



Bishop Justus School Procedures

Procedure Title:	Health and Safety Procedures
LT Responsibility:	School Business Manager
Review Body:	Leadership Team
Date:	April 2018
Review:	April 2020

All schools in the Aquinas Trust follow the Trust's Health and Safety Policy which can be found at on the Aquinas Trust website @ <T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\HealthSafetyPolicyNov2016Updated.pdf>

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The Aquinas Church of England Education Trust (the Trust) has delegated responsibility to Bishop Justus CE School (the Academy) for managing health and safety on a day to day basis.

The Aquinas Advisory Council (AAC) of the academy is responsible for implementing the Trust's Health & Safety policy and for all matters relating to health, safety and welfare within the School.

The AAC accepts that it has a duty to take such measures within its power to ensure that the relevant academy site is safe and not hazardous to the health of staff, contractors, students or visitors.

The terms of reference of the AAC include standard items relating to Health and Safety matters including fire, electrical safety and control of substances hazardous to health. The School's Business Manager or Headteacher will report to the AAC any issues of concern on a termly report unless it is of a significant nature where reporting will be immediate. Any matter of significance will be reported by the AAC and Headteacher to the Chief Executive Officer and Chair of the Board of Directors.

The Headteacher and/or the Business Manager are the key managers and are responsible for ensuring that staff, contractors, students and visitors follow the Health and Safety regulations and procedures. Health and Safety is an integral part of every employers and employee's role and responsibility.

A ladder inspection regime will be carried out each year by the Site Manager. This will take place at the start of every academic year. Any defects will be repaired and a note added to the file.

INDIVIDUALS

It is the responsibility of every employee:

- to take reasonable care of the health and safety of himself/herself and others, who may be affected by his/her acts or omissions at work;
- to report hazardous situations to their line manager, premises staff, the business director or Headteacher either by telephone or by email detailing their concerns.

It is the responsibility of all students:

- to follow the academy code of conduct in order to ensure their own and others' health and safety whilst on the academy's site.

RESPONSIBILITIES

AAC

It is the responsibility of the AAC to consider all issues relating to health & safety as reported by the Headteacher. The AAC has agreed to delegate the management and organisation of health & safety as follows:

Headteacher

The Headteacher is responsible and accountable to the AAC for implementing the Trust's Health & Safety policy, the academy's health and safety procedures and for all matters relating to health, safety and welfare within the academy. The Headteacher must ensure that the agreed procedures for reporting all defects, hazards and problems regarding health and safety matters and functions operate efficiently and effectively. The Headteacher must also ensure that the school complies with all legislative fire regulations. The Headteacher will ensure that schemes of work, where appropriate, demonstrate that arrangements are in place regarding adequate information, guidance and supervision of health and safety matters.

Business Manager

The Business Manager will be responsible to the Headteacher for:

- providing an update to SLT on health and safety matters;
- the day to day management of health and safety matters and keeping the Headteacher informed;
- ensuring that members of staff are briefed on all health and safety issues and the action required;
- ensuring good communications within the academy with regard to health and safety matters;
- monitoring health and safety procedures and ensuring that the systems are in place and working effectively for reporting and rectifying hazards;

- keeping himself and others briefed on health and safety legislation;
- ensuring good communications on health and safety including distribution of health and safety documents;
- liaison with outside agencies;
- monitoring risk assessment procedures, arranging for termly hazard inspections to be carried out with appropriate follow-up action;
- ensuring that there are adequate first aid facilities at all times;
- liaising with heads of departments and ensuring safety procedures and policy agreements are adhered to;
- arranging water quality testing reports to be carried out annually;
- ensuring that adequate fire control appliances are available throughout the academy and that these are inspected at least annually.

