral part of the academy development plan;
- iii) Ensuring that the academy has a clear written policy statement. The policy will ensure that the academy's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of Health and Safety. From time to time Governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- iv) Receiving health and safety guidance and information distributed by Waterton Academy Trust and ensuring that proper arrangements are made within the academy for complying with the guidance;
- v) Ensuring that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures decided upon are implemented;
- vi) Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- vii) Ensuring that health and safety issues concerning the academy are identified, decisions are taken and that effective action is carried through.
- viii) Ensuring that all reasonable inspection facilities and information are provided on request to officers of Waterton Academy Trust, Inspectors of the Health and Safety Executive (HSE), Local Government safety representatives and any other bona fide Health and Safety Officials;

- ix) Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the academy's purchasing policy;
- x) Ensuring that procedures exist for checking that items offered to the academy are safe;
- xi) Ensuring that academy journeys for which they give guidance and approval are arranged and properly supervised.
- xii) Ensuring that suitable health and safety provision is made for pupils with special needs and the staff involved;
- xiii) Ensuring that induction training includes temporary, part-time and supply staff.

2.2.2 Planning and setting standards which include:

- i.) Identifying hazards, undertaking risk assessments and setting standards.
- ii.) Having clear plans for coping with sudden emergencies
- iii.) Developing a positive health and safety culture.

2.3 The Headteacher

The day-to-day responsibility for all academy health, safety and welfare organisation and activity rests with the Headteacher, who will:

- i) be the focal point for reference on health safety and welfare matters and give advice or indicate source of advice.
- ii) co-ordinate the implementation of the Waterton Academy Trust and governors' health and safety and welfare procedures in the school.
- iii) make clear any duties in respect of health and safety which are delegated to members of staff.
- iv) ensure that problems in implementing health and safety policy are reported to Waterton Academy Trust.
- v) make or arrange for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.
- vi) review periodically emergency procedures, provision of first-aid in the academy, the risk assessments and make appropriate recommendations to the local governing body.
- vii) put in place procedures to monitor the health and safety performance of the academy.
- viii) report all known hazards immediately to Waterton Academy Trust and stop any practices or the use of any plant, tools, equipment etc. he/she considers to be unsafe, until satisfied as to their safety.
- ix) make recommendations to Waterton Academy Trust for additions or improvements to plant, tools, equipment, machinery, etc. which present hazards.
- x) review regularly the dissemination of health and safety information in the academy paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.

- xi) report to the Governing Body annually on the Health and Safety performance of the school.

2.4 All Employees

Obligations of all Employees under the Health and Safety at Work Act 1974.

All employees are expected:

- i) to know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- ii) to observe standards of dress consistent and appropriate with safety and/or hygiene;
- iii) to exercise good standards of housekeeping and cleanliness;
- iv) to know and to apply procedures in respect of fire, first aid and other emergencies;
- v) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- vi) to co-operate with other employees in promoting improved health and safety arrangements in the academy;
- vii) to co-operate with the appointed Trade Unions Health and Safety Representative and the officers of the Health and Safety Executives or the Local Authority;
- viii) to report all accidents, defects and dangerous occurrences to the Headteacher.

2.5 Classroom Teachers

The health and safety of pupils in classrooms is the responsibility of class teachers.

Class teachers are expected to:

- i) check classroom area is safe
- ii) check equipment used is safe before use
- iii) ensure safe procedures are followed
- iv) give clear instruction and warnings to pupils, as often as necessary
- v) report defects to the Headteacher or Phase Leader
- vi) avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Headteacher

- vii) follow safe working procedures personally
- viii) carry out special tasks as outlined in Appendix 1

2.6 Caretaker Responsibilities

- i.) has a general responsibility for the application of the academy's health and safety policy to their own area of work. Directly responsible to the Headteacher.
- i) will establish and maintain safe working procedures including arrangements for ensuring so far as is reasonably practicable, the absence of risks to health and safety in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp instruments).
- ii) will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Headteacher/(Kingswood Cleaning) any defects which need amending.
- iii) will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision, to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety, as part of the academy health and safety training requirements.
- iv) will, where appropriate ensure relevant advice and guidance on health and safety matters is sought.
- v) will advise the Headteacher (Kingswood Cleaning) on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

2.7 School Health and Safety Representative

The local governing body and Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Health and Safety representatives must be allowed:

- i) to investigate accidents and potential hazards.
- ii) to investigate complaints by constituents about matters relating to health, safety and welfare.
- iii) to make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace.
- iv) to carry out academy inspection within directed time, but wherever practicable outside teaching time.

