



# Health & Safety Policy

**HOPE SCHOOL AND COLLEGE**

**HEALTH AND SAFETY POLICY**

**COMMITTEE:**

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- This Policy covers School, Out of School schemes, Early Years, Baby & Toddler and the 19-30 Centre.
- The Health and Safety meets a minum of once a year and when necessary.
- A weekly meeting with the Therapy services and the school nurses is undertaken.
- The Headteacher and one committee member will conduct a termly Health and Safety inspection on the school.

- The Health and Safety Committee review all individual risk assessments annually.
- Minutes and individual risk assessments are in the Health and Safety file in the Head teacher's office.

## **INTRODUCTION**

This Safety Policy is produced in respect of Hope School and forms the basis of future planning and implementation of Health and Safety matters within the school.

### **1. GENERAL STATEMENT OF POLICY AND INTENT**

- 1.1 The Governing Body in conjunction with information, procedures and code of practice as identified in the LA Safety Policy is responsible for setting out the overall policy insofar as Hope School is concerned.
- 1.2 The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that teachers and other employees at all levels fulfil their duties to co-operate with it. Arrangements will be made to bring it to the notice of all staff including new employees and supply teachers.
- 1.3 The Governors recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating particular Health and Safety functions.
- 1.4 It is the Governors policy to take steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to extend this protection to pupils, contractors and members of the public from foreseeable risks.
- 1.5 The Governors recognise their responsibility under the Health and Safety at Work Etc Act 1974, so far as is reasonably practicable to:

- a) Provide plant, equipment and systems of work which are safer and without risks to health.
- b) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
- c) Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school to perform their work safely and efficiently.
- d) Promote the development and maintenance of sound safety, health and welfare practices.
- e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access and to egress from the premises.
- f) Provide and maintain a working environment that is reasonably practicably safe, without risks to health and is adequate regarding welfare facilities for staff and pupils.
- g) Ensure sufficient funds are available to provide, as necessary, protective clothing or equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- h) Maintain a close interest in all Health and Safety matters insofar as they affect all activities in the premises under the control of the school.

- 1.6 It is recognised by the Governors that whilst the LA is responsible for Capital expenditure, central administration and subsequently professional advice and information in Health and Safety matters, any change in those responsibilities may involve the school seeking outside specialists for consultation.
- 1.7 The Governors will require the Headteacher to present an annual management audit on Health and Safety matters in order to determine the way forward.

## 2. **ORGANISATION**

- 2.1 The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling Health and Safety matters. The Governors must ensure that the school budget reflects the finance necessary to implement Health and Safety matters.

A summary of individual duties including reporting arrangements, hence the organisation and accountability, are as follows:

### 2.2 **The Headteacher**

- 2.2.1 The Headteacher is responsible and accountable to the Governors for implementing the school Safety Policy for all matters relating to health, safety and welfare within the establishment.
- 2.2.2 The Headteacher must be aware of all contractors and or third parties entering the school to undertake maintenance, service or works contracts. When building or plant maintenance work is carried out by contractors, it is the employers' responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.

- 2.2.3 The Governors require the Headteacher to ensure the school's Safety Policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
- 2.2.4 The Headteacher is responsible for ensuring that all new amended or updated material regarding Health and Safety matters is brought to the attention of all relevant staff immediately upon receipt.
- 2.2.5 The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters function efficiently and effectively.
- 2.2.6 The Headteacher will arrange meetings with staff as necessary, to resolve uncertain areas of responsibility, considering problems and recommendations for referral to the Governing Body.
- 2.2.7 The Headteacher will seek advice when appropriate from specialist Health and Safety advisers.
- 2.2.8 The Headteacher has the right to stop what is considered unsafe practices or the use of any plant, tools, equipment, etc. which equally is considered unsafe.
- 2.2.9 The Headteacher shall make arrangements, with appropriate persons, for improvement of premises and plant, tools, equipment which are the school's responsibility.
- 2.2.10 The Headteacher shall review from time to time:

- a) The provision of First-Aid in school.
- b) Fire and evacuation procedures.

2.2.11 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfers of staff within the premises to other functions.

2.2.12 The Headteacher will ensure that in all schemes of work for pupils, including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for Health and Safety matters.