Site Manager

The Site Manager is responsible to the Business Manager for health and safety issues, including:

- co-ordinating all maintenance work carried out on site;
- ensuring the security of all school buildings, and setting of alarms;
- compiling and maintaining a school defects register and identifying known hazardous materials (e.g. flammable materials, chemicals etc.);
- ensuring that all contractors are aware of the location of hazardous materials within the school;
- ensuring that the school's cleaning and premises staff are aware of the school's health and safety policy and how it affects their work (e.g. storage of chemicals, use of equipment) and monitoring this;
- ensuring that all statutory safety notices and signs are displayed, appropriate to the workplace;
- keeping himself briefed on health and safety legislation;
- carrying out fire alarm call point tests on a weekly basis using a rota system and maintaining records;
- monitoring the cleaning and premises workforce.

Department Managers (Faculty/Subject Leaders, Associate Staff Managers etc.)

All department managers are responsible for:

- ensuring that all staff under their control receive induction regarding health and safety matters, are adequately trained in the use of equipment as appropriate to their working area, and receive instruction/on the job training to enable them to operate in a safe and efficient manner;
- where appropriate, being aware of regulations, codes of practice and guidance notes relating to their specialist areas;
- producing departmental safety policies and risk assessments defining safe working arrangements and bringing it to the attention of new staff and supply teachers, and specifically in specialist areas such as science, technology and physical education.
- ensuring that health and safety procedures are detailed in schemes of work, where appropriate.
- ensuring that everything received from suppliers - equipment, machinery, substances etc., is accompanied by adequate information and instruction prior to use;
- informing the Business Manager or Site Manager of all problems, defects and hazards relating to the building; and the IT department of any media resources hazards and any computer related hazards;
- ensuring that a copy of the academy's fire drill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.

Where there are no departmental managers, the Headteacher retains responsibility for the above where relevant.

Staff

All staff are responsible and accountable to their line manager for the implementation of the Trust's Health and Safety Policy in the performance of their duties. Each member of staff must be familiar with this policy and its implications together with procedures and practices relating to their individual academy.

Staff must conform to responsibilities as laid down in their departmental safety policy (where appropriate) and safe working arrangements and have a legal responsibility under the Health and Safety at Work Act 1974 to report any possible hazard or defects. This should be to their head of department (if applicable), if it affects the functioning of the department/academy, and to the Site Manager, the Business Manager, Deputy Headteacher or Headteacher for rectifying the matter.

Staff must ensure that, where particular conditions apply, all students or persons under their supervision must receive instruction or provided with on the job training to enable them to operate in a safe and efficient manner.

Safety Liaison Officer (SLO) is Ms Juliana Poloczanska, School Business Manager
Human Resources (H.R.) is Ms. Rachel Gardner, H.R. Administrator
School Site Manager is Mr. Russell Brant, Site Manager

All employees have the responsibility to co-operate with the School Business Manager to achieve a healthy and safe workplace and to take reasonable care of themselves, students and others.

If any member of staff identifies a hazard, as a first step they should take reasonable measures to prevent any accidents. It is their duty to report the fact to the Site Manager or School Business Manager as soon as possible. If the hazard is of a nature that it may cause imminent actual harm, then staff have a further duty to prevent any harm from occurring before reporting the matter.

ABILITIES

It should be remembered that students vary considerably in ability and physical co-ordination and care should therefore be taken to ensure that any activity a student may be asked to do is fully understood by them and within their capabilities. It is the responsibility of staff to be aware of any student with a medical condition that may be brought on or exacerbated by physical exercise. Teachers must ensure compliance with any known medical advice relating to particular students. Teachers should consult departmental risk assessment and the school's SEN register.

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ACCIDENTS

In the event of an emergency, trained first aiders can be called by phoning Reception or Student Reception (telephone extensions 100 and 148 respectively). <T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Trained Staff Lists.xlsx>

If the First Aider believes that the injured person requires immediate medical treatment they will:

- arrange in consultation with a senior leader for the emergency services (999) to be called if necessary;
- arrange for the next of kin to be informed;
- arrange for the injured person to be transported to A&E by ambulance or by parents;
- arrange for a suitable member of staff to accompany the young person should parents or carers be unavailable to do so; and
- notify a member of the Leadership Team and Headteacher's PA.

