



Gosforth Park First School

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GPFS Health and Safety Policy

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1 HEALTH AND SAFETY POLICY

1.1 STATEMENT OF GENERAL POLICY

1.1.1 The Governing Body of Gosforth Park First School recognise and accept its responsibilities under the Health & Safety at Work etc. Act 1974, and other health and safety legislation, to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees, pupils and other persons including visitors, contractors and the general public who may be affected by the school's activities.

1.1.2 To meet this responsibility, the Governors and Head Teacher will:

- Comply with all relevant Health and Safety Legislation;
- Adopt and follow all relevant Newcastle City Council Corporate Health and Safety Codes of Practice;
- Adopt and follow all relevant Local Authority Health and Safety Codes of Practice and Guidance;
- Follow all relevant Department For Education guidance;
- Draw advice from Newcastle City Council Health and Safety Officers to establish suitable and sufficient precautions to ensure the health, safety and welfare of school employees, pupils and others;
- Ensure that all staff receive sufficient health and safety information, training and supervision to enable them to carry out their activities safely;
- Consult with employees on health and safety matters; and
- Review and revise this policy as necessary at regular intervals.

1.1.3 All staff have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

1.1.4 All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, instruction and supervision in health and safety matters will be made available to achieve this, particularly to newly appointed staff or following a change of responsibility.

1.1.5 Suitable risk assessments of all foreseeable hazards with risk to staff, pupils and visitors will be carried out and communicated to all staff. Where significant risk is identified, appropriate control measures to reduce or eliminate the risk will be taken.

1.1.6 Consultation will take place with any union appointed safety representative and members of staff on matters that affect their health and safety and individuals will be consulted before allocating particular health and safety functions to them. The policy will be regularly reviewed and updated as



necessary, or at least annually, with any amendments reported to the full Governing Body.

2 HEALTH AND SAFETY OVERVIEW

2.1 AIMS & OBJECTIVES

2.1.1 The aim of these procedures is to:

1. Establish and maintain a safe and healthy environment throughout the school;
2. Establish and maintain safe working procedures among staff and pupils;
3. Ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute to a safe and healthy environment;
4. Establish agreed policy and procedures necessary to maintain a safe and healthy school environment; and
5. To maintain up-to-date written Risk Assessments for the premises, school activities and educational activities.
6. Make arrangements for ensuring safety and absence of risk to health in connection with the use, storage and transport of articles and substances;
7. Maintain all areas under the control of the Governors and the Head Teacher in a condition that is safe and without risk to health and to provide and maintain means of access to and exits from the school that are safe and without risk;
8. Formulate effective procedures for use in case of fire and for evacuating the school premises;
9. Lay down procedures to be followed in case of accidents;
10. Teach safety as part of pupils' duties where appropriate;
11. Provide and maintain adequate welfare facilities; and
12. Contribute positively to safety training as appropriate and when provided;
13. Ensure that all support staff have first aid in the workplace training including paediatric first aid and that this is updated as appropriate. Enhanced named first aider accesses the three day course and refresher training as appropriate. School to identify additional staff to be trained up at the enhanced level

2.2 ORGANISATION AND RESPONSIBILITIES

2.2.1 The Governing Body retains overall and final responsibility for Health and Safety.

2.2.2 The Head Teacher is responsible for the day to day operation of the Health and Safety Policy and Procedures.



GOVERNING BODY

2.2.3 The Governing Body will:

- Ensure that the Health and Safety Policy and Procedures are maintained up-date and are appropriate for the school's activities, and that written risk assessments are carried out. These will be reviewed whenever relevant, or at least annually;
- Undertake regular monitoring to ensure that a safe and healthy environment is maintained and that the Health and Safety Policy and Procedures are being implemented effectively;
- Implement action and addressing issues identified through Health and Safety inspections;
- Seek specialist advice where appropriate and act upon, and in accordance with, such advice when necessary;
- Ensure adequate resources for health and safety are available;
- Provide plant, equipment and systems of work, which are safe, and without risks to health;
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently;
- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises (within the resources available to the school); and
- Ensure sufficient funds are available to provide, as necessary, equipment to all staff employed in the school.