2.2.13 The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

### 2.3 **Senior Staff**

2.3.1 Senior staff are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their areas.

2.3.2 In the exercise of this responsibility Senior Staff must ensure that:

- a) All staff under their control receive instruction in their duties regarding Health and Safety matters.
- b) All staff under their control are adequately trained to carry out their duties efficiently and effectively.

- c) Senior Staff must be aware of regulations, codes of practice and guidance notes appropriate to their Specialist areas.
- d) Senior staff are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first-aid equipment, protective clothing, registers, log books, etc.

2.3.3 Senior staff are responsible for ensuring that everything received from suppliers e.g. machinery, equipment, substances, etc is accompanied by adequate information and instruction sheets prior to use. This complies with Section 6 of the Health and Safety at Work Act.

2.3.4 Senior staff must report to the Headteacher all problems, defects and hazards.

2.3.5 Senior staff must ensure that a copy of the Fire Drill and emergency evacuation procedures are prominently displayed in all rooms and areas for which they are responsible.

2.3.6 Senior staff must carry out regular safety inspections of their departments. Priorities must be given to plant, equipment and risk assessments including the use of substances.

The assessment should take into account not only the substances and equipment used but also operational practices.

- 2.3.7 Senior staff should report and, if appropriate, make recommendations on any practice, premises or equipment which give rise to Health and Safety risks.

## 2.4 **Teachers, and support staff**

2.4.1 All staff are responsible and accountable to their Senior staff for the implementation of the School Safety Policy in the performance of their duties.

2.4.2 They must be familiar with the Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their work area.

2.4.3 They must conform to responsibilities as laid down in their own codes of practice, regulations and guidance for safe working arrangements.

2.4.4 They must ensure that where conditions apply, all pupils or persons under their control receive instructions to enable them to operate in a safe and efficient manner.

2.4.5 They must report to their Senior Staff all problems, defects and hazards that they become aware of.

2.4.6 Supply teachers must be made aware of the School Safety Policy and of any special arrangements or procedures relating to their work area before commencing work.

## 2.4 **Site Manager**

- 2.5.1 The Site Manager is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within his/her work.
- 2.5.2 The Site Manager must ensure he/she is familiar with the School's Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities e.g. storage of equipment and substances.
- 2.5.3 The Site Manager must report to the Headteacher any defects, hazards or problems that arise.
- 2.5.4 The Site Manager is responsible for ensuring that everything received from suppliers for direct school use is accompanied by adequate information and instruction prior to use. This complies with Section 6 of the Health and Safety at Work Act.
- 2.5.5 The Site Manager is responsible for ensuring that all staff under his/her direct control are adequately informed, instructed and trained in using all equipment and substances prior to use.
- 2.5.6 The Site Manager must inform the Headteacher whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- 2.5.7 The Site Manager must be familiar with codes of practice, regulations and guidance appropriate to their work.

## 2.6 **Kitchen Supervisor/Cook**

- 2.6.1 The Kitchen Supervisor/Cook must be familiar with the School's Safety Policy in relation to their own work activities.

- 2.6.2 He/she must work in conjunction with any Policy Statement, codes of practice and guidance issued by their direct officers.
- 2.6.3 He/she will ensure that all Kitchen staff are instructed and informed to work in accordance with this document.
- 2.6.4 He/she should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned.
- 2.6.5 The Kitchen Supervisor/Cook must inform the Headteacher or designated person on any potential hazard or defects.
- 2.6.6 New employees or part-time Kitchen assistants must be made aware of Health and Safety practices and procedures in the Kitchen.

## 2.7 **Safety Representatives**

- 2.7.1 The Safety Representative will be encouraged by the Headteacher to fulfil his/her duties as well as being released for any appropriate training.
- 2.7.2 The Safety Representative will be entitled to inspect the school in accordance with agreed Trade Union procedures and will consult at regular intervals with the Headteacher on Health and Safety matters.
- 2.7.3 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the H.S.E. or other authoritative bodies.

## 2.8 **School Staff and Employees**

2.8.1 All staff and employees must be made aware of what is expected of them and in particular to the department in which they work.

2.8.2 All staff and employees have a responsibility under the Health and Safety at Work Act to report any possible defects, hazards or problems to the Headteacher or the designated person.

2.8.3 All staff and employees will be given access to the School's Health and Safety Policy and make themselves familiar with all documents relating to Health and Safety in the school. They should pay particular attention to any codes of practice, regulations or guidelines which relate to their particular work activities.

