

LION HOUSE SCHOOL

HEALTH AND SAFETY POLICY **(including First Aid and Off site visits)**

GENERAL STATEMENT

Health and Safety at Work Act 1974

The policy of Lion House School is that all necessary steps will be taken by the Principal to ensure the health, safety and well-being of the children and the staff.

Each teacher must be aware of the school environment and keep it safe for the children, for themselves and for other adults. If a teacher becomes aware of any equipment in the school, or any practice being carried out, which is unsafe they must report it to the relevant Head of Department immediately.

DEFINITIONS

The Management of Health and Safety at Work Regulations 1992

The policy requires an assessment of risks to which staff or children are exposed, and that appropriate arrangements are made to reduce those risks.

Health and Safety Officers:

[Miss Jane Luard \(Principal\)](#) [Mr Gavin Field](#)

Risk Assessments

The majority of the activities carried out by the school are routine and generally low risk in nature and do not require to be formally risk assessed.

However, various areas of the building are routinely assessed and guidelines as to safety are as follows:

Outside play area

- ◆ The playground gates are to be kept closed and secured at all times when the children go outside to play
- ◆ Children are to be discouraged from climbing on the railings
- ◆ Children are to be discouraged from talking to strangers on the non-school side of the railings
- ◆ Children are to be supervised by a member of staff whilst using the climbing frame
- ◆ Children are to be discouraged from climbing in and out of the windows of the playhouse
- ◆ There should be a minimum of two members of staff on outside duty at all times

Jubilee Playground

When using the Jubilee Playground the following applies:

- ◆ There must be a minimum of 2 staff members – for the nursery 3 or more
- ◆ Staff must wear high viz jackets
- ◆ Lead member of staff to take the keys from the under stairs cupboard and keep around the neck
- ◆ Access 1 via the church side door. Children to walk quietly through the church
- ◆ Access 2 via the connecting playground gates
- ◆ Close gates behind you

- ◆ One member of staff is to stand in front of church driveway while the children walk into the church car park
- ◆ Close gates once all children are in the playground
- ◆ Staff are to position themselves at either ends of the playground
- ◆ Follow same procedure on return
- ◆ Return key to cupboard
- ◆ Please note there is a basic First Aid box under the seat of the bench – replenish any items used

Nursery classroom

- ◆ Sand from the sandpit must be swept up and water mopped up if splashed on the floor to prevent children slipping
- ◆ Toys must be sterilized at least twice a term
- ◆ Resources must be checked at the end of the day and removed if broken or damaged
- ◆ Cleaning materials (sprays etc) must be kept out of the reach of the children at all times and be clearly labelled
- ◆ No liquid displaying a 'hazard' sign is permitted on the premises
- ◆ Plug sockets must be covered with safety plugs in the nursery
- ◆ The child gate must be closed and the fire door shut at 8.45 am after the arrival of the children
- ◆ Spillages/accidents must be cleaned up immediately, after blocking the area off from the children
- ◆ Rubber gloves and plastic aprons are to be worn if dealing with above

The stairs

- ◆ Children must be accompanied by an adult at all times
- ◆ Children must hold onto the railing and follow the directions of: butterflies up, aeroplanes down
- ◆ Children must be discouraged from running or jumping down the stairs
- ◆ Parents should be asked **not** to carry their children down the stairs

The toilets

- ◆ These are checked first thing in the morning and regularly throughout the day
- ◆ Water temperature is tested daily and recorded on the tick sheets both upstairs and downstairs
- ◆ Water on the floor by the sinks must be mopped up immediately to avoid unnecessary accidents
- ◆ Children must be discouraged from standing up on the red storage boxes by the window in the nursery toilets
- ◆ Toilet paper, soap and hand towels are to be provided at all times
- ◆ Children must be made to wash and dry their hands after every trip to the toilet and before and after lunch /snack time
- ◆ In the event of an accident, teachers must wear disposable gloves, use the baby wipes provided and dispose of the cloths and gloves in the nappy sacks
- ◆ If a child is to be changed there must be 2 members of staff present and the event must be entered into the log book and signed by both members of staff