All accidents and any treatment administered must be logged via the RIDDOR reporting software. Please note staff must register via the Riddor link before reporting incidents.

<http://www.bishopjustus.intranet/teachersonly/riddor/> Main Reception can also Riddor incidents/accidents.

Student Accidents

If the accident is a non-emergency the student should report to Student Reception to be assessed. If necessary the student should be made as comfortable as possible in the sick room or another supervised office. Parents are to be contacted, to take the unwell student home.

For full details please refer to the school's First Aid and Accident Reporting Procedures document.

Staff Accidents

If the accident is a non-emergency the member of staff should report to Main Reception to be assessed by the school's first aider. The Human Resources Department should be informed. If the member of staff is a teacher, his/her class will need to be covered by another member of staff. If necessary a relative should be informed, and the accident and/or injury noted via the RIDDOR reporting software.

ANIMALS AND PLANTS

Section 14 of the CLEAPSS Handbook provides detailed information concerning the keeping of animals and plants in school. A copy of the CLEAPSS Handbook is kept in the Science Technicians Room. Any teacher who keeps an animal in school will be responsible for making arrangements for care during weekends and holiday periods and for the disposal of dead animals.

All staff will be made aware of any potentially dangerous plants in the school grounds and action taken to remove them. Dogs are not permitted in the school grounds without permission from the Site Manager.

CONTRACTORS

All contractors must report to the school office to sign in before work commences. Contractors will be asked to adhere to the Contractors code of conduct. The Site Manager will monitor all works on site. Out of hours work must be authorised and contractors briefed on site security and communication.

If staff feel that something is dangerous then the Site Manager should be informed. Segregation of the work area must be maintained. No equipment is to be left outside the segregated area and all equipment is to be secured at the end of the working day.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

No hazardous substance is to be used unless a COSHH assessment is held for it. If an assessment cannot be found for a particular substance then the School Business Director must be contacted for further guidance.

The Senior Science and Technology Technicians and the Site Manager must regularly monitor compliance with COSHH by carrying out spot checks. Records must be kept of all spot checks.

Safety instructions must be written on all work schemes.

Any substance deemed hazardous e.g. disinfectant, cleaning fluids, glue, varnish, etc. are to be stored away in an inaccessible place to the students, locked away.

DEPARTMENTAL RESPONSIBILITY

The following serve as an addition to the department safety policies and as such should not be read in isolation.

Physical Education

<http://www.1st4sport.com/p-1383/p-1383-1st4sportcom-safe-practice-in-pe-and-sport-2012.aspx>

Conduct and Supervision

All sports and activities are to be carried out in accordance with the following references:

- Safety in Physical Education (HMSO)
- Out of School Activities (LBB Education)
- Safety Practice in Physical Education and School Sport

The Subject Leader for PE must monitor activities to ensure adherence to the published guidance.

The Subject Leader for PE must ensure that all staff, volunteers and students on teaching practice have the appropriate level of qualification, experience and competence before being allowed to deliver an activity.

The Subject Leader for PE is also responsible for ensuring risk assessments are carried out and for prioritising effort to reduce higher risks.

If any sport or activity, other than those mentioned in the above reference, is to be included in the curriculum then guidance from the national governing body of that sport/activity is to be obtained before any participation.

It is the responsibility of PE staff to be aware of any student with a medical condition that may be brought on or exacerbated by physical exercise.

In the interests of health and safety, appropriate kit should be worn for each activity. Long hair is to be tied back. No jewellery may be worn and personal effects must be removed before a lesson commences. Glasses are not permitted to be worn in contact sports such as rugby. There may be an exception on religious grounds.

Equipment

P.E. equipment must be subject to an annual check by a competent person and records kept of all such inspections. Any defect must be reported to the School Business Manager and/or Site Manager.

