



Health and Safety Policy

Statement of Intent

The Directors and Headmistress of Alexandra House School are committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school site.

Roles and Responsibilities

❖ Director

The Director is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing it every two years.

❖ Headmistress

The Headmistress is responsible for:

- the day-to-day management of health and safety
- the implementation of the policy
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in the document, and of their own responsibilities to comply with them
- reporting to the director on health and safety matters.
- ensuring that the storage of curriculum resources complies with health and safety guidelines. She should inform all staff of any potential hazards in the use of equipment or materials

❖ Caretaker & Manager

The Caretaker & Manager are responsible for:

- ensuring that all defects in the buildings and grounds are notified to the director promptly
- undertaking regular checks of the fire alarm system
- ensuring that fire fighting equipment is serviced twice yearly
- carrying out regular safety checks of the school grounds, including the outdoor play equipment and sports equipment
- ensuring that any defects are promptly repaired
- any other duties identified by the Head and Director.

❖ All Staff

All staff should be familiar with the health and safety arrangements in place and should comply with them.

All staff will therefore be issued with a copy of this document and will be expected to comply with the procedures it contains at all times.

All staff have a responsibility towards themselves and others for health and safety and should report any problems using the procedure outlined in the next section. If necessary they must be prepared to take appropriate action themselves to remove hazards.

Staff should ensure that pupils in their care behave in a safe and proper manner, adhering to proper safety precautions, particularly in the handling of equipment or materials.

❖ **Parents**

Parents are responsible for completing and returning the Medical Form when the child joins the school, giving all relevant information as thoroughly as possible and indicating whether they give permission or not for staff to administer Paracetamol or take children to Clinic Darné in an emergency. They are also responsible for updating us of any newly occurring medical condition during their child's stay with us.

❖ **Other School Users**

The following users should be made aware of relevant sections of the school's Health and Safety Policy:

- School Secretary
- Contractors
- Voluntary workers
- Parents
- Pupils
- Other users of the site (hirers).
- Support staff
- Caretaker

PRACTICAL ARRANGEMENTS

First Aid

Two First Aid boxes are in the kitchen cupboard marked with a red cross. A third box is kept at the School Secretary's desk. When necessary for particular pupils, an Epi-pen is kept in the Headmistress' office for administration in case of severe allergic reaction.

All school employees may treat children for minor ailments and accidents. Children may not give any treatment to other children.

A list of pupils suffering from any allergies/medical conditions is kept in the First Aid cupboard, in the Headmistress' office, the staff room, at the secretary's desk and with each class teacher. This **MUST** be consulted before giving any treatment.

The School Secretary is responsible for ensuring that the First Aid materials are stocked up. Any member of staff who has attended a recent First Aid course is regarded as a First Aider. All teachers have attended this course, either via a local officially recognised agency or online via Educare.

A fully stocked First Aid box must be taken on school outings. Any inhalers and Epi-Pens for specific children must also be taken.

When children are unwell, please follow these illness/medical procedures:

If illness seems mild/temporary, advise the Headmistress or the Secretary, and allow child to lie on the sickbed for a short while and then return to class. Check temperature – if high, rather phone parents and ask to collect.

- Never give medication without checking list of medical information first – some children are allergic even to Savlon/Arnica etc.

In case of accident needing expert medical attention, call parents to see if they can take child to the doctor/clinic. If not, accompany child to clinic (either Ingrid Koenig, Kian Beejadhur or Martina Beejadhur) – but first of all check medical file and take it with you if there is mention of any allergy, illness etc. on form.

If a child has fallen down or been hurt at school, and if any treatment has been given, the class teacher will send home an Accident/Report to advise the parents, with a copy to the Headmistress. (See attachment)

Issuing Medicines

School staff should not administer any medicines unless the permission form for giving Paracetamol has been filled in, or the parent has sent in medicine with a request to administer it. The class teacher should write a note in the message book to inform the parents of the time when Paracetamol was given to the child.

When dealing with an accident, it is not helpful for other children or adults to crowd round.

Ice packs should only be used when the injury may cause bruising or swelling. They should not be placed over an open cut. Only a teacher or support staff can request an icepack. Any child who needs an icepack must sit inside under supervision.

Accident Recording

Any accident should be recorded in the Playground Duty Book (kept in the staffroom). The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence.

If an accident is sufficiently serious that a First Aider is not able to provide routine treatment, or if a decision has been made for parents to be informed, it is deemed to be a Serious Accident. All serious accidents will be recorded in the Accident Book kept in the office.