2.8.4 Copies of the School's Health and Safety Policy will be available at all times in the school office, staff room and Head teacher's office.

## 2.9 **Specialist Advisors**

The Governors recognised there will be occasions when the school will require specialist advice.

## 3. **ARRANGEMENTS**

3.1 The Governors recognise that the way forward in achieving effective management of the School's Health and Safety Policy and the arrangements

necessary to fulfil this obligation would be via a “Safety Committee”. The membership of the Health and Safety committee is Susan Lucas, Gill Davies, Helen Leach, Phil Bentham, Sharron Yates, Pauline Lynch, Deb Maltby.

## 3.2 **General Matters**

### 3.2.1. **Accident Reporting**

The schools Risk Assessments are held in a separate file within the Admin office and updated annually or as required.

The reporting procedure will be in accordance with the policy laid down by the LA and detailed in the Accident Report Book. All staff should be made aware of this procedure.

#### **Accidents to Staff or Pupils**

In case of injuries beyond the capabilities of the first-aider, medical help from one of the Complex Nurse Gill Jones should be sought without delay, or an ambulance called. If the injured person is a child, the parents should be informed as soon as possible, normally by the Headteacher or a member of the staff, but care or treatment of the child should not be delayed if the parents cannot be contacted.

Medical help should always be sought in the case of serious accidents. They are considered to be those which may involve dislocations, fractures, head injuries, heavy falls (even if there is no apparent injury), severe cuts (especially in circumstances which may give rise to infection), collapse from any cause and injury requiring hospital treatment for more than 24 hours as an in-patient.

The accident book must be completed for every accident.

All accidents must be reported to the Headteacher, or in his absence, the Deputy Headteacher.

Parents must be informed of all minor accidents to pupils.

Next of kin must be informed of all serious accidents.

### 3.2.2. First-Aid Provision

The arrangement for first-aid in the school will be in accordance with the guidelines laid down by the LA with first-aid boxes regularly available particularly in high risk areas first.

#### Hope School First-Aid Policy

First Aid is administered at Hope School in accordance with guidelines laid down by the local authority. Guidelines for the provision of First Aid are available in the LA Safety Policy Manual in the main school office.

The school's **First-Aiders** are:

**Kathy Brockley** (Named First Aider)

Sharon Yates

Sam Gaudon

Carol Gerner

Emma Clark

### **Paediatric First Aiders (for children 0 – 8 years of age)**

Emma Clark

Carol Gerner

Katie Unsworth

Sharron Yates

Amy Hill

Kathryn Mitchell

### **Complex Needs Nurse**

(In the event of a pupil going to hospital they would be accompanied by a class member)

In the case of accidents requiring first-aid, staff, including Welfare Assistants, are to consult with Kathy Brockley. Training will be offered to all staff as and when appropriate.

A First Aider means a person who holds a current First Aid at Work Certificate obtained by examination and valid for three years following a course approved for the purposes of Health and Safety (First Aid) regulations.

**Notices** are placed around school at various points to indicate who the recognised First-Aiders are.

**First-Aid Boxes** are located in:

- the staffroom
- the Further Education Unit
- the Early Years Unit
- the Food Technology room
- the minibus
- primary corridor
- senior corridor
- class one
- class six
- porta cabin
- the Training Suite
- the Grange (Parent's Room)
- 19 – 30 Centre
- Kitchen Area
- Main Office

**Eye Wash Kits** are located in:

- the hydrotherapy pool
- in Site Managers room

**A Record of First-Aid** is kept with Kathy Brockley and contains information of who has been injured, the nature of the injury and the treatment given.

Where a pupil needs hospital treatment, a member of staff from class accompanies that pupil where appropriate and waits at the hospital until the parents/carers arrive.

**Parents are informed** of any First-Aid administered, either through the home school diaries, letters home, or a phone call.

In the event of Kathy not being available, contact the other personnel listed or other staff members who hold a relevant qualification.

### 3.2.3 **Fire Precautions**

The arrangements for general fire safety will be laid down in the LA Safety Policy. The Site Manager will be responsible for recording tests and visits by fire brigade officers and fire drills. Fire notices are placed at strategic points around the school, which states the nearest exit assembly point and fire alarm, as well as emergency procedures - (see Appendix A).

### 3.2.4 **Housekeeping**

Regular inspections of departments are made, in order to maintain tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

### 3.3 **Training Arrangements**

Training must always be viewed as a constant requirement based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and re-training for existing staff.