The supervising teacher must ensure that all equipment is inspected and safe to use before each lesson. In setting up or dismantling apparatus, care must be taken to ensure that students do not attempt to move items that are too heavy or cumbersome. No student is to move equipment unsupervised. On completion of the lesson, all equipment is to be replaced securely and correctly. Attention is to be given to footwear, and in the event of performance in bare feet, regard must be given to the possibility of foot infection, and of the dangers of using a multi-purpose hall for P.E.

Science

<T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Biology subject handbook.doc>

<T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Chemistry subject handbook.doc>

<T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Health and Safety Policy - Physics.doc>

The Subject Leaders for the Sciences have the duty to ensure that Health and Safety procedures are followed by the staff in their respective departments, and that they are familiar with these procedures and departmental policies. They must also ensure that delegated duties are being carried out. The Subject Leaders for the Sciences have the responsibility for ensuring risk assessments are carried out and for prioritising effort to reduce higher risks. Safety instructions must be written on all work schemes and work cards. Protective clothing, including goggles, aprons, etc. must be worn for all activities where there is a risk of injury. Hard copies of policies available in respective departments.

Technology

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The Subject Leader for Technology has the duty to ensure that Health and Safety procedures are followed by their departmental staff, and that they are familiar with these procedures and department policies, and that delegated duties are being carried out. The Subject Leader for Creative Environment is also responsible for ensuring that risk assessments are carried out and for prioritising effort to reduce the higher risks. Protective clothing, including goggles, aprons, etc. must be worn for all activities where there is a risk of injury.

Minibus

Responsibility for all users to comply with the policy detailed below.

<T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Minibus.docx> / <T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Trained Staff Lists.xlsx>

Accidents

Any accidents occurring during organised activities whether in the school or away from the establishment, must be reported at the earliest opportunity. The supervising person must inform the School's Receptionist to record the incident via the RIDDOR reporting software.

DISPLAY SCREEN EQUIPMENT (DSE)

Computer based equipment can be used in complete safety if a few common sense measures are taken:

- Adjust furniture and equipment to suit your needs - do not adjust your posture to the workstation.
- Avoid static posture and prolonged DSE work without a change of activity.
- Always report problems with your furniture, equipment or eyesight as soon as these arise. An assessment of such users work areas will be needed and records kept.

EDUCATIONAL VISITS

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The Group Leader is responsible for completing risk assessments and entering data onto the Local Authority*EVOLVE system. The Educational Visits Coordinator (EVC) works with the Group Leader to ensure that procedures have been followed correctly and to advise on planning and risk assessment. The EVC will give initial approval at each stage in the preparation for the activity. (*The school has opted into the Local Authority Service Level Agreement for overseeing trips and visits.)

The Headteacher and the EVC are approved signatories and as such can give final approval to day visits and short trips which are non hazardous. The EVC will also decide on the suitability of the trip in relation to the school curriculum.

The Governing Body must give final approval to all trips involving hazardous activities, an overnight stay, or travel outside the country. The EVOLVE system must be used for all trips and visits.

Physical Education lessons and matches which take place outside the school grounds are subject to the same policy as for any other trips except that permission for them and administration of them is delegated to the Subject Leader PE.

If accidents or illnesses occur when away from school the following procedure will take place:

- One member of staff will care for the injured/ill party and make necessary arrangements, i.e. determine whether or not medical attention is required.
- The school will be contacted, and if it is deemed necessary the student's parents or guardians will be informed.

If it is thought essential, arrangements will be made to get the unwell/injured party either home or to hospital.

Any incident that causes injury to a student or staff member whilst on a school trip should still be logged using the RIDDOR system.

Travel in Teachers' or Parents' Cars for Educational Visits

It should not be necessary for students to be transported to functions at other schools in staff or parents' cars. **Where this is unavoidable, due to unforeseen circumstances, the member of staff/parent must ensure that their insurance covers them for such journeys.** If this is not the case alternative arrangements must be made. Staff should avoid travelling alone with students where possible. Please see School Trips, Visits and Journeys Policy for full details.