HEAD TEACHER

2.2.4 The Head Teacher will:

- Ensure that the Health and Safety Policy and Procedures are implemented in the school, and that written risk assessments are carried out;
- Ensure that all members of staff are familiar with the Health and Safety Policy and Procedures of the school and any other relevant codes of practice, and that all staff fulfil their duties to co-operate with the policy;
- Liaise with third parties that interact with the School to ensure that they co-operate with the Health and Safety Policy and Procedures;
- Develop a culture of safety throughout the school;
- Report to Governors on pertinent issues;
- Report accidents and incidents of violence to the Governing Body;
- Formulate and co-ordinate safety procedures;



- Ensure relevant staff members have access to appropriate training.
- Establish a system for the reporting, recording and investigation of accidents and ensuring that this is rigorously applied;
- Ensure that all members of the school community are aware of their own responsibilities in the implementation of the Health and Safety Policy and Procedures;
- Ensure that there are arrangements for the speedy evacuation of the building in case of fire or other emergency and that fire-fighting equipment is available and inspected annually.

SCHOOL STAFF

2.2.5 The School Staff (including all teachers and support staff) will:

- Ensure that they are familiar with the Health and Safety Policy and Procedures, including any updates, amendments and revisions;
- Fully support health and safety arrangements and the implementation of the Health and Safety Policy and Procedures;
- Take reasonable care of their own health and safety; give due regard to the health and safety needs of pupils, other staff and all other people who may use the site, facilities, or interface with school activities;
- Promote healthy and safe practices within their classrooms and the school facilities;
- Ensure that their classrooms are safe, including immediately reporting any health and safety issues to the Head Teacher / Site Manager and any other relevant adults;
- Exercise effective supervision over those for whom they are responsible, including pupils;
- Ensure that as far as practicable, that pupils use tools and equipment safely and that these meet the accepted safety standards;
- Ensure that pupils behave in a way that ensures the safety of all concerned;
- Report any concerns of abuse of pupils to the Head Teacher / Child Protection Officer;
- Complete appropriate accident / incident documentation as soon as reasonably practicable following an incident;
- Keep all relevant people updated with regard to any pupils specific medical needs;
- Subject co-ordinators should be sufficiently knowledgeable about health and safety issues relating to their subject, promote safe practice within it, and be able to offer advice on their subject to all other members of staff; and
- All staff should question any unfamiliar people that may be seen on school premises and direct them to the school office to allow them to follow procedures for signing in. Any such incident should be reported to the Head Teacher as soon as is practical.



CARETAKER

2.2.6 The Caretaker will:

- Ensure that they are familiar with the Health and Safety Policy and Procedures;
- Meet regularly with the Head Teacher and the Governing Body Premises Sub-committee to conduct site checks and discuss any issues relating to Health and Safety;
- Ensure that all cleaning staff are aware of any implications relating to Health and Safety as it affects their work activities e.g. safe storage and use of equipment, materials and substances;
- Report to the Head Teacher any defects of hazards that are brought to his attention;
- Inform the head teacher and any other relevant people whenever contractors are due to enter the school to undertake maintenance, service or works contracts;
- Ensure that means of access and exits are safe for the use of hirers of any school space;
- Ensure that all equipment that is made available to hirers is safe and that hirers are fully aware of how to use any such equipment safely;
- Ensure that fire exits are clearly marked for the benefit of unfamiliar users of the building, particularly during hours of darkness;
- The caretaker or the Head Teacher will ensure that hirers are briefed about the location of telephones, fire escape routes, fire alarms, fire-fighting equipment and first aid supplies; and
- Make arrangements for checking the security and conditions of the premises and equipment used after vacation by the hirer.

PARENTS / GUARDIANS

2.2.7 Parents / Guardians are encouraged to:

- Ensure that children attend school in good health;
- Provide prompt communication to explain absences;
- Provide support for the behaviour policy within the school;
- Accept responsibility for working in partnership with the school on matters relating to behaviour management;
- Ensure early contact with the school to discuss matters concerning the health and safety of their child or of others;
- Allow and encourage children to take increasing personal and social responsibility as they progress through the school; and
- Ensure that the school has up to date contact details so that they may be swiftly contacted should an emergency or urgent matter arise.