- v) to represent constituents in consultation with enforcement agencies.
- vi) to receive information that inspectors are required to provide.

2.7.1 They are also entitled to paid time off to train for and carry out their health and safety functions. However they are not part of the management structure and are not carrying out the duties on behalf of the Governing Body or Headteacher.

2.8 *Visitors and Other Users of the Academy*

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the academy. In particular parents and other volunteers helping out in the academy, including those associated in self help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

3. PART III ARRANGMENTS

3.1 *Supervision of Pupils*

i) Commencement/end of the academy day

- The academy doors are opened daily at 8.50am and the pupils enter through their own classroom doors. Staff are in their classrooms to receive them. Parents are encouraged not to bring their children to school much before 8.50am.
- At the end of the day the children leave the academy through their own classroom entrances. Foundation Stage/ Key Stage 1 children are not allowed to leave the academy premises unless accompanied by a parent or other adult responsible for them and known to the academy.
- Pupils should keep to the pathways around the academy as they leave.

ii) Break times and lunch times

- The children are allowed outside when the staff member on duty is on the Playground.
- When children are in the playground at break times there is always a member of staff outside with them. Foundation Stage children play in their own enclosed area under supervision. At lunchtime there are dinner supervisors for each Key Stage.
- Children should be encouraged to visit the toilet before breaktimes and lunchtimes. They should gain permission from a member of staff if they need to come back into the academy for any reason during break times.
- At the end of break staff return to their classrooms to be ready to receive their class. The member of staff on duty stays outside until all the children have gone into the building.
- When the whistle is blown all children walk to their classes. They walk back into the academy through their own classroom doors. Staff are in the classrooms to receive the children.
- In bad weather KS1 children may watch a video/DVD in their classrooms where they are supervised by the member of staff on duty. KS2 children may also watch in their own classrooms, duty staff will patrol. Y6 pupils will be on duty in each classroom in KS2 classes.
- Lunchtime supervisors are responsible for pupils during lunchtime both inside and outside the academy.

iii) Movement around the Academy

- Children are taught always to walk quietly from one part of the academy to another whether on their own or in large numbers.

iv) Health & Safety in P.E.

- The P.E. lesson should be calm and controlled.
- The lesson begins in the classroom. Children get changed, leave their clothes neatly folded then line up at the door. The children are led to the hall; they take off their shoes and place them tidily down the side of the hall then wait for the lesson to proceed.
- Physical education must by definition have an element of vigour about it. However, it is the duty of the teacher to ensure that all foreseeable risk is obviated.

- 1) Care should be taken to ensure that pupils are introduced to activities in a carefully graduated and progressive way, in a controlled environment yet with an element of challenge.
- 2) Group sizes need to be carefully controlled - it is preferable to have several small groups operating rather than one large one. Children should NOT be teacher directed but should work within their own capabilities.
- 3) Children must be dressed appropriately as on the academy's list of uniform.

(Indoor P.E. - Bare feet indoors unless medical conditions necessitate otherwise. In case of verrucae, guidance from the LA and Health Authority will be followed).

- 4) Jewellery should not be worn. Children with pierced ears will be asked to remove ear rings on apparatus days - if they are not removed - ears should be covered with a plaster.
- 5) Long hair should be tied back or held firmly away from the face when children take part in any physical activity.
- 6) Handling apparatus : -
 - ✓ wall bars/climbing frames - secure safely before children use them;
 - ✓ mats - 2 on each side, lift with back straight;
 - ✓ benches/planks - 3 carriers on each side, facing;
 - ✓ stools/trestles 2 to 4 carriers at sides, movement is sideways.

7) Outdoor P.E. & Games

If there are any doubts about the condition of the grass or playground e.g. stones, broken glass, remains of dog walking, the teacher should move the lesson elsewhere or if this is not possible, cancel it.