EQUIPMENT

All records of equipment are to be kept and any defects reported to the Site Manager. All hand tools are to be inspected regularly and a visual inspection must take place before use. Any defective item is to be removed until repaired. For all curriculum equipment please refer to each department.

Electrical Equipment

The persons responsible for carrying out tests on portable electrical equipment are the Site Manager or his supervised nominee who will undertake continuity and other technical tests.

Visual inspections of electrical equipment and continuity tests using a portable electrical tester are to be carried out annually. Results of all tests are to be recorded on a locally produced form. All appliances once tested will be marked with a sticker and dated. Any electrical items brought into the school for whatever reason must be reported to the Site Manager who will arrange a test to be carried out before their use. This includes items on loan or as gifts.

The use of multi - adapters is to be avoided, as is the use of extension leads unless they are fully unwound and protected. Trailing leads should be avoided unless they are correctly protected.

All minor electrical work such as fitting plugs etc. is to be carried out by a member of the site team.

It is of the utmost importance that all staff ensure that electrical power is switched off immediately after use of apparatus. Any defect in electrical equipment or apparatus must be reported immediately, and any such items must not remain assembled in classrooms after school has ended.

Note: The use of additional heaters is not permitted unless the Site Manager is aware of their use. Staff must ensure that any heaters are switched off immediately after use. It is the responsibility of all members of staff to ensure that all electrical equipment (including heaters) are switched off before leaving the school building.

EVACUATION IN THE EVENT OF AN EMERGENCY

Please refer to the school's 'Evacuation in the event of an emergency' procedures document.

[FIRE AND EVACUATION POLICY.docx](#)

Fire - All Staff must undertake Fire awareness training every two years, this can be found by clicking on the link below: <https://app.ihasco.co.uk/training/MzE1fGdsZW5kYXk->

Staff that are Fire Wardens must also complete the Fire Wardens training also found at the above link.

Any member of staff discovering fire must sound a fire alarm by breaking the glass on the nearest two fire call points. Staff should make themselves aware of their nearest fire alarm call points. On the sound of the alarm the whole building will be evacuated as quickly as possible, following the instructions that can be found by the door in every room. All staff and visitors must make their way to the tennis court.

Staff may tackle a blaze with fire appliances if safe to do so (Appendix 1). The main priority must be for the swift and safe evacuation of the school.

The Site Manager is responsible for carrying out fire alarm call point tests on a regularly basis using a rota system, and records must be maintained.

Form Tutors are expected to support within their allocated form group. They must ensure that registers are taken and good order and silence is maintained.

Learning Directors and Year Coordinators must collect registers from the Attendance Officer and return them to the H.R. Administrator. They should also register staff allocated to their year group lists (as detailed in attached document).

The person shown in bold at the top of each list on the attached document is responsible for the staff on that list. However, it is each member of staff's responsibility to report to the List Leader. Once all staff have reported to the list leader, the leader will report to the H.R. Administrator. Until every member of the school community is reported as present, then the fire drill cannot be completed. All other staff should assemble in the centre of the tennis courts.

Wheelchair bound people are to be wheeled to the designated refuge area within each stairwell and their whereabouts reported to the Learning Access Director and the H.R. Administrator. Lifts are not to be used in the event of fire. The staff member must not stay with the student/staff/visitor. Other people with mobility problems should be assisted by staff in leaving the building.

Evacuation in the event of an emergency document is updated as necessary by Rachel Gardner, H.R. Administrator and distributed to all staff regularly.

A Fire Drill is carried out at least three times a year. The Fire Drill is timed and its effectiveness logged. Following the drill, Governors are informed of the details via the Headteacher's Report.

