

# **St. Francis of Assisi Primary School**

## **Health & Safety / First Aid Policy**



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| Approved    | Feb 18 |
| Review Date | Feb 19 |

## **AIMS**

This policy aims to ensure the provision and maintenance of safe and healthy working conditions and practices in St. Francis of Assisi Primary School for all our staff and children in so far as is reasonably practical. It aims to encourage a culture of **Safety awareness** within the school.

We therefore aim to provide adequate information to identify the needs in respect of training and provide supervision as necessary for the health and safety of staff, children, parents and visitors.

The health and safety of our children is of paramount importance to the school staff and every possible aspect of the children's day is set out with a view to stimulating learning in a safe and secure environment.

## **Principal Hazards**

Regular deliveries and collections to/from the school and in particular to the school Meals Kitchen are ongoing throughout the school day. Staff, parents and visitors are therefore expected to be vigilant at arrival and dismissal stages.

As an additional measure, parents/carers are advised of the lack of parking around the front area of the school and are encouraged to use the nearby Church Car Park for parking and walk to the school if dropping off/ collecting children.

Parents are given as much information as possible to protect their children and are asked to keep their children close at all times when entering and leaving the school grounds and to always hold hands with younger children.

## **Doors**

Appropriate measures are in place with regard to security, particularly at the Main Front Door entrance which is accessible only via a Buzzer system to ensure the safeguarding of all.

Parents, carers and visitors proceed as far as Reception area only, where they will be welcomed and their needs catered for appropriately. Children arriving/leaving with an adult at any stage during the school day will be logged appropriately as will children arriving late in the morning. A Visitors' *Code of Conduct* is made available to various visitors to the school.

## **Register and Emergency Procedure**

A class register is taken for the daily sessions and the total adjusted immediately to include any child who arrives late.

A list of the children's addresses and contact telephone numbers is maintained by the Class Teacher as well as in the main school office.

### **In the event of a serious accident involving a child/parent/visitor:**

- On being notified of the accident the staff member concerned will immediately contact the school offices for assistance by telephone. Personnel assistance will be automatically sent to the area by Mrs McGarvey/Mrs Smith. In the case of a child, contact will be made with the family using the Office Contact List.
- The Staff member will send for a) the nearest First Aider ( Mrs McGarvey)and Back Up First aider E McGuigan, N Moen  
b) the nearest Emergency First Aid Kit while rendering comfort/assistance possible and await the arrival of the Emergency Services where appropriate. The access route to the area will be checked and cleared of any obstruction to the Emergency Services as appropriate.
- In the event of a child having to be accompanied to hospital by a child minder/member of staff, the staff member will ensure contact is made to that effect with the child's parent / guardian. A second member of staff will be sent if the parent/carer cannot be contacted.

### **In the case of need to evacuate the building, e.g. Fire:**

- The Class teacher takes charge of the Evacuation Procedure which is prominently displayed at the classroom door for ease of access.
- The children, supervised by all classroom staff proceed to the designated Assembly area. Toilets and communal areas are checked as outlined in the Fire Evacuation Procedure. This includes the School Meals Staff exiting the School Kitchen/Dining Hall area. The classes assemble in the area as directed - where the children are all accounted for as per class list.
- Mrs McGarvey/Mrs Smith will give the directive for the return to the building when deemed safe to do so.

*Fire Drills are carried out once per term using the above procedure*

## **Play Areas and Equipment**

Before the children are allowed out to use the equipment/play area a member of staff will check (within reason) to ensure that the:

- Equipment is in good working order and fit for purpose.

- There are no dangerous items in the area, e.g. glass, loose fittings, screws etc.
- Toys are safety checked regularly to ensure they are safe to play with.

### **Electrical Equipment**

It is school policy to ensure regular annual testing of all portable electrical equipment i.e. annually.

Appropriate procedures for using electrical equipment:

- Users will check that plugs and sockets are not damaged, cracked or pins bent before use.
- The outer sheath of cable will be checked to ensure it is effectively secured where it enters the plug or the equipment, i.e. the coloured insulation of the internal cable cores is not showing.
- Regular checks by staff to ensure no damage to the external casing of the equipment or loose parts/screws.
- Damage (apart from light scuffing) to the cable sheath is reported to the Building Supervisor who will arrange repair promptly with the item being placed out of use in the interim.
- Equipment is never subjected to conditions for which it is not suitable, e.g. wet appropriate.
- Staff regularly check for evidence of equipment overheating.
- Children are **NOT PERMITTED** to use Glue Guns.

### **Medication and Allergies**

The school guidelines with regard to the administration of medication are outlined in the 'Administration of Medicines Policy' – see separate policy

### **Allergies**

- Children with life threatening allergies have an Action Plan provided by their Nurse, this will be reviewed annually and medication updated appropriately which is reviewed annually and Medication updated appropriately.
- A group of Staff are trained in the procedure to follow in an emergency
- A second First Aider will always be available as Back Up in an Emergency situation

### **Illness**

It is the Policy of St. Francis of Assisi P.S to ensure that all children and staff are working in as healthy an atmosphere as possible, however we also recognise that anyone can become ill at any time.

If children come to school when they appear ill with pain, vomiting or diarrhoea, the parents or carers will be asked to care for the child at home for at least the next 48 hours to ensure that the illness is not spread to the other children or staff.