If any balls roll onto the road etc. children must know that they should not fetch them. They must tell the teacher who will ensure that they are recovered safely.

- **Accident Procedure** - In the event of an accident stop the class then send a child for help.
- All apparatus is checked annually by Metrogym Gymnastic Maintenance Team.
- At the end of the lesson children line up and are led back silently.

v) Use of Technology equipment

- Children should not enter the Technology Room without adult supervision:- this includes fetching or returning equipment.
- Children should be taught always to work safely and hygienically.
- When potentially dangerous equipment is in use. e.g. woodworking tools or the oven, there should always be strict adult supervision (teacher, nursery nurse, TA, parent helper). Children should not be sent unaccompanied to collect tools and other equipment.
- Children should not go near the oven.
- Children should be taught how to hold and use tools properly.
- Children should not be allowed to use the glue gun.
- All equipment should be left clean and tidy after use.

vi) Electrical equipment

- All members of staff should visually check any electrical equipment used in their classroom. They should:
 - ✓ check the plug is securely and safely fitted to the flex
 - ✓ check the flex is in good repair and shows no sign of wear or damage
 - ✓ check the flex is securely and safely attached to the appliance
- This check should be carried out each time equipment is used.

- If there is any doubt of the safety of any piece of electrical equipment it should immediately be taken out of use and the fault reported to the Headteacher.
- All electrical equipment in the academy is serviced annually by a competent qualified person.
- Young children (FS / KS1) should not be allowed to plug in electrical equipment or use appliances which could be potentially dangerous to them e.g. electric pencil sharpener.

vii) Car Park

The academy car park is for the use of staff, visitors and deliveries only. The only parents who use the car park do so by special permission from the Headteacher because of disability or other medical reason.

viii) Contractors on site

All contractors report to the office and sign in. Arrangements are made so that work which would carry any risk to pupils is done outside academy hours. If this is not possible then pupils would be removed to another part of the site.

3.2 Provision of First Aid

- The main First Aid box is situated in the Library area. There is a smaller box in the disabled toilet in the heart of the school and one in the Deputy Head's office. Foundation Stage have their own first aid equipment. Small bags for school visits are kept in the Deputy Head's office - these bags contain only standard first aid requisites.
- A list of appointed persons who have completed a course in emergency first aid is on display on the staffroom noticeboard.

i) Cuts and grazes

Wounds should be cleaned under cold running water. Cuts and open wounds should be covered by a sterile plaster or dressing. Disposable gloves should be worn by staff attending a child.

Any soiled items including gloves, should be sealed in a plastic bag before disposal in a refuse bin.

ii) Children taking medicines (see also the Medicines in the Academy Policy)

If a child needs medication prescribed by the doctor as part of a course of treatment, the academy agrees to administer this if it is required **four times a day**.

The medicine must be left with a member of office staff and the medicine book signed by a parent or other responsible adult.

Medicines are kept in the Deputy Head's Office where there is a fridge if required and the door is locked. Any medication administered by a member of staff should be recorded in the white medicine file (kept in the office).

Only office staff to administer medicines – in the event of them not being available then the Head or Deputy will perform this duty.

iii) The Academy Policy for Asthma.

- Parents of children suffering from asthma will have filled in an academy asthma card. These are kept in the office in the white medicine file.
- Inhalers are clearly named and kept in the medical room.
- Parents are responsible for ensuring that their child's medication is inside its use-by-date.
- Children who go swimming with the academy are asked to bring a spare inhaler on these days or take the one from the office and return it when they get back.

3.3 Emergency Procedures

- If a child should become ill or suffer accidental injury the following procedures should be followed:-
- The child is taken to the school office except in cases where it would be judged inadvisable to move him/her (e.g. suspected broken bones);
- First aid is given but only as far as knowledge and skills admit. The child should be reassured and kept quiet and calm. ***A list of appointed persons who have completed a course in emergency first aid is on display on the staffroom noticeboard.***
- Headteacher is informed.
- Parents are contacted and arrangements made for transport to hospital, clinic or home if necessary.
- If your child should bump their head whilst at school, we will take the following action:
- Where the bump is considered minor and give no cause for concern, a bump head letter will be placed in the child's book bag.