3.3.1 There are various categories of training requirements in schools. They can be identified as induction training, specific “hands-on” training or just general informative and awareness training.

### 3.3.2 **Induction Training**

This will apply to new employees or transfer of employees to other departments when appropriate. They will need to be shown over the department, be made aware of safety policies and procedures, including fire precautions, first-aid and welfare arrangements.

### 3.3.3 **Specific Training**

This is a “hands-on” approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their activities.

## **Design and Technology**

a) Employees who have recourse to use, instruct and operate dangerous machinery in woodwork, metalwork, etc, will be required to hold the LA appropriate certificate.

b) **Science**

Employees will be required to be trained in biological hazards and be familiar with the COSHH regulations, 1988 where applicable.

c) **First-Aid**

Refer to attached First Aid Policy.

d) **Toileting Procedures**

- Disposable gloves are available for all staff who wish to use them.
- Changing beds can be adjusted to height of person changing.
- Aprons to be worn as desired.
- Gloves must be worn when changing a soiled child.
- Students are allowed to change pupils only with supervision from a member of staff.
- Privacy needs to be encouraged at all times.
- No child is to be left unattended on the changing bed.
- Toileting programmes should be followed by all relevant staff.
- Wash hands/gloves in between changes.
- Change gloves after dealing with a soiled child.
- Paper towels only in bathroom waste bin.
- All blue rolls/gloves/wipes to be placed in Sanibin.
- Empty potty chairs straight away.
- Disinfect toilets/potty seats in between changes or as needed.
- Disinfect changing beds where necessary.
- Gloves to be kept in classroom as appropriate.
- Any soiled clothes should be sluiced before sending home.

## **Care Procedures**

### e) **Bathrooms/Toilets:**

Bathroom and toilet areas are private. Visitors are not invited to these areas while children are using them. Repairs are done when children are not using them. Where possible, children close doors or have a privacy screen/curtain while they are on the toilet or being changed. Children using the toilet should be supervised by a member of staff, but in a way which respects their privacy. Boys and girls have private toilet facilities, particularly over the age of 8. See Annex B – Toileting Procedures.

### **Toilet Training/P.S.E.**

Many of our children are on toilet training programmes. Written aims and objectives are written for each individual child. This is seen as a positive learning experience. Under no circumstances should a child be shouted at or punished for toileting 'accidents'. Frequent reminders and opportunities to use the toilet during break times, but are usually allowed to go on request at any time during the day. (Some senior classes are encouraged to go at break times only).

Students are allowed to help with toilet programmes and changing only after our policy has been explained to them and only under supervision by a Teacher or Teaching Assistant. Careful records are kept to show progress. Volunteers are not allowed to work on toilet training or to change children. Welfare Assistants can assist with toilet programmes voluntarily, provided they use our guidelines and follow the programme as explained by the class teacher.

We feel that it is important that children wear their own uniform, parents are asked to supply a spare set of clothes and extra underwear for school, in case of accidents. We do have some spares which parents are asked to wash and return to school on the following day.

**Lunchtime:**

Children have a choice of meal. They sit in small groups or individually, with an adult and work towards specific aims, both eating and social aims. These are reviewed regularly. If a child dislikes a particular food, they do not have to have it. After lunch, children wash their hands and face where necessary, go to the toilet and change their clothes if messy. Children who are messy eaters should wear aprons.

**Hometime:**

All children are sent home looking as neat and tidy as possible - faces washed, coats fastened. If clothes have got a lot of paint or glue on them by accident, a note is sent in the home/school diary to the parents.

### 3.4 **Statutory Requirements**

#### 3.4.1 **Control of substances Hazardous to Health (COSHH)**

The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations.

3.4.2. Working in conjunction with the school chemical lists and the COSHH package supplied by CLEAPSS Senior Staff will ensure assessments have been carried out and that further monitoring is done as required.

3.4.3 The Management of Health and Safety at Work Regulations 1992 made under the E.C. directive and which came into force on 1st January 1993, make it a legal requirement to carry out risk assessments with chemicals and operations involving mechanical and electrical hazards.

3.4.4 The Governors recognise there will be occasions to refer to outside specialists for the checking of ventilation, dust extraction, fume cupboards etc. This is done through the Council's Borough Land and Property Department in conjunction with the LA. Provision will be made to ensure these checks will take place every 14 months in compliance with the regulations of the H.S.E.