In the case of other infectious conditions, the parent or carer will be asked to seek the advice of their GP. Separate arrangements will be put in place for children with particular ongoing conditions – agreed with parents and Medical Services well in advance and kept under constant review. Parents/carers are reminded in September annually, to inform the school of incidents of contagious diseases immediately, given the likely impact on children with serious health conditions.

If a child becomes ill in school, appropriate action will be taken i.e.

- The child will be comforted as far as possible by the staff.
- Parents or carers of the child will be contacted as soon as possible and arrangements made to have the child taken home if deemed appropriate.
- The child should remain at home until the condition improves.

### **Kitchen and Toilet Areas**

It is the policy of the school to ensure that all equipment, materials and appliances are out of reach of the children. All items and fixtures will be kept clean and tidy as agreed between the Staff and the Cleaner/Building Supervisor.

### **Chemicals and Materials for Cleaning**

The class teachers and ancillary staff (including Cleaning staff) will ensure that all cleaning materials and chemicals used in the school are stored securely in the Cleaner's stores at all times. This area must be inaccessible to children and others throughout the school day.

### **Outdoor Stores**

The Class Teachers and ancillary staff will ensure that the stores are secured when not in use and that resources/ equipment are stored in a tidy and appropriate manner. The children will only have access to stores with adult supervision

### **Moving around the School Premises**

It is sometimes necessary to move between areas within the school. The children will be accompanied by their teacher or her nominee in a group situation. On occasion children may relay messages in pairs. They will go the Toilet areas with teacher direction.

The children will be reminded to walk slowly, keeping to the left staying close together, and using the handrails when ascending/descending the stairs in the main building. Staff will be reminded to use Travel Mugs only - when carrying hot drinks to any area of the school building.

*The wearing of external jewellery – e.g. a watch/ medal/single stud earring is permitted. Any other earrings are forbidden as they present a possible safety hazard. Stud earrings must be removed before PE lessons. Religious medals on chains etc. must be worn **underneath** blouses or shirts for safety reasons as this can be dangerous during playtime and P.E. sessions. **Chewing Gum, and Mobile Phones are strictly forbidden in school at all times.***

### **Educational Visits outside of the School Environment**

An Educational Visits Policy is in place. The children go on planned Educational outings related to current themes/topics within the curriculum. All visits will be preceded by the appropriate Risk Assessment. Similarly visits to the classroom by external personnel are encouraged and organised to enhance the curriculum. Permission for the children to attend these visits will be gained from the parents after approval for the visit by the Principal/Vice Principal. Vetting procedures will be enacted appropriately.

### **ACCIDENT PREVENTION**

It is the Policy of St Francis of Assisi P.S to ensure the Health and Safety of all persons on the premises at all times but we understand that sometimes accidents will happen and that a procedure must be in place to ensure swift action to resolve the situation (see separate Accident Policy)

### **First Aid**

It is the Policy of the school that:

- There will be an appropriate number of qualified First Aid personnel available at all times
- Mrs McGarvey : First Aider + Eamonn McGuigan, Nikki Moen
- First aid personnel will receive regular approved training
- The First Aid boxes will be located in -
  - (a) the Activity Room
  - (b) the accessible washroom area
  - (c) Principal's Office
- Staff will wear protective, disposable gloves where a child has suffered a cut/broken skin
- First aid personnel must ensure they record any First Aid administered
- Medication will only be administered by the Principal/her nominee and with prior written parental consent
- 'Head Bumps' will be notified to parents

### **First Aid Box Check List**

- A contents list
- 20 individually wrapped sterile adhesive dressings (assorted sizes)
- 2 sterile eye pads
- 6 individually wrapped triangular bandages
- 6 safety pins
- 6 medium individually wrapped sterile wound dressings
- 2 large sterile dressings & 3 extra-large sterile dressings
- Disposable gloves
- 2 roller bandages
- Anti-Bacterial Wipes
- 3 sachets vinegar
- 2 burns dressings
- 1 packet assorted plasters

The First Aid Box will be replenished routinely on a termly basis by Mrs McGarvey – as a key First Aider, she will replenish supplies as and when necessary in the interim when notified by staff.

**Appendix 1      Annual Tour of Premises**

**Date:**

**Checklist:**

- Is Health and Safety Policy ratified and updated by BOG
- Is Fire Evacuation Procedure displayed at Classroom Doors? ☐
- Are Safeguarding Posters displayed appropriately? ☐
- Are all Play Areas safe? (Please comment) ☐
  - a) outdoor
  - b) Indoor
- Are electrical appliances 'stickered'?
- Is Medication stored safely? (Out of reach) ☐
- Are all First Aid Boxes in designated areas? ☐
- Are First Aid supplies adequate?
- Are internal stores tidy and free from risk? ☐
- Are floor areas throughout the school safe? ☐
- Are tarmac surfaces safe and free from risk? ☐
- Is door security appropriately in place? ☐
- Is gate security appropriately in place? ☐
- Is food stored appropriately? ☐
- Is the Asbestos register used and monitored effectively? ☐



- Are appropriate Risk Assessments undertaken? ☐
- Are the CCMS Circulars noted in BOG correspondence? ☐
- Is Maintenance and Health & Safety referenced at Board of Governor Meetings? ☐

**Any Other Issues:**

**Signed:**