Fire Safety

There will be a termly evacuation practice. The times of the practices will be varied to cover all times of the school day.

Fire evacuation procedures are displayed in all rooms. All staff must ensure that they are familiar with them.

The caretaker and manager are responsible for checking the alarm system and ensuring that twice-yearly maintenance checks are carried out.

Fire-fighting equipment is serviced twice yearly and the date noted on the equipment.

Smoking is not permitted anywhere in the school building.

At large gatherings, all relevant emergency exits must be clearly visible and be accessible, and a telephone available for emergency calls.

Hazard and Defect Reporting

All defects and hazards relating to the building or grounds should be reported immediately to the Headmistress / Director. If necessary, the danger area has to be placed out of bounds, using danger tape.

The Headmistress / Director will be responsible for monitoring the progress on all items reported.

Regular Safety Checks

A safety check of the school will be carried out each term by the manager and caretaker. Any risks noted will be reported to the Headmistress and Director and dealt with immediately.

Control of Substances Hazardous To Health (COSHH)

The responsibility for carrying out COSHH assessments will rest with the Headmistress and Director.

Electrical Safety

Any faults must be reported immediately. All appliances must be tested on an annual basis.

Displays or decorations must not be suspended from light fittings.

Security/Visitors to the Site

During the school day, all visitors will be expected to report to the School Secretary and will be escorted to the classroom or person they are visiting.

Supervision Before and After School

The school accepts no responsibility for children who arrive on the premises before 8.00 a.m.

Parents are asked to make arrangements to collect their children promptly at the end of the afternoon session. The two teachers and two support staff who are on duty each afternoon must ensure that each child is collected by a known adult. Any children whose parents are late should wait on the verandah in the hall close to the secretary's desk. It is the on-duty teachers who supervise the child until the parent arrives.

All new families are issued with Collection Passes and a **Collection Policy Sheet**.

Additional Security Measures

The following security measures will be implemented in the school:

- Pupil and staff timetables are kept in the school admin office in order to quickly and easily locate a specific teacher or pupil.
- If a teacher needs to leave the classroom, he/she must notify someone to watch the children, i.e. no children are ever left alone.
- All outside gates to be closed by 08h30 and kept closed until 14h00.

Emergency Numbers

The following emergency telephone numbers must be displayed beside the First Aid box, inside the First Aid for outings box and on the Headmistress', secretary's and staff noticeboards:

Clinic Darné: 601 2300

Ambulance/ SAMU: 114 – Darné Ambulance : 118

Fire Brigade: 995 / 115

Floréal Police: 999

Safety on outings

Permission for outings is completed as part of the registration form and is kept in the student's file in reception. Depending on age and type of outing, some parents should accompany the pupils, along with the class teacher.

Use of Car Park

The school car park is for the use of school staff and visitors only. It is not for the use of parents when bringing children to school or collecting them at the end of the day. A **Parking Procedure Notice** is given to all new parents.

In case of heavy rain, the children stay in the reception area or classrooms and are collected by their parents/drivers and the school bus/van picks the children up at the front door of the building.

Safety rules

Safety rules must be displayed in each classroom so all staff and pupils can refer to them as necessary.

Related Policies / Info Sheets:

Collection Policy

Parking Procedures

Policy redrafted by Director and Headmistress:

Discussed and agreed by staff:

Alexandra House School

Accident/ Injury Report

Name: _____

Date: _____

Time: _____

Dear Parent/ Carer,

At school accidents or injuries sometimes occur and First-Aid treatment is given by a trained practitioner, if it is deemed necessary. Although most of these are minor, we prefer to let you know that your child got hurt today.

Cause

☐

Fell

☐

Bumped into _____

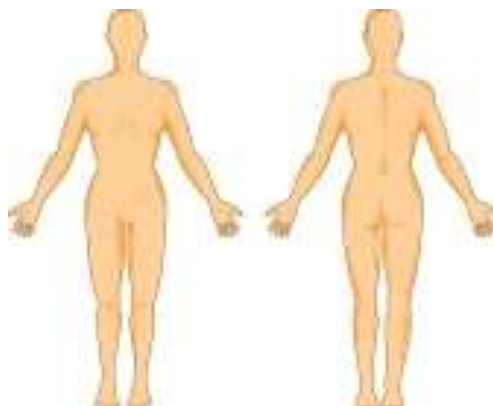
☐

Nose bleed

☐

Other _____

Area of injury



Treatment provided

☐ Cold compress

☐ Other _____

Recorded by _____

A record of accidents and First-Aid treatment is maintained.