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- **3.5 Checking of Portable Electrical Equipment**

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- Portable electrical equipment should be inspected regularly by a competent person. This is done via Total Property Management. It is recommended that daily visual inspections are made by users.

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- **Audio Visual/Electrical Equipment**

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- When equipment becomes faulty or gets damaged, please remove the equipment, label it and report the ICT support personnel in school, via the I.C.T. fault book in the staff room) or to Mrs S Lucas and the Site Manager who will rectify the problem together.

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- **3.6 Plant Machinery/Equipment**

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- 3.6.1 The Governors recognise the requirement in determining safety requirements for:

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- Adequate and correct guarding of machinery.

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- General inspection of plant, machinery and equipment.
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- Storage and transportation of toxic substances, etc.
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- Disposal of waste substances and chemicals.
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- 3.6.2 It is recognised that certain items of machinery will require to be checked and certified. This is done via the Council's Borough Land and Property Department and the LA.
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- 3.6.3 Senior Staff will be responsible for defining safe systems of work for cleaning and maintaining plant machinery and equipment.
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- 3.6.4 Senior Staff will be required to select and provide suitable protective clothing/equipment and of the correct type.
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- 3.7 **General**
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- No new or donated equipment should be used on the premises until it has been cleared by a competent person.
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- 3.8 **Contractors on site**

- - 3.8.1 All contractors entering or working on school premises will be the responsibility of the Headteacher or designated person.
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  - 3.8.2 It must be conveyed to all known contractors the person and point of contact at the school and the safe working arrangements in compliance with the School Safety Policy.

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- 3.9 **Administration of Medicines**
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The administration of medicines by members of staff is entirely voluntary. Individuals who are willing to give medication to pupils must feel comfortable with this duty and should not hesitate to seek further advice if ever in doubt (e.g. from a colleague, parent, doctor, pharmacist). Adherence to the following guidelines should minimise the potential for errors during administration. This needs to be reviewed on a yearly basis. Forms will be sent home to parents each September.

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- **Consent**
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A Parental Consent Form must be completed in writing whenever a new treatment is commenced, or when a change to existing medication is made (e.g. dose alteration) – Appendix.

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- **Administration**
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Each pupil on oral, rectal or inhaled treatment should have a Medication Administration Sheet, on which lunchtime and “as necessary” doses can be recorded. The pupil’s name, class and medication details should be written on the top of the form.

The administration procedure is given below:

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- - Read medication details from administration sheet.
  - Select medication from cupboard.
  - Read label carefully (CHECK - pupil’s name, medicine name, dose, expiry date).
  - Measure dose.
  - Ask colleague to check medicine.
  - Give dose to pupil.
  - Date, sign and countersign appropriate section.
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- **Storage**

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- Store all medicines below 25°C, in a locked cupboard or refrigerator, where appropriate. Parents are asked to hand medication to Escorts and not leave it in a pupil's bag. Staff should give medication directly to Escorts.

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- **Expiry Dates**

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- Never use any medicine beyond its expiry date. Certain medicines (e.g. syrups, creams, inhalers) are prone to the growth of germs and it is reasonable to request a fresh supply every so often, if they are only used infrequently. Each class is to be responsible for checking the expiry dates on medicines on a termly basis.

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- **Records**

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- All documentation should be kept for 12 months.

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- **Disposal**

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- Return any unwanted medicines to parents and ask them to take these items to their local community pharmacist for safe disposal.

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- If you feel that a particular medicine is not agreeing with a pupil, inform the parents or doctor / school nurses.

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- **3.10 Arrangements for Safety Representatives**

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- 3.10.1 Head teachers and/or Senior Staff will liaise and communicate to Safety Representatives problems, hazards, and defects pertaining to specific activities.
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- 3.10.2 Any specific requirements for immediate action will be taken after consultation with the Headteacher.

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- **3.11 Field Trips**

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- 3.11.1 Procedure for field trips and extra-curricular activities are outlined in the LA Safety Policy and advice on school trips and other guidelines produced by professional bodies.
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- 3.11.2 Any activity which falls outside the scope of this document should be discussed in-house with written instructions and arrangements conveyed to all interested parties in particular the insurers.

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- 3.12 **Use of School Premises Outside Hours**

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- The governors recognise the need to inform users and set out policy arrangements particularly regarding insurance when the school premises are used outside the normal school hours.

