

HEALTH & SAFETY POLICY

Including Accidents and Medicines

RATIONALE:

ST. MARTIN'S N.S. WISHES TO PROMOTE A HEALTHY & SAFE ENVIRONMENT FOR ALL OUR STUDENTS, STAFF AND VISITORS TO OUR SCHOOL. THIS DOCUMENT IS DRAWN UP IN COMPLIANCE WITH THE 1989 SAFETY, HEALTH AND WELFARE AT WORK ACT.

AIMS:

- TO COMPLY WITH THE 1989 SAFETY, HEALTH & WELFARE AT WORK ACT.
- TO INFORM PUPILS, TEACHERS & PARENTS OF THE PROCEDURES CURRENTLY IN PLACE.
- TO PROMOTE AWARENESS AMONG PUPILS, PARENTS & STAFF OF SAFETY ISSUES IN SCHOOL.

GUIDELINES:

HAZARDS

- A list of identified hazards, their risk assessments, suggestions for dealing with those risks and the persons responsible for them was drawn up in consultation with staff in 2004.
- This list is to be reviewed & amended annually by the Health and Safety Officer of the school.
- List to be kept on file in school office.

FIRE SAFETY

- Annual audit of all fire fighting equipment is conducted by a contracted company.
- Recommendations are made to the Board of Management and new equipment is purchased as necessary.
- Routine fire drills are to be conducted and are instigated by a designated member of staff.
- Fire Fighting Equipment, escape routes and assembly points are marked.
- Smoke detectors are installed and batteries monitored.
- Escape routes are to be kept clear of all obstructions.
- All staff to be aware of procedures for fire drills and of fire prevention.
- Fire prevention is taught as an element of the SPHE curriculum

FIREDRILL PROCEDURES

- a) Operate a distinctive sounding bell
- b) All children to exit building by walking promptly & quietly to the nearest exit
- c) Class teachers to bring roll book with them and ensure windows and doors are closed
- d) Classes to assemble at the designated assembly points.
 - Front Wall beside the tress on the grass area
 - Front Wall beside the shelter on the grass area
- e) Class roll will be called to ensure all present and accounted for
- f) When designated personnel have ensured that all is safe then classes return to the building quietly while walking in class lines.
- g) Review and report to all staff.

CHECK LIST – FIRE EXTINGUISHING APPLIANCES:

	Present	Inspected	Inspected	Inspected
Two in prefab				
One at Infant Entrance				
One at Main Entrance				
One in the PE Hall				
Gas Fire extinguisher in office				
Dry Powder Extinguisher Computer area				
Hand Extinguisher in boiler house				
Hanging extinguisher in boiler house				
Fire Blanket in the kitchen				

ELECTRICAL FITTINGS:

1. Adequate ventilation around appliances.
2. Cables to be taped to the floor/wall if in long term use.
3. Fittings & wiring routinely monitored, repaired or replaced as necessary.
4. Extension cables to be fully unwound when in use.
5. Sockets to be switched off and covered in the infant room.
6. Appliances to be used under adult supervision only

Health, Safety and Welfare – Current Practice

Health:

1. School has a healthy lunch policy where
 - Healthy lunches are encouraged with praise and rewards
 - Fizzy drinks and crisps are banned
 - Teachers lead by good example
2. Children have regular exercise with P.E. lessons
3. When weather permits the children get outside for fresh air and exercise twice daily.
4. Health issues are discussed in the S.P.H.E. programmes.

Safety:

1. Children are encouraged to line up & walk in an orderly fashion at assembly & at dismissal times.
2. The children are monitored during yard time and encouraged to play safely & with due care of others.
3. Children in classes from junior infants to second class are sent in pairs when requested to do any jobs outside their classroom.
4. Notes from parents are necessary if children have to leave the school before home time unless a designated adult is collecting them in person.
5. School excursions are organised with child safety in mind and an appropriate number of adult supervisors accompanies each class outing.
6. An accident procedure is in place.

7. Upon enrolment families are requested to designate a family doctor.
8. An effort is made to have at least one qualified first aid person on staff.
9. First Aide Boxes are situated in relevant areas and are routinely checked and refilled.

Welfare:

1. St. Martin's N.S. is a telling school & children are encouraged to report incidents of bullying, intimidation and physical and verbal abuse to their class teacher and or yard supervisor.
2. The S.P.H.E. curriculum is being taught which includes elements of the Stay Safe, Walk Tall and R.S.E. programmes.
3. Attention is given to children's personal development.
4. Close links are formed with the parents of our pupils
5. Teachers have received training on the correct procedures for dealing with disclosures of child abuse.
6. The Designated Liaison Person (D.L.P.) is the Principal.
7. In the absence of the Principal the Deputy Principal becomes the D.L.P.

ACCIDENT PROCEDURES

MINOR ACCIDENTS:

1. Children who suffer cuts and grazes on yard are accompanied into the main corridor and treated at the teacher's discretion by cleaning and dressing the cuts or graze appropriately.
2. Children who get bumps or bangs are accompanied in from the yard and a cold compress is applied at the teacher's discretion. If the injury is to the head parents will be informed.
3. In the case of a scald or burn cold water would be applied and a burn gel administered.
4. No other creams or ointments are used.

OTHER ACCIDENTS:

1. Where deemed necessary parents are contacted by telephone to take their child home or to a doctor, dentist or hospital.
2. An accident report form will be completed and signed by relevant personnel.

EMERGENCY PROCEDURES:

1. Where available the first aid assistant is called
2. Parents will be notified immediately.
3. If parents are unable to attend the family doctor will be contacted or an ambulance sent for.
4. A teacher will accompany the child to the hospital if a parent is unable to do so.

It is the responsibility of parents to ensure that they or a designated adult are contactable at all times and that the school is informed of any medical conditions or allergies their children have.

TEACHER ACCIDENTS:

1. Attended by a qualified first aid assistant when available.
2. Ambulance or doctor will be contacted if necessary
3. Next of kin contacted to accompany him/her home or to the hospital if necessary.
4. Pupils are encouraged through education to contact the nearest adult or other class teacher in the event of their teacher having an accident.
5. Accident report form will be completed.

ADMINISTRATION OF MEDICINES

1. No designated person appointed in the school
2. At teachers discretion inhalers will be kept safe for younger children who may need them (infants to fourth classes).
3. Children in fifth and sixth classes will be allowed to keep their own inhalers in their bags.
4. Children will not be given any medications by any staff.
5. In the event of a pupil needing to take prescribed medication during school time the guidelines of the Board of Management handbook (page 152) will be adhered to. They are as follows:
 - a) The Parent must request in writing that the Board of Management authorise a designated member of staff to administer the medication.
 - b) The request should include specific instructions of the procedures to be followed.
 - c) The Board of Management will authorise a teacher to administer the medication and give the specific procedures to the teacher.
 - d) No teacher should administer medication WITHOUT written Board of Management authorisation to do so.
 - e) Standard of care of a reasonable and prudent person applies.
 - f) The Board of Management will inform the school insurers.
 - g) The Board of Management will seek an indemnity from the parents in respect of any liability that may arise regarding the administration of medication.
 - h) In the event of a designated persons absence the Board of Management will make arrangements for the safe storage of medications and the procedures for the administration of them by a designated member of staff..

SICK CHILDREN:

1. Children who appear to be running a temperature will be given water to sip and sat in a cool place.
2. If a child complains of aches or pains they are monitored by their class teacher.
3. Parents will be sent for if symptoms do not improve.
4. Children who are returning to school following an illness may stay indoors at break time if written or verbal parental consent to do so is given.

5. Children who stay in from yard because of illness stay near the staff room.

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