Collection of children

- ◆ The parent or carer must collect the child from the nursery door, or the downstairs hall at the relevant time
- ◆ All nannies / au pairs must be identified with photo ID and details keep in the Nanny Id folders both upstairs and downstairs

- ◆ If the child is leaving with someone else, the parent or carer must write this information in the relevant collection book, stating the name of the person collecting the child. The parent or carer must also sign the book. A password will be given to the parent to give to the person collecting when they speak to the office or class teacher
- ◆ The class teacher is the only one responsible for the handing over of the children in that class unless she/he has delegated the responsibility to another member of staff

Uncollected child

In the event of a child not being collected at the end of school:

- ◆ In the first instance try and contact a parent/carers – all contact numbers are on the profile forms kept in the child's classroom and in the school office
- ◆ If unable to contact a parent/carers use the emergency contact numbers on the forms
- ◆ If all the above fail to give a response wait a reasonable amount of time (1 hour) before contacting Wandsworth Children's Services on: 0208 871 6998 (Unit manager)

Visitors and peripatetic staff

- ◆ All visitors and peripatetic staff must sign in and out on visiting the school

EDUCATIONAL VISITS AND OFF SITE EXCURSIONS

GENERAL STATEMENT

Lion House School encourages staff to arrange educational visits. Initial discussion about them should be made at staff meetings and with the school secretary who will book the event. They should be organised accordingly, with emphasis given to any child who may have some sensory impairment or physical handicap.

Detailed arrangements are then discussed and if it is a new destination a risk assessment visit is arranged. This is for both reasons of safety and for educational planning.

Parental permission forms are sent out prior to the visit clearly stating the destination, mode of transport, date and times and the cost. The cost of the visit is passed onto the parents and added to the next invoice due.

Risk assessment forms are raised and taken on the visit, they are then assessed and filed for future reference on return.

For all off site visits the following procedures must be followed:

- ◆ Written permission must be obtained from parents/carers prior to the visit
- ◆ Staffing ratios must be maintained at the level in force at school or above
- ◆ A first aider must be present and first aid bags taken. Details of contact numbers, allergies etc included
- ◆ Toilet breaks must be taken regularly. Handwashing facilities must be available
- ◆ Meeting points and times must be pre-arranged
- ◆ Transport must be fully insured and all with seatbelts
- ◆ All staff are to wear high visibility jackets and ID labels
- ◆ All children wear ID wristbands with the school information

Safe Coach Journeys

- ◆ Take first aid kit, any medications and mobile phones
- ◆ Children must be seated and seat belts fastened as quickly as possible
- ◆ Adults to check seatbelts are fastened correctly

- ◆ Children are to remain seated and belted until the coach has completely stopped
- ◆ Children are to file out of the coach and remain standing beside the coach with an adult at the head of the line until all together

Safe Walking

- ◆ Take first aid kit, any medications and mobile phones
- ◆ Adult at front and rear of line, walking on traffic side of the pavement
- ◆ Rear adult to ensure behaviour of children ahead
- ◆ Place two 'sensible' children at head of line
- ◆ Children walk in pairs, holding hands, keeping away from the kerb
- ◆ Find a clear place to cross the road away from obstructions such as parked vehicles
- ◆ Lead adult stops children at the kerb. When children are grouped together the rear adult stands in road and stops oncoming traffic
- ◆ When it is clear to cross the lead adult leads the children across the road and the rear adult joins the back of the line
- ◆ All children are reminded to stop talking when crossing the road – to look and to listen
- ◆ Repeat at all crossings

In the event of a child being lost while out of school:

If after completing the headcount a child is missing the following procedure **must be** followed:

- ◆ The staff member in charge must alert the venue immediately and then continue to search
- ◆ The other staff members are to remain with the main group
- ◆ The staff member in charge must immediately notify the school who will contact the police and the parents

Safe Tennis

- ◆ Take first aid kit, any medications and mobile phones
- ◆ Children to be supervised at all times
- ◆ All children not on court to remain in sight of the supervising adults if playing outside in fine weather
- ◆ Children to be escorted into the club house should they need the toilet

Safe Swimming

- ◆ Take first aid kit, spare clothes, any medications and mobile phones
- ◆ Children change in the designated school changing rooms
- ◆ Once changed children sit on the side benches beside the teaching pool until the lesson begins
- ◆ Children enter the pool area under supervision. **NOBODY MAY SWIM ALONE**
- ◆ Any child not swimming is to remain with the supervising adult on the bench
- ◆ Ensure that the children abide by the poolside rules of no running or diving
- ◆ Supervising adults to watch children in the water throughout the lesson, with particular attention being paid during play time. No child is to stand on or jump onto the floating mats

Monitoring

A self inspection of all the above procedures is carried out annually by the designated H&S officers to monitor the effectiveness of the policies.

Please see the following *First Aid Policy* which includes:

- ◆ Accidents and emergencies
- ◆ Sickness and diarrhoea
- ◆ Medication
- ◆ Allergies
- ◆ RIDDOR regulations

FIRST AID POLICY

GENERAL STATEMENT

This policy outlines Lion House School's responsibility to provide adequate first aid to pupils, staff and visitors and the procedures in place to meet those requirements.

AIMS

- ◆ To identify the first aid needs of the school
- ◆ To ensure that first aid provision is available at all times both on and off site
- ◆ To inform all staff and parents of the school's First Aid Policy
- ◆ To keep accident records of all injuries sustained for 7 years
- ◆ To report all injuries, diseases or dangerous occurrences to RIDDOR under the Regulations 1995 if so required

PROCEDURES

Accidents and emergencies:

- ◆ If a child has a **back or head injury** then **he/she must not be moved**. Keep the child warm, remain with the child at all times until the ambulance arrives.

List of **qualified first aiders** (Paediatric First Response):

Name	date of expiry
Sarah Sumner	March 2019
Gavin Field	March 2019
Rosie Badhe	March 2019
Helen Pope	March 2019
Julie Carpenter	March 2019
Kathy Longbottom	March 2019
Holly Aston	March 2019
Agnieszka Dudek-Graham	March 2019
Anna Szarlej	March 2019
Lauren Thornton	March 2019
Penelope Reynolds	March 2019
Tracey King	March 2019
Sandra Yates	March 2019

- ◆ When a **minor accident** occurs (minor cuts, bruises, nose bleeds etc) on the school premises, if the member of staff involved is not trained, he/she must inform a qualified first-aider straight away. The qualified staff member must ensure that all other members of staff in the room/outside are aware that she/he is leaving the area to deal with an accident and, therefore, will not be able to look after the other children who are usually in her/his care. If at any time there are insufficient staff members looking after the remaining children in the group/nursery, help must be sought from the kitchen staff, the office or assistants elsewhere in the building. The accident must then be written up in the class appropriate 'accident book' and signed by the parent/carer collecting the child at the end of that session.

- ◆ If a **major accident** occurs (back or head injury, broken bones etc) the first-aider involved must ensure the rest of her/his group are being supervised, and then:
 - a) inform the Principal and/or office
 - b) the office will contact the parents
 - c) the office will call an ambulance if necessary. The child's medical records or doctor's name must go to the hospital with him/her. These are kept with the Class Profiles with the relevant teacher
 - d) complete accident book to be signed by the child's parent

- ◆ The **first-aid boxes** are situated:
 1. in the upstairs kitchen
 2. in the downstairs hall opposite the IT room

- ◆ **Ice packs** can be found:
 1. in the upstairs kitchen fridge
 2. in the downstairs fridge
 3. Cupboard A in the front hall

All accidents, major or minor, must be recorded in the appropriate accident books and signed by the child's parents. These books are located in the downstairs first-aid cupboard and in the upstairs Nursery.