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- 3.13 **Communication Information to Employees**

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- The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc, received are passed on or highlighted in that department's safe working arrangements.

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- 3.14 **Reference Material**

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- All staff are reminded that further reference material and guidance notes are given in appropriate sections of the LA Safety Policy, which is kept in the School Office.

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- 3.15 **Designated Safeguarding Leads**

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- **Susan Lucas / Pauline Lynch / Sharron Yates**  
Gateway Worker

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- 3.16 **Conclusion**

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- The Governors recognise the requirement to monitor and identify strengths and weaknesses by inspection in order to plan successfully future objectives regarding Health and Safety matters.

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- **The Health and Safety Policy is revised on an annual basis**

- **INFECTIOUS DISEASES**

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- It is important that all cases of illness are reported to the Headteacher as soon as possible.

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- In addition the following conditions are immediately notifiable to the Area Health Authority:

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- Diphtheria, dysentery, encephalitis, meningitis, infective hepatitis, (catarrhal jaundice), paratyphoid and typhoid fevers, tuberculosis, food poisoning, rubella and poliomyelitis.

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- It has been established that German Measles (Rubella) occurring in a woman during the early months of pregnancy may cause congenital defects in the foetus. It is therefore necessary for all female staff and mothers of pupils to be informed of any outbreaks of German Measles.

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- It is also vitally important that all women staff under 45 should have a Rubella antibody test and German Measles vaccination, if necessary.

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- APPENDIX A (SAMPLE NOTICE)

- **FIRE DRILL AND PROCEDURES**

- If you are first to discover a fire, please activate the nearest fire alarm.

- In the event of the fire alarm being activated, evacuate the building as quickly as possible.

- **CLASS 3**

- **NEAREST EXIT**

- External door near Junior toilet

- **ASSEMBLY POINT**

- Fenced playground area

- **NEAREST FIRE ALARM**

- Corridor outside Class 5

- If students are not in usual classrooms or this exit is blocked, please leave by the most convenient exit.

- Close all doors behind you as you leave.

- **ALL AVAILABLE STAFF PLEASE HELP TO EVACUATE CLASS 1 & CLASS 9.**

- Registers and in/out book are available in the office to account for all people on the premises.

- Do not re-enter the building until the Fire Brigade or senior management give the 'all clear'.

- APPENDIX B

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- **HOPE SCHOOL & COLLEGE**

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- TOILETING PROCEDURES

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1. Disposable gloves are available for all staff who wish to use them.
2. Changing beds can be adjusted to height or person changing.
3. Aprons to be worn as desired.
4. Gloves must be worn when changing a soiled child.
5. Students are allowed to change pupils only with supervision from a member of class.
6. Privacy needs to be encouraged at all times.
7. No child is to be left unattended on the changing trolley.
8. Toileting programmes should be followed by all relevant staff.
9. Wash hands/gloves in between changes.
10. Change gloves after dealing with a soiled child.
11. Paper towels only in bathroom waste bin.
12. All blue rolls/gloves/wipes to be placed in Sanibin.
13. Empty potty chairs straight away.
14. Disinfect toilets/potty seats in between changes or as needed.
15. Disinfect changing beds in between every change.
16. Gloves to be kept in classroom as appropriate.
17. Any soiled clothes should be sluiced before sending home.

- APPENDIX C

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- HOPE SCHOOL, COLLEGE & 19-30

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- INTIMATE CARE POLICY

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- **Rationale**

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- There is a need to provide a whole school policy on the intimate nature of care routines for students in school. At Hope School we provide a high quality of intimate care for students both emotionally and physically, ensuring their well-being. Procedures are complemented by guidance to staff undertaking duties of care and for the protection of both staff and the students themselves.

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- **Definition**

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- Intimate physical care is seen as the physical assistance and supervision necessary to help a student fulfil his/her functions in terms of personal and social needs and accessing the curriculum.

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- Situations may include:

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1. Assisting students using the toilet.

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2. Providing necessary physical assistance and support to individual students in the swimming pool, during therapy and other practical activities.

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3. Dressing and undressing, showering and bathing certain students in the context of swimming, hydrotherapy, PE games, sickness, accidents, the development of self help skills and during residential holidays.

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4. The moving or transferring of certain students in a variety of situations from chair to floor, from wheelchair to toilet etc.