Field Evacuation

In the need to evacuate the building due to a bomb threat or other such threat there will be a tannoy instruction to evacuate the building **taking out all personal bags**. Assembly will be on Astro 2 instead of the tennis courts due to proximity of the school building. **Otherwise, the procedure is the same as above except the lifts will be operational for those who are wheelchair bound.** <T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Evacuation in the event of an emergency.docx>

Lockdown Policy

Staff should familiarise themselves with the policy below. Staff will be alerted to the activation of the plan by a tannoy announcement. <T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Lockdown.docx>

IDENTIFYING POTENTIAL OR ACTUAL HAZARDS

If any member of staff identifies a hazard, as a first step they should take reasonable measures to prevent any accidents. It is their duty to report the fact to the Site Manager or School Business Director as soon as possible. If the hazard is of a nature that it may cause imminent actual harm then staff have a further duty to prevent any harm from occurring before reporting the matter. This may involve segregation, isolation, removal or any other means necessary.

ILLNESS

If the illness/accident is a non-emergency the member of staff should report to main reception to be assessed by the school's first aider. The Human Resources Department should be informed by the First Aider. If the member of staff is a teacher, his/her class will need to be covered by another member of staff. If necessary a relative should be informed, and the accident or injury noted in Riddor.

Student Illness/Accident

If the illness/accident is a non-emergency the student should report to student reception to be assessed. If necessary the student should be made as comfortable as possible in the sick room or another supervised office. Parents are to be contacted, to take the unwell student home. Where relevant this must be logged in Riddor.

MANUAL HANDLING

Simple common sense measures can be taken to reduce the risk of injury through manual handling activities. The Site Manager must ensure that risk assessments include any high-risk manual handling activity. Staff will be encouraged to undertake training in safe lifting techniques where appropriate. Staff must follow any control measure identified such as use of handling aids or safe systems at work. Staff must not take personal risks when manual handling. Staff should report any problems with working activity or equipment as soon as they occur.

REMOVAL OF WASTE

Any contaminated waste, excess chemicals, broken glass, other sharps and flammables will be disposed of according to current regulations. It will then be the responsibility of the Site Manager to ensure these procedures are carried out. The Science Department should follow current regulations pertaining to them.

SAFETY EDUCATION

The aim of Safety Education is to enable students, as they grow up, to become increasingly aware of the risks which surround them. They should thus be able to better assess degrees of risk and be better equipped to take such preventative measures as are necessary to avoid accidents to themselves and to others. The most effective lessons in safety that a school can give are probably those which are incidental, forming part of ordinary teaching. Students should, however, be made aware of safe behaviour.

In Classrooms:

<http://www.hse.gov.uk/risk/classroom-checklist.pdf>

In the playground

- Acting sensibly and safely

Around school

- Walking around school
- Entering and leaving the school in a sensible and controlled manner

In the toilets

- Acting sensibly and safely

In this way students should learn to accept personal responsibility, to assess risks and to protect themselves and others by using their own knowledge and experience.

SECURITY

The procedures for clearing the school and setting the alarms are the responsibility of the site management team who will systematically check all rooms, doors and windows, internally and externally before setting the alarms and locking the buildings.

The users of dangerous or high value items such as chemicals, radioactive sources, laptops, ITC equipment, TVs and videos should ensure that those items are secure on completion of use.

The procedure for visitors is to report to the school office as soon as they enter the premises. They should sign the visitors' book and obtain a pass. They should then wait for their escort/point of contact or proceed if authorised. All staff should be aware of unidentified people wandering around the school and be prepared to challenge them and report their presence to the Headteacher.

Gates giving access to the front of the school will be closed and locked from 9.00am each morning. Entry to the school thereafter will be by buzzer system at the main entrance operated from the school office. The rear gate is operated by a swipe system.

SMOKING ON SITE

There should be no smoking on the school site at any time. Staff disciplinary procedures will be instigated for staff found smoking on site and students found smoking will be disciplined under the school's Behaviour Management Policy. Visitors should be challenged and asked to leave the site if necessary. This also applies to the use of e-cigarettes.

STRESS

In some situations the job content, working environment or the personal disposition of an employee can lead to the kind of psychological difficulties which are commonly referred to as stress and which may have physical as well as psychological symptoms.