- Should we have any concerns regarding the injury, a member of staff will telephone the parents to inform them of the injury and advise them of what steps, if any, need to be taken i.e. collect from school for observation at home.
- In the case of a severe bump causing serious concern, the school will immediately call the ambulance service and inform the parents by telephone.

3.3.1 Transport to hospital

- If an ambulance is required the emergency '999' service should be used (9999 on the academy system) ****preferably after liaison with the Headteacher****
- The mobile phone is kept in the academy office.
- It may be appropriate to transport a pupil to a casualty department by car but this should always be on a voluntary basis. (If a member of staff uses their own car for this purpose they must ensure that they have obtained specific cover from their insurance company). A second member of staff must accompany the driver to tend to the needs of the child.
- If a child needs hospital treatment every effort will be made to contact their parents.
- A child will always be accompanied by a member of staff who will remain with the child until the parents arrive. If a parent or other named responsible adult cannot be contacted, the Headteacher will act in loco parentis.

3.3.2 Reporting of accidents

- All accidents need to be entered in the accident book - this is kept in the academy office.
- The Headteacher should be informed of all serious incidents.
- If the child needs to be taken to hospital or collected by a parent because of an accident, then an Accident Form should be completed, full details must be given. The forms are kept in the office.
- Fatal and major accidents must be reported to the Health and Safety Executive.
- Any child who has a bump on the head will take home a letter to alert parents so that they know to watch out for any signs of concussion etc. (see appendix 6)
- In case of any emergency when a member of staff is alone and needs immediate assistance they should send a child to another member of staff with the message.
- All staff understand that they must respond at once.

3.3.3 Fire Emergency

- On discovering a fire:

All members of staff should carry out the procedures as follows :-

- ✓ operate nearest alarm;
 - ✓ lead all children to the assembly point in the playground,
 - ✓ follow the procedures set out in the attached Fire Evacuation Procedure.
- There will be regular fire practices in the academy when the fire evacuation procedure is tested. Teachers will inform their class of the routine for evacuation of the building.
 - Fire Officers carry out regular checks of fire safety arrangements in the academy and a fire risk assessment is completed annually.
 - All fire appliances are inspected and serviced annually by an approved contractor.

3.3.4 Review of Emergency Procedures

The Headteacher will arrange for an annual review of the emergency procedures and of the provision of first aid in the academy. Where necessary he/she will make recommendations to the local Governing Body.

3.4 Information about Health and Safety Arrangements

All staff will have access to the Academy Health & Safety Policy via the academy website. The policy will be reviewed yearly and any amendments communicated to all staff.

Pupils will be instructed in matters of Health and Safety at assemblies and in their own classrooms.

A copy of the policy will be displayed on the school website

3.5 Risk Assessment

- Online risk assessments are carried out before children are taken out of the academy on visits. These should be completed by the class teacher using the Online "EvoLe" programme and 'agreed' online by the Headteacher
- The Headteacher will assess the risk to Health and Safety of everyone on the academy site at the following times :
 - ✓ yearly review of Health & Safety arrangements
 - ✓ changes in personnel

- ✓ changes to physical circumstances at school
- ✓ when the academy has new equipment
- The Wakefield Council Health & Safety Officer may be consulted. Advice is also taken from Fire Officers; qualified electrical inspectors; Metrogym; Building Inspectors; school caretaker (see caretaker responsibilities).

3.6 Manual Handling

- Staff should not move heavy items if this could result in injury. The caretaker has attended manual handling training.

3.7 Asbestos

- There is no asbestos in the academy as it is newly built.

3.8 School Trips

- When children are taken on educational visits there is extra adult help so that children can be supervised in smaller groups. The children will know which adult they are to stay by at all times. The children will be counted on and off the coach.
- More specific details can be found on the separate guidance sheet for school visits.

3.9 Transport

- Only coaches with seat belts are booked for educational visits. Children must remain fastened in their seats.
- Staff who transport pupils in their own cars must ensure that their car insurance covers them to do so.

3.10 Contractors

- All contractors report to the main entrance of the academy and sign in there. Any work which could be a potential danger to pupils is carried out when they are not near (eg. the grass around the play areas is not cut when the children are outside).
- Tools and other equipment should never be left out. If potentially hazardous work has to be carried out in an area where there are children, then the children are moved to another part of the academy.