PUPILS

2.2.8 Pupils, within their expertise and ability, are encouraged to:

- Exercise personal responsibility for the safety of themselves and their fellow pupils;
- Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, knives and other items considered dangerous)
- Observe all safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency; and
- Use and not wilfully misuse, neglect or interfere with equipment provided for safety purposes.

2.2.9 The Head Teacher and School Staff are responsible for ensuring that pupils are made aware of these responsibilities through direct instruction, notices and the school documentation.

3 HEALTH AND SAFETY PROCEDURES

3.1 RISK ASSESSMENT

3.1.1 The Head Teacher will ensure suitable and sufficient Risk Assessments are in place for the activities the school undertakes. These risk assessments shall be reviewed on an annual basis or as and when necessary to reflect any significant changes. Staff will undertake risk assessments for areas / activities within their control and discuss these with the Head Teacher.

3.2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

3.2.1 The Head Teacher is responsible for ensuring that appropriate assessments, controls and records related to COSHH regulations are implemented. A COSHH assessment for hazardous substances in school must be completed, and a list giving details of these substances must be compiled and maintained. All substances used should be used in accordance to supplier's instructions and the Head Teacher will monitor this.

3.3 MANUAL HANDLING AND WORKING AT HEIGHT

3.3.1 Pupils, staff and any other supervising adults should only lift objects within their own individual capability. The Head Teacher will facilitate training where identified by risk assessment as required.

3.3.2 Staff should not work at a height. If working a height cannot be avoided, a method statement and risk assessment should be submitted to and approved by the Head Teacher prior to work commencing. Staff and the Head teacher are to refer to Local Authority guidance.

3.4 ELECTRICAL EQUIPMENT

3.4.1 Electrical equipment should be unplugged and stored safely after use. Children should not connect or disconnect the electricity supply except under direct adult supervision.



- 3.4.2 All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually. All alterations to electrical equipment should only be made by a qualified electrician. When a fault is suspected, the Head Teacher should be informed and action will be taken to have the item removed from use and inspected.

3.5 MAINTENANCE WORK AND REPAIRS

- 3.5.1 Whenever maintenance or construction work is needed in the school the Governors shall select contractors whose competence has been verified by either the School Architect or Newcastle City Council.
- 3.5.2 Before maintenance or construction work takes place within the school building or premises a meeting of the Head Teacher, members of the Governing Body Premises Committee, Caretaker and Chair of Governors (if deemed appropriate) with the contractor shall be held at which Health and Safety method statements will be discussed and agreed.
- 3.5.3 All construction work shall be securely fenced off so as to prevent pupil access to the area.
- 3.5.4 The Head Teacher shall intervene with the contractors and stop the work immediately if any Health and Safety concerns arise.

3.6 ADVERSE WEATHER CONDITIONS

- 3.6.1 In the event of adverse weather conditions, such as snow and ice, the Caretaker will ensure that pathways are cleared and made safe before staff, parents, and pupils enter the school grounds.
- 3.6.2 Parents / guardians shall be given notice of the school's closure due to adverse weather conditions by means of an announcement on local radio stations.
- 3.6.3 If the school needs to be closed during the working day parents / guardians shall be contacted and pupils will be cared for at school until a known, responsible adult arrives to collect them.

3.7 WASTE DISPOSAL

- 3.7.1 Waste disposal arrangements are undertaken by LA Service Providers as part of the School's Service Level Agreements.
- 3.7.2 The Caretaker and Staff are required to assist with general housekeeping and waste management of their classrooms and other School areas, to ensure a safe school environment is maintained.

3.8 PREMISES

- 3.8.1 The following table outlines the roles and responsibilities in relation to the premises and school materials.