Any staff member who feels under stress should discuss the situation with his/her line manager at the earliest possible opportunity to identify practical solutions to overcome the level of stress.

If staff notice any signs of stress in students this should be immediately reported to the relevant Year Coordinator.

SUPERVISION AT THE START AND END OF THE DAY, AND DURING BREAK AND LUNCH TIME

There is a rota every week, detailing supervision duties for break and lunchtime each day. The general office will provide cover for first aid, both at break and lunchtime.

The school cannot be held liable for any accidents in the school playground before and after the designated school times. The school will only be responsible for students 10 minutes before the start of the school day and 10 minutes after the end unless students are involved in a school activity.

SUPPORT OF STUDENTS WITH MEDICAL NEEDS

Please refer to Administration of Medication Policy. <T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\First Aid and Accident Reporting.doc>

Prior written agreement from parents is required for any medication to be given to a child. This information will also help the school complete a register of students with medical needs.

- Medication should only be brought to school when absolutely essential. That is when it would be detrimental to the child's health if the medicine were not administered during the school day.
- No students must carry medication during the school day. The only exception to this are inhalers and epipens, which must be carried by the student at all times, including when off site or for PE.
- Parents/carers must complete a copy of the Parental Agreement Form allowing the school to administer the medication.
- Prescribed medication must be provided in the original container as dispensed by the pharmacist and include the prescriber's instructions for administration and the student's name.
- Over-the-counter medication must be in its original packaging with the expiry date obvious.
- A nominated member of staff will check the student's name, written instructions, and dosage and expiry date of any medicines before giving the medication. Epipens can only be administered by properly trained members of staff.
- Staff will not actively seek out a student for the purpose of administering medication.
- There are trained staff on site able to administer the defibrillators. Defibrillators are located at Main Reception and the PE Office. <T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Trained Staff Lists.xlsx>

All First Aiders have a First Aid at work certificate.

The medication will be placed in a secure cupboard and only administered during the day as described on the Parental Agreement. A strict record of any administration will be kept in the Record of Medicines administered to an individual child.

Parents are responsible for supplying information about medicines their child needs to take at school, and for letting the school know of any changes to the prescription and support needed.

A child under 16 should never be given aspirin or medicines containing ibuprofen unless prescribed by a doctor or parental permission sought.

Non-prescribed medication: This will be dealt with in the same way as for prescribed medication.

Long term medical needs

The school must have sufficient information about the medical condition of any student with long term medical needs. This information must be with the school before the student starts.

For students who attend hospital appointments on a regular basis, special arrangements may be necessary. The school may have to draw up a written healthcare plan involving parents and healthcare professions.

Safety Management of Medicines kept on school premises

Some medicines may be harmful to anyone for whom they are not prescribed. The school will not store large volumes of medicines and, as such, parents are asked to minimise the amount of medication to one/two weeks at most. Those medicines that need to be refrigerated will be kept in a refrigerator in an airtight, labelled container. Other medicines will be kept in a locked cabinet.

Disposal of medicines

The school will not dispose of medicines. Parents are asked to collect medicines at the end of each term and are responsible for the disposal of date-expired medicines.

Sporting Activities

Most students with medical conditions can participate in extra-curricular sport or in the PE curriculum. For many students physical activity can benefit their overall social, mental and physical health. Any restrictions on a student's ability to participate in PE should be included in their individual health plan.

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School trips

Where safety permits students with medical needs will be encouraged to participate in school trips. Staff supervising excursions will be made aware of any medical needs and relevant emergency procedures.

T:\Teacher Teacher Share\Policies\BISHOP JUSTUS POLICIES\Trips and Visits.docx

TRAINING

It is the responsibility of the School Business Manager to ensure that members of staff are briefed on all health and safety issues. It is the responsibility of the H.R. Department to induct all new staff regarding Health and Safety matters, and are adequately trained in the use of equipment appropriate to their working area, and receive instruction or training to enable them to operate in a safe and efficient manner.

Further information on any Health and Safety matters is available from the School Business Manager.