

St. Declan's National School

Health & Safety Policy

Introductory Statement

This policy was initially formulated at a meeting of a sub group of St. Declan's Staff on 7th January 2004. Since then various aspects of the policy were reviewed and updated leading to a thorough review of the entire policy by the In House Management Team between March 2016 and June 2017.

Rationale

The Board of Management of St Declans NS together with its employees has formulated this statement in accordance with the Safety, Health and Welfare at Work act 2005. It represents the Board of Management's commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards.

Relationship to Characteristic Spirit of the School

In keeping with the characteristic spirit of our school. The Health and Safety Policy is in place to create a safe and healthy working environment for all members of the school community.

Aims

By drawing up this policy, the BOM endeavours to achieve the following aims.

- To create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks.
- The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- There will be safe access to and from school grounds.
- To outline procedures and practices in place to ensure safe systems of work.
- Staff will be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.

- Protective clothing or equivalent will be provided as is necessary to ensure the safety and health at work of its employees.
- Plans for emergencies shall be complied with and revised as necessary.
- Employees will be advised and consulted on matters of health and safety.

Guidelines

1. Responsibilities of the Employer – The Board of Management
 - a) To manage work activities to ensure safety, health and welfare of employees
 - b) To ensure that risks are assessed and hazards are eliminated or minimized as far as is reasonably possible
 - c) Prepare a safety statement and regularly update it, particularly when there have been significant changes or when a risk assessment is no longer valid.
 - d) Provide and maintain decent welfare facilities for employees.
 - e) Prepare and update procedures to deal with an emergency situation and communicate these procedures to employees.
 - f) Appoint a competent person to oversee the functions of the Board in relation to Health and Safety.
 - g) Provide training and information to workers in a format and language that is appropriate including training at the commencement of employment.
 - h) Report serious accidents to the Health and Safety Authority.
 - i) Consult on an ongoing basis with employees and provide them with information in relation to safety health and welfare.
 - j) Require employers from whom services are contracted to have an up to date safety statement. {ie painters, contract cleaners bus companies...}

2. Responsibilities of Employees and Outside Contractors