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- This policy should be read in accordance with Safeguarding Policy.

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- **Policy Statements**

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1. Physical handling will vary according to the student's individual education, physical and therapy needs.

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2. Daily care routines are part of the students' education. These should promote the development of self help skills and independence.

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- 3. Students should be handled with care, confidence, respect and reassurance.
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- 4. Intimate handling should always be undertaken with the utmost regard for the students' dignity, the right for privacy and with respect for confidentiality.
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- 5. During care routines pupils should be talked to about what is happening to enable them to anticipate, understand and participate in care procedures.
- 
- 6. Ensure that where intimate care procedures are carried out, staffing levels are adequate, overseen by familiar staff when possible and procedures are followed meticulously.
- 
- 7. Staff should seek advice if they are unsure about care routines.
- 
- 8. Where possible female staff should work with female students and male staff with male students with particular regard to age appropriate issues; male staff are not involved with females over the age of 8 years.
- 
- 9. More able male/female students should be encouraged to be independent and their privacy respected.
- 
- 10. Staff should be aware of placing themselves in vulnerable situations. They should seek support if necessary.
- 
- 11. Any students from outside agencies working in this area should always be overseen by staff and must never be on their own with a student.
- 
- 12. If during daily care routines unexplained marks or bruises are noticed these should be reported in accordance with the Safeguarding Procedure.
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**HOPE SCHOOL - FORM 2**

**Health Care Plan**

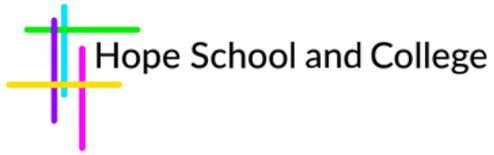
Name of School/Setting	Hope School
Child/Young Person's name	
Group/Class/Form	
Date of birth	
Address	
Medical diagnosis or condition	
<b>ANY KNOWN ALLERGIES /DRUG SENSITIVITIES</b>	
Date	
Review date	

**Family Contact Information**

Name	
Phone no	
	(Home)
	(Mobile)
Name	
Phone no	(Work)
	(Home)
	(Mobile)

**Clinic/Hospital Contact**

Name	
------	--



Phone no

**GP**

Name

Phone no

**HOPE SCHOOL - FORM 2**

**Health Care Plan (Cont.)**

Describe medical needs and give details of child's symptoms

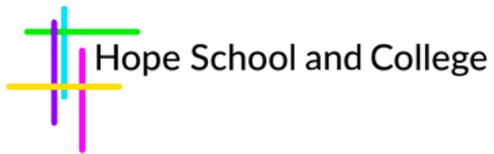
Daily care requirements (*e.g. before sport/at lunchtime*)

Describe what constitutes an emergency for the child, and the action to take if this occurs

Follow up care

Who is responsible in an emergency (*state if different for off-site activities*)

Form copied to



Please ensure that we always have a supply of daily and emergency medication in school.

Date \_\_\_\_\_ Signed \_\_\_\_\_

### HOPE SCHOOL & COLLEGE MEDICATION RECORD

**Name of Child** \_\_\_\_\_

**Address** \_\_\_\_\_

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Date of Birth

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<b>Medication to be given in school</b>		
<b>Name of Medication</b>	<b>Amount to be given</b>	<b>Time to be given</b>

<b>Medication administered at home by parents</b>		
<b>Name of medication</b>	<b>Amount to be given</b>	<b>Time given</b>


Has your child been prescribed rescue medication for seizures      Yes   No

**Read medication details from administration sheet**

**Select medicines from cupboard**

**Read label carefully (CHECK pupil's name, medicine name, dose, expiry date)**

**Measure dose**

**Ask colleague to check medicine**

**Give dose to pupil**

**Date, sign and countersign appropriate section**

<p><b>NAME:</b></p> <p><b>CLASS:</b></p> <p><b>MEDICATION:</b></p> <p><b>TIME TO BE ADMINISTERED</b></p>
--

Date	Time Administered	Administered by	Wit by	Date	Time Administered	Administered by	Wit by
M				M			
T				T			
W				W			
Th				Th			
F				F			
M				M			
T				T			
W				W			
Th				Th			
F				F			
M				M			
T				T			

<b>W</b>				<b>W</b>				
<b>Th</b>				<b>Th</b>				
<b>F</b>				<b>F</b>				