	HEAD TEACHER	CARETAKER	ADMIN OFFICER
School building, fixtures and fittings, grounds check and checking log repair book and fire log book		●	
School equipment, electrical testing, water testing, asbestos checks, fire safety checks and emergency light testing	● HT via SLAs with GB approval	HT / liaison with the caretaker	
First Aid materials			● With senior trained first aider
Kitchen Equipment	● HT / liaison with the school cook		
Minor Repairs log book, populated by Staff		●	
Health & Safety concerns raised	●		

3.8.10 The responsibility for monitoring the supervision of the above shall be with the elected Premises Governing Body Members and the Head Teacher. The Premises Committee shall carry out a school inspection once per half term.

3.9 INDUCTIONS AND TRAINING

3.9.1 The Head Teacher is responsible for ensuring that all new school staff members are given an appropriate Health and Safety induction, including issuing to new starters all necessary information and documentation which may contain, inter alia:

- The School Health and Safety Policy and Procedures;
- Relevant risk assessments; and
- The Local Authority Health and Safety manual and Code of Practice.

3.9.2 The Head Teacher is responsible for maintaining records of induction, training and documentation issue, by way of signed record sheets.



3.9.3 Staff shall receive Health and Safety training as required.

3.9.4 Health and safety issues shall be a standing item at the start of the academic year on the annual training day and will be itemed on a termly basis – or earlier as appropriate – in staff meetings or staff briefings. It will also be on the agenda of the termly governors' business meeting, and all meetings of the Governors' Premises Committee.

3.10 EMERGENCIES

3.10.1 In the event of an electrical fault, fire, flood, gas leak or other emergency, the school shall be evacuated in line with the procedures followed in all evacuation drills.

3.10.2 If an evacuation of the school is not necessary but the closure of the school is, parents and carers will be contacted and pupils will be sent home, but no pupil will be allowed to leave the school unless accompanied by a known, responsible adult.

3.11 EVACUATION DRILL

3.11.1 Practice evacuation drills will be carried out once per term and the results will be recorded by the Head Teacher in the Fire Precautions File.

3.11.2 Fire Plan / Evacuation procedures are to be followed by all staff to ensure the safety of all pupils and staff.

3.11.3 Information notices containing details of the Fire Plan and Evacuation procedures are to be displayed in all classrooms, communal areas of school, toilet facilities and any working rooms.

3.12 CRISIS

3.12.1 In a crisis situation (i.e. an incident or situation deemed by Supervisory Staff as a threat to the safety of the children e.g. intruder/dogs/swarm of bees in the grounds). School Staff are to move all children to a safe place, returning to their classrooms (if possible) quickly but calmly. Doors and windows should be secured if appropriate. School staff are to keep children in a safe place until the incident is resolved.

3.12.2 Any person discovering a crisis situation should immediately report it to the HT/DHT or, a member of SMT. The Senior Supervisor will alert staff and give any necessary instructions, including confirmation that the event has ended, including by walkie talkie if appropriate.

3.12.3 School Staff and pupils should not return to the classrooms, nor attempt to collect personal belongings.

3.13 CRITICAL INCIDENTS

3.13.1 Refer to the Critical Incident Policy and Procedures.



3.14 ACCIDENT & INCIDENT REPORTING

- 3.14.1 Accidents, incidents and near misses shall be reported to the Administrative Officer who will maintain a dated log of them.
- 3.14.2 Accidents and incidents that result in an injury to a person which requires that person to be either treated in hospital, taken to a GP or dentist or to go home shall be recorded on a Local Authority accident report form and a copy shall be submitted to Local Authority.
- 3.14.3 If a child has to go to hospital the child's details will be recorded by the admin officer and given to the ambulance staff. Parents will be informed as soon as an ambulance has been called. Staff involved will check with the ambulance crew which hospital a child is going to in order to inform parents if they are not likely to reach the school by the time the ambulance arrives. A member of staff will accompany the child in the ambulance if the parent / carer is not present, and will stay with the child until the parent / carer arrives. The Head Teacher / DHT will stay in contact with the family in order to keep informed of recovery progress etc.