3.11 Students Working in the Academy

- Student teachers and work experience students will be made aware of the “arrangements” section of the Health & Safety policy at the induction.

3.12 Letting of Academy Premises

Outside organisations need to:

- ✓ know the arrangements for Fire Safety;
- ✓ have access to a telephone;
- ✓ bring their own first aid equipment;
- ✓ wait for the caretaker to come to secure the premises at the end of their session.

3.13 Visitors to the Academy

- All visitors are directed to the Main Entrance where there is a key pad lock and they must ring the bell to gain entry.
- There is a signing in sheet by the academy office. All visitors must wear a visitor badge.
- Please see separate policy on 'Visitors in the Academy'

3.14 Dealing with Violence to Staff

- Any injuries will be attended to immediately.
- First aid may be given.
- Transport to clinic or hospital may be required.
- The police may be called.
- Provision will be made for any emotional support/counselling which may be necessary.
- The accident book must be completed if the violence resulted in injury.

4. Monitoring Health & Safety Performance

The Headteacher is responsible for implementing monitoring and reviewing all Health & Safety procedures.

Arrangements will be reviewed each year and findings reported at the Governors' meeting.

A section on Health & Safety is contained in the termly Headteacher's Report to Governors and any incidents discussed.

4.1 Active Monitoring

- Active monitoring aims to prevent accidents happening.
- All staff are expected to report all significant hazards to the Headteacher who will take action.
- Training needs will be reviewed each year when staff development plans are being set up.
- When any new equipment is introduced to school, risk assessment will be made by the Headteacher and arrangements altered where necessary.
- Any measures deemed urgent will be resourced immediately. Other matters will be considered in longer term financial plans.

4.2 Reactive Monitoring

- Reactive monitoring involves studying past incidents, accidents and occupational ill health and using any findings to improve future Health & Safety standards.
- Injuries and ill health should be reported to the Headteacher and recorded in the appropriate way.
- Damage to property and incidents which have potential to cause injury or ill health, hazards and weaknesses or omissions in performance standards should be reported to the Headteacher

4.3 Inspections

During normal working days, routine inspections will be carried out by:

- ✓ Headteacher daily
- ✓ Caretaker daily
- ✓ Fire Officer yearly
- ✓ Metrogym yearly
- ✓ Fire Inspectors yearly
- ✓ Qualified electrical inspector yearly

Persons undertaking inspections will ensure that safety performance meets the standards set in the Health and Safety policy and where it does not then appropriate action will be taken.

5. Auditing

Ensures procedures for health and safety are effective.

Audit systems assess:

- ✓ the policy - its intent, scope and adequacy;
- ✓ the organisation, including :
- ✓ the acceptance of their health and safety management role by line managers;
- ✓ arrangements for communicating the policy and relevant information;
- ✓ adequacy of control, allocation of responsibilities and supervision;
- ✓ involvement of employees in the health and safety effort;
- ✓ arrangements for information and training to ensure competence;
- ✓ planning and policy implementation including;
 - ✓ overall control and direction of the policy;
 - ✓ adequacy and relevance of standard setting;
 - ✓ allocation of resources;
 - ✓ the extent of compliance with standards;
 - ✓ effectiveness of risk control;
 - ✓ long-term improvement in health and safety performance;
 - ✓ the adequacy and relevance of monitoring/inspection systems;
 - ✓ the reviewing process and the ability of the organisation to learn from experience.

PART IV SUPPLEMENTARY SECTION

6. Conclusion

It is the responsibility of everyone to make these arrangements work. This will ensure as far as reasonably practicable that the working life of everyone is accident free.

- 6.1.1** If an improvement or prohibition notice is served by an enforcement officer (eg. HSE Factory Inspector or Environmental Health Inspector) the Headteacher should immediately advise the Corporate Director of Family Services and the Chair of Governors. If a prohibition notice is issued with immediate effect the activities specified should cease forthwith.
- 6.1.2** Any member of staff noticing a failure to comply with this statement or Organisation and Arrangements or other advice/guidance issued by Waterton Academy Trust or the Headteacher in pursuance of the health and safety policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to restore the matter he/she should then report to the CEO of Waterton Academy Trust.
- 6.1.3** Hazardous situations should also be reported immediately and the same procedure followed.
- 6.1.4** Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

6.2 Review

A review of the organisation and arrangements, particularly those in parts II and III will take place each year at the commencement of the academic year.