Bumped Heads

Any bump to the head, no matter how minor is treated as serious. All bumped heads should be treated with an ice pack. Parents and guardians must be informed BY TELEPHONE straightaway. The child's teacher should be informed and must keep a close eye on the progress of the child. All bumped head incidents should be recorded in the accident file. **A BUMPED HEAD NOTE SHOULD BE SENT HOME HOWEVER MINOR WE MAY FEEL THE BUMP TO BE.**

Spillage of blood or body fluid

Before cleaning up any such spillage:

- Clear the area of children
- Put on plastic apron and rubber gloves (available in the upstairs and downstairs toilets)
- Buckets must be disinfected after use
- Mop heads put into a plastic bag and removed to the outside bins.

Sickness and diarrhoea – children must be isolated and sent home as soon as possible and **stay away from school for a minimum of 48 hours after the vomiting and /or diarrhoea has stopped.**

There is a camp bed, pillow and blankets for this purpose in the downstairs staff room which may be set up in the church Flower room. A member of staff will remain with the child until collected.

Hygiene

Communicable diseases, e.g. nits

1. inform the school office
2. the office will inform the parents
3. the child is to be sent home
4. Parents throughout the class will be informed via Parent mail

MEDICATION

When a teacher is presented with **prescription** medication that a parent/guardian wishes to be administered to their child, he/she must follow the procedure below.

- ◆ A medication consent form must be filled out by the child's teacher and then signed by the parent/guardian, The form is to be filed with the child's records
- ◆ The class teacher must record the information in the 'medication consent file' one of which is kept in the first-aid cupboard in the upstairs kitchen, the other downstairs by the First Aid station
- ◆ The teacher administering medication to the child concerned must be responsible for notifying a second member of staff, so that he/she can witness the medication being given
- ◆ Immediately after the medication has been administered, the class teacher and the teacher who witnessed it must sign the medication form
- ◆ Medicine must be stored where appropriate (in the fridge or the first-aid cupboard) out of the reach of children
- ◆ The medication will be given back to the parent/guardian by the class teacher at the end of the day
- ◆ If medication is on-going, parents may leave medication in the Nursery or with the Year 1 & 2 class teachers. The class teacher is responsible for informing the parent/guardian just before it needs renewing. These are kept in the first aid cupboard

ALLERGIES:

All those children and staff with allergies are identified on the Allergy Lists situated in the Nursery, by the downstairs First Aid cupboard and in the kitchen.

All medication and Treatment Plans for the children upstairs are kept in the First Aid cupboard and downstairs with the class teacher in clearly named bags. These bags must be taken by the first aiders whenever the child leaves the building i.e games, school trips, fire drills etc. Details of administration are also kept in the bags.

Epi pen training

Key members of staff have undertaken epi pen training.

Reporting of injuries, diseases or dangerous occurrences Regulations 1995 (RIDDOR) apply:

Accidents including:

- ◆ death
- ◆ serious injury
- ◆ loss of consciousness from lack of oxygen
- ◆ poisoning requiring medical treatment
- ◆ a stay in hospital for longer than twenty-four hours
- ◆ member of staff is off work for three consecutive working days following an accident

must be reported in accordance with the regulations.

The control of substances hazardous to health regulations 1994 (CSHH) and amendment regulations 1996 are not applicable to schools.

This Statement will be reviewed annually

Reviewed Spring Term 2015	by	Jane Luard and Gavin Field	Changes made
Review Spring Term 2016	by	Jane Luard and Gavin Field	Changes made
Review Spring Term 2017	by	Jane Luard and Gavin Field	Changes made
Next review Spring Term 2018			