3.15 FIRST AID

- 3.15.1 The Head Teacher is responsible for ensuring that there are adequate numbers of qualified First Aiders, and that adequate and up-to-date provisions of First Aid equipment and boxes are provided.
- 3.15.2 The names of the persons qualified and appointed to administer First Aid shall be displayed in prominent places throughout the school.
- 3.15.3 First Aid boxes shall be kept in the school office, nursery and small room off the library. A first aid box shall be taken on all organised visits from the school.
- 3.15.4 A pupil requiring a visit to hospital shall be taken by their parent or in an ambulance called for that purpose.

3.16 MEDICATION IN SCHOOL

- 3.16.1 Refer to Medication in School Policy for full details.

3.17 PREGNANT WORKERS AND NURSING MOTHERS

- 3.17.1 The Head Teacher will carry out a risk assessment in accordance with requirements of the Local Authority health, safety and risk assessment manual. Appropriate action will be taken to ensure that pregnant workers or nursing mothers are not exposed to any significant risk.
- 3.17.2 A copy of Risk Assessment K49 of the health, safety and risk assessment manual will be given to pregnant workers and nursing mothers, and reviewed and amended as necessary.

3.18 SUPERVISION OF PUPILS

- 3.18.1 Suitable supervision will be organised by the Head Teacher for all school activities. All relevant staff



will be informed of their requirements and directed to relevant policies as necessary.

3.19 VEHICLES ON-SITE

- 3.19.1 To ensure the safety of children at the beginning and end of the school day, vehicle movements on-site (including deliveries to and collections from the school) shall not be made between 8.30 am and 9.15am, between 11.45am and 1.15pm, and between 2.45pm and 3.45 pm. This is as agreed by all of the campus schools.
- 3.19.2 To ensure the segregation of pupils from vehicles, all cars shall only be parked or maneuvered within the areas provided.

3.20 EDUCATIONAL VISITS

- 3.20.1 Refer to Education Visits Policy and Procedures.
- 3.20.2 The Head Teacher is the educational visit co-ordinator; all visits and trips away from the school site must have a specific risk assessment which will be submitted to the Head Teacher at least two weeks prior to the visit.

3.21 VISITORS IN SCHOOL

- 3.21.1 Refer to Visitors in School Policy.

3.22 REVIEW AND MONITORING

- 3.22.1 Health and Safety concerns shall be reported without delay to a key person, such as the Head Teacher, Deputy Head Teacher, or admin officer who will co-ordinate the response to the issue.
- 3.22.2 The Premises Governing Body Committee shall carry out half termly checks of the aspects of this policy that relates to the facilities and premises and report the findings to the Governing Body.
- 3.22.3 The Governing Body along with the Head Teacher and Deputy Head Teacher shall monitor the implementation of the safety policy to assess whether the policy is being effectively pursued and whether satisfactory standards of safety performance are being achieved.
- 3.22.4 The Governing Body shall review this policy annually or earlier if required.