(Signed) _____ Dated _____
(Head Teacher)

(Signed) _____ Dated _____
(Chair of Governors)

APPENDIX

Appendix 1	Fire Drill
Appendix 2	Guidance for School Visits
Appendix 3	Security Arrangements
Appendix 4	Guidance on Anaphylaxis
Appendix 5	Diabetic Children
Appendix 6	Bump to the Head Letter

SIGNAL OF FIRE:	A long sustained ringing of the bell (sounds like an emergency service vehicle response)
REGISTERS:	<p>MUST be filled in online first thing in the morning and afternoon. Registers should close by 9.10am and 1.10pm</p> <p>Teachers write the number of children present and the names of absentees on their portable whiteboards after each registration.</p>
ON HEARING THE SIGNAL:	<p>Evacuate the building using the procedure below</p> <p>Notification of absent children and the visitor book will be brought from the office to the assembly point (by the office staff)</p>
ALERTING THE EMERGENCY SERVICES	<p>Alert the emergency services using either a mobile phone or by dialling 9 for an outside line followed by 999 from a school phone.</p> <p>Telephones are located in:</p> <ul style="list-style-type: none"> • School office • Trust office • Kitchen • Heart of school (by the photocopier) • Foundation Stage
EVACUATION PROCEDURE:	<ul style="list-style-type: none"> • Children will proceed with their teacher in a quiet and orderly manner towards the nearest exit • Walk to the main playground and make an orderly line for a head count then a roll call • Designated staff are responsible for checking that everyone has evacuated the building and should be the last people to leave closing the door behind them. • Children should be aware of what to do if no responsible adult is present (leave the building quickly and calmly via the route indicated above).
ASSEMBLY POINT:	Main Playground
FOLLOWING EVACUATION:	<ul style="list-style-type: none"> • Line up in class order along the white lines in the main playground (class numbers indicated on end of lines) with Foundation Stage nearest the memorial garden • Teachers will count the number of children present and check against the register • Report immediately to the senior member of staff in charge if the number is correct or otherwise by raising the green (all present) or red (someone missing) card • If anyone is missing establish WHO this is and notify a senior member of staff. • Visitors and non classroom based staff should assemble by the gazebo outside the main exit doors to the playground.

GUIDANCE FOR SCHOOL VISITS

- 1) Class teacher should have a class list, academy telephone number and academy mobile phone
- 2) There should be an age appropriate adult:pupil ratio
 - Under 5s need *at least* a 1:6 ratio minimum
 - Years 1-3 the pupil ratio is 1:6
 - Years 4-6 the pupil ratio is 1:10 (rising to 1:15)
 - Residential visits - a *minimum* of 2 teacher or adults are required (adult pupil ratio is 1:10)
- 3) All adults should have a list of the children in their group
- 4) All children should know which group they are in and which adult they should stay close to
- 5) Children should always be counted on and off the coach
- 6) Children should wear their lap belts throughout the journey
- 7) When food is taken there should be no breakable containers and no fizzy drinks.
- 8) The following items should be taken :
 - Leaflet giving general advice on first aid
 - First aid requisites
 - ✓ disposable gloves
 - ✓ individually wrapped cleansing wipes
 - ✓ tissues
 - ✓ paper towels
 - ✓ bucket
 - ✓ cotton wool
 - ✓ gauze
 - ✓ bandages
 - ✓ unmedicated wound – dressing
 - ✓ safety pins
 - ✓ water
 - A change of clothes
 - Inhalers asthmatic children
 - Prescribed medications where appropriate.

SECURITY

The following measures are in place for security in the academy:

- Signs directing visitors to the Main Entrance.
- Combination lock and doorbell on main entrance door.
- Gates locked during academy session times.
- Classroom doors lock from inside but have push handles for emergency exit.
- CCTV cameras around some parts of the academy building and in the main entrance.
- Good external lighting all around the building, in the car park and up the driveway

GUIDANCE ON MANAGING PUPILS IN SCHOOL WHO SUFFER SEVERE ALLERGIC REACTIONS (ANAPHYLAXIS)

Administration of the EpiPen Auto-injector

CALL FOR HELP – Send someone to call an emergency ambulance and tell them you have a case of Anaphylaxis (ANA-FI-LAC-TIC) shock

DO NOT LEAVE THE CHILD ALONE

Send someone for the EPIPEN – check expiry date and that the solution is not discoloured or cloudy

- Lay child in recovery position
- Pull out the grey safety cap
- Place black tip onto the outer aspect of the thigh (DO NOT GIVE INTO THE BUTTOCKS)
- Push firmly until you hear it function (sounds like a click or firing sound)
- Hold firmly in place for 10 seconds (count slowly from 1 to 10)
- Remove the EPIPEN and dispose of safely into the yellow sharps box provided
- Make a note of the time
- Give the sharps box containing the used EPIPEN to the paramedic when they arrive

Storage – Room temperature to 25 degrees centigrade

DO NOT REFRIGERATE

Location of EpiPen at Walton Primary Academy – In locked first aid cupboard in staff room (key can be found hanging on noticeboard above the cupboard out of reach of children).

1. Why is Guidance Necessary?

A small number of children in Britain's schools are at risk through anaphylaxis. Virtually all of them are happily accommodated in mainstream school because of the existence of good communication and consensus between all concerned with the child's health and education.

The information provided in these guidelines is intended to assist schools and parents to manage a situation in a school where a child is known to be at risk through this condition. Children with medical conditions such as this cannot legally be excluded from school.

1. What is Anaphylaxis?

- a) An acute allergic reaction which can be triggered by a variety of allergens, the most common of which are food (especially eggs, cow's milk, nuts, peanuts, shellfish), certain drugs, and the venom of stinging insects (such as bees, wasps or hornets).
- b) Although much publicity attaches to certain allergies, e.g. peanuts, such severe reactions are, in fact, rare, for once the cause of the allergy is known it can, wherever possible, be avoided.
- c) In its most severe form the condition may be life-threatening.

2. Symptoms of Anaphylaxis

- a) Symptoms can vary from individual to individual and may depend on how or what type of contact has taken place with the substance causing the allergy.
- b) The following symptoms, which will usually occur soon after exposure to the substance include:
 - Itching or strange metallic taste in the mouth
 - Swelling of the throat or tongue
 - Difficulty swallowing
 - Blotches on parts of the body, general flushing of the skin
 - Abdominal cramps and nausea
 - Increased heart rate
 - Sudden feeling of weakness (drop in blood pressure)
 - Difficulty in breathing
 - Collapse and unconsciousness
- c) Few children would experience all of these symptoms.

3. The Management of the Problem within the School

i) Introduction

- a) Parent/carer should notify school when a child is known to suffer from a severe allergic reaction.
- b) Parent/carer should be reassured that prompt and efficient action will be taken in accordance with medical advice and guidance.

- c) Prescribed medication can be stored in school in line with the medicines in school policy.
- d) Whilst teachers and other school staff have a duty of care to safeguard the health and safety of the pupils in their care this does not imply a duty to administer medication. Staff may voluntarily undertake this duty as long as they receive training to enable them to do so.
- e) Emergency treatment for severe reactions is relatively straightforward. First aid measures should be taken to enable to child to breathe more easily and to improve circulation. In the most severe cases, the administration of adrenaline by epipen will be required. In children with established allergy to peanuts or bee stings, parent, relatives and in older children, the child him/herself, is trained to give intramuscular adrenaline if required in an emergency. They are provided with the necessary equipment for which specific instructions will be given. Even after adrenaline has been given, medical assistance is still needed urgently, so summoning help by dialling 999 will be the first priority.

Remember that:

- No specialist knowledge is required to administer adrenaline
 - Apparatus is pre-loaded and requires minimal application
 - Harm to the child will not result by being given adrenaline
- f) Staff are reminded that all the teacher associations provide advice and information to members about anaphylaxis and its management in school.

ii) Support for School Staff

- a) In the unlikely event of a severe anaphylactic reaction, a child will require immediate treatment before an ambulance arrives.
- b) All staff who will come into contact with the child will need to be briefed about the child's condition. If the parent agrees, other pupils who come into regular contact with the child can be briefed as well.
- c) When school staff have agreed to administer medication to a child in an emergency they should be provided with a training session. Staff will be given the opportunity to practice with the injection devices.
- d) School staff who, in the course of their duties, voluntarily undertake this responsibility and follow strictly the guidelines given to them, will have the full support of Waterton Academy Trust.