Appendix A

ADDITIONAL GUIDANCE

PLAYTIME SUPERVISION

- 3.22.5 EYRs staff are responsible for the children in the Foundation Stage Unit at playtimes / EYRs TAs & trainees will assist with playtime duties.
- 3.22.6 Two members of staff are on duty each day for morning break (not lunchtime). Refer to rota on staff room notice board. Staff taking children out for an afternoon break are responsible for their class and must take a walkie talkie outside with them in case of an emergency. TAs and students/trainees (except in the EYRs Unit) should help supervise the playground / corridors and take their own 15 minute break after this break.
- 3.22.7 The 2 teachers who are on duty must be the first out with their classes. If there is a delay (this should not occur but sometimes unforeseen events happen) then staff must stay out with their class until the duty staff are outside.
- 3.22.8 The TAs will supervise the Playtime Friends / school playtime equipment and interact with the children to organise appropriate games.
- 3.22.9 Staff will ensure that the children play within an area where they can be easily seen and that a member of staff is close by at all times. If the grass is wet then the children should be confined to the tarmac area. The tarmac area in front of the parking bays can be used for football but this should be supervised by staff on duty. Small games e.g. skipping ropes / bean bags / hoops/ netball / hopscotch etc. can be used on the main tarmac area.
- 3.22.10 A TA will bring 2 WALKIE TALKIES out to members of staff. TAs should report any incidents to the staff on duty and record it in the playtime record book (kept in the staffroom) for the scrutiny of the DHT/HT or SMT (if DHT /HT are not available) for action.
- 3.22.11 At the end of break teacher blows the whistle- children stand still –on the 2nd whistle, the children immediately come and line up in their classes in an orderly manner on the main tarmac area. ALL STAFF MUST BE THERE PROMPTLY at end of play 10.45 am to meet their classes and to lead them in a quiet and orderly manner. The teachers & TAs (am) & 2 teacher (pm) who are on duty lead their classes in at the end to ensure the safety of all of the children and that the classes have all been collected. The TAs will assist staff in bringing the children in e.g. corridors / stairs to ensure the safety of the children (am) only. PM. Staff must check that their class is coming into school in a quiet, orderly, safe manner.
- 3.22.12 Walkie Talkies returned to the school office at the end of lunchtime.



3.22.13 Walkie Talkies returned to the school office at the end of playtimes.

3.22.14 During wet playtimes one duty teacher and a TA will supervise the 3 upstairs classrooms and the other duty teacher and a TA will supervise the 3 downstairs classrooms. One TA will assist in the corridors-toilets. Children should have access to suitable wet playtime activities and all teachers should appoint 2 monitors from their class to access the activity resources for their peers. At the end of wet playtime staff must return to their classes promptly so that no class is left unsupervised. Year 4 children designated by their teacher can act as monitors in the classrooms.

- 3 monitors from Blue class = Green class.
- 3 monitors from Violet Class = Orange class.
- 3 monitors from Indigo class = Yellow class.

3.22.15 This role should be viewed as role of responsibility to care for their school friends –chance to raise self-esteem. Monitors can be changed on a half termly basis or, as deemed appropriate by class teachers.

MOVEMENT IN AND AROUND SCHOOL

3.22.16 Some of our school rules are concerned with safety in and around the school building. Staff reinforce these with the children and the Head Teacher does this in assembly on a half termly basis or more frequently as deemed appropriate. Children and staff should always walk inside school, on the stairs and in the corridors they should keep to one side. Door safety is stressed to the children, door finger jam protectors are in place.

LUNCHTIME SUPERVISION PROCEDURES

3.22.17 The Senior Lunchtime Supervisor will have a Walkie Talkie at all times, and is responsible for ensuring that the relevant Supervisors (1), Outside Supervisors (2) and EYRS Supervisors (1) have Walkie Talkies as necessary.

3.22.18 Early Years children are collected by their Supervisors from the classroom at 11.50 am. and taken to wash their hands and then to the dinner hall for lunch. All of the children being trained to move about the school quietly and to line up in a safe manner.

3.22.19 KS1 children will line up in their classrooms by their class teacher to meet their Supervisor at 12 o'clock. (Green class YR2s will go out to play & have their lunch at the 2nd sitting)

3.22.20 KS2 children go out to play at 12 o'clock until second sitting. All KS2 classes must be led down the stairs by their teachers.

3.22.21 Lunchtime staff will supervise the dining hall and the playground or, in the classroom in wet weather. At the end of lunchtime Supervisor blows the whistle- children stand still –on the 2nd whistle, the children immediately come and line up in their classes in an orderly manner on the main tarmac area. Supervisors on duty award line of the week points to the classes.



- 3.22.22 Teachers in KS1 & KS2 MUST come out to collect their children promptly at 1.10pm. ERYs teachers will return to their classrooms at 1.00pm where the Supervisors will have the children sitting on the carpet ready for the afternoon session.
- 3.22.23 Wet lunchtimes - Children should have access to suitable wet playtime activities and all teachers should appoint 2 monitors from their class to access the activity resources for their peers. At the end of wet lunchtime staff must return to their classes promptly so that no class is left unsupervised.
- 3.22.24 Senior lunchtime supervisor will keep a lunchtime liaison book, which will be held in the DHTs docket which records children / behavior / safety issues etc. This will be checked by the DHT who will inform HT of any serious issues or, if they are not available by a member of the SMT.
- 3.22.25 HT, or DHT will meet weekly (Thurs/Fri 11.45, or, 1.10pm as appropriate), with our Senior Supervisor or, daily as the need arises to discuss issues relating to lunchtime. HT/DHT. will inform staff at daily briefing of any issues.

HYGIENE

- 3.22.26 Basic rules of hygiene will be stressed from the beginning of a child's school career. Children should wash their hands not only after going to the toilet but before meals.
- 3.22.27 If a child is sick in the classroom the teacher should:
- cover the offending area with newspaper
 - send for the caretaker who will clean up
 - send the sick child with if possible key adult to the admin officer at the school office who will inform the child's parents and ask them to collect them. A pass will be issued to the parent when the child leaves in line with LA attendance procedures and record the absence.
 - Child who soils themselves will be sent to support staff who will talk through processes for the child to change themselves. Nursery/reception children will be changed by staff with another key member in attendance.

MEDICATION IN SCHOOL

- 3.22.28 Reference should be made to Supporting pupils at school with medical conditions Statutory guidance for governing bodies of maintained schools and proprietors of academies in England December 2015 (DFE)
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/484418/supporting-pupils-at-school-with-medical-conditions.pdf
- 3.22.29 The parent responsible for a child is defined in the Education Act of 1996 and the Children's Act of 1989.
- 3.22.30 Staff shall ensure at all times that all over the counter and prescription medication that is brought on



to the school premises for personal use shall be kept safe and out of the reach of children in a locked locker or cupboard.

3.22.31 No pupil shall bring on to the school premises any over the counter medication.

3.22.32 When a pupil requires prescription medicine, the pupil's parent or carer shall come into the school to administer it during the school day.

3.22.33 If a pupil needs medication over an extended period of time, including prescribed controlled drugs, a written agreement may be made between the parent/carers and the Head Teacher concerning the administration of the medication.

3.22.34 Dated records shall be kept of all medicines administered in the school.

3.22.35 All prescription medication for pupils in the school, excluding blue inhalers, shall be kept in the designated locked medical cupboard, the keys to which will be held by the Head Teacher and the named person qualified and appointed to administer first aid within the school.

3.22.36 All prescription medication, including inhalers, shall have both the pharmacist's instructions and the name of the pupil for whom the medication is prescribed upon the container in which the medication is stored.

3.22.37 A blue inhaler shall be kept in the classroom for the pupil for whom it is prescribed so as to allow easy access for the pupil.

3.22.38 A personal health plan shall be drawn up for a pupil who has a known medical condition which requires medication, or whose medical treatment is affected by a religious belief, and the health plan shall be kept in the School Office in the pupil information record file.

3.22.39 When necessary, the appropriate member of staff shall take a copy of a child's health plan whilst that child is on an educational visit and shall ensure the safe carriage and administration of the appropriate medication during such a visit but, if the medical needs of a pupil cannot be met during an educational visit the pupil shall not take part in the visit.

3.22.40 At the end of each term all medication kept in the school for a pupil must be removed from the school by the pupil's parent[s] / carer.

SWIMMING

3.22.41 Refer to Gosforth Pool's own Health and Safety Policy and Procedures for the elements that they are responsible for.

3.22.42 Whilst the children are taking part in their swimming lesson they are the responsibility of Gosforth Pool Staff. School staff, even on the poolside, are there to assist and are not in charge of the lesson.

PHYSICAL EDUCATION

3.22.43 Staff have copies of the BALPE procedures. These are also displayed in the staffroom and the school



hall. A copy of the BALPE file is kept in the staffroom for staff reference and staff are reminded to refer to it.

FOOD TECHNOLOGY

3.22.44 Maximum of 4/5 pupils in the room

3.22.45 Children should not be allowed near the cooker if it is switched on.

3.22.46 Hygiene precautions should be followed – clean tables / washed hands etc.