Diabetes Management

Effective diabetes management in school has numerous positive outcomes. It can:

- Promote a healthy, productive learning environment for students with diabetes
- Reduce absences of students with diabetes
- Reduce classroom disruption
- Help assure effective response in case of a diabetes-related emergency
- Promote full participation in all areas of school curriculum and extra-curricular activities

However, as there is great variation in care plans needed in the treatment of diabetes, we would always follow the advice of the diabetic nurse/medical practitioner treating the child

Diabetes Control

The key to good diabetes control is a careful balance between food, exercise, and insulin. It's a juggling act to keep blood glucose levels within the target range. In a nutshell, food makes blood glucose levels go up, and exercise and insulin make blood glucose levels go down. People with diabetes have to check their blood glucose levels throughout the day using a blood glucose meter. The meter tells them how much sugar (glucose) is in their blood at that time, and they take insulin, eat, or modify activity to try to stay within their target range.

Hyperglycemia (high blood glucose) occurs when blood glucose levels are above the target range. Everyone has moderate hyperglycemia every now and then. In people with diabetes, hyperglycemia can be caused by skipping an insulin dose, using bad or expired insulin, or if there is a clog in insulin pump tubing. When blood glucose levels are high a lot or when the level is extremely high, the consequences can be very serious. Very high blood glucose levels can lead to diabetic ketoacidosis ("DKA"), or a "diabetic coma."

Hypoglycemia (low blood glucose) occurs when blood glucose levels are below the target range. Hypoglycemia can be caused by taking too much insulin, skipping a snack, too much exercise, or a combination of the three. Hypoglycemia can lead to dizziness, sweating, headaches, confusion, and unconsciousness. For these reasons, it's important that children with diabetes stick to their scheduled blood check, insulin injection, and snack times. Even small deviations from their diabetes care plan schedule can cause problems in blood glucose levels.

Diabetic Ketoacidosis ("DKA") occurs when the cells can't get the energy they need from glucose. They begin burning fat and other body tissues for energy. This causes the release of byproducts, called ketones. Small amounts of ketones are probably not harmful, but the fat burning that occurs when there's no insulin can cause dangerous levels of ketones. Ketones become like poison to the body. They build up in the blood and

spill over into urine. Symptoms of diabetic ketoacidosis -- when there are too many ketones in the blood -- appear.

Three Elements of an Academy Plan

There are three elements that should be included in the diabetes pack the parent gives to you (or the Head):

Information pack. The child's parent will be asked to put together a diabetes information pack. This pack may contain various brochures and articles with general information on diabetes. It should include information on what diabetes is and how it's treated, what hypoglycemia and hyperglycemia are and how they're treated, and anything else that will help you and the other school staff gain a better understanding of diabetes.

Health Care Plan. This plan should outline the child's diabetes treatment -- his target blood glucose range, insulin schedule, eating plan, and usual blood glucose testing times. It should also include instructions on what to do in various situations (treatment for hypoglycemia, for example). This information may be included in the Diabetes Care Plan instead of as a separate document.

APPENDIX 6



Headteacher: Mr A Harpham
Walton Primary Academy
The Grove
Walton
Wakefield
WF2 6LD

Phone: 01924 255960

office@walton.wakefield.sch.uk

Date:

Dear Parent,

..... has had a bump on the head today. We have kept him/her under observation at school and would urge you to look out for any signs of concussion which could occur. These signs include:

- headache
- dizziness
- nausea
- loss of balance
- confusion, such as being unaware of your surroundings
- feeling stunned or dazed
- disturbances with vision, such as double vision or seeing 'stars' or flashing lights
- difficulties with memory

(Signs/symptoms taken from www.nhs.uk – October 2014)

If you are at all worried about your child's condition it is advisable to seek medical attention

Yours sincerely

Mr A Harpham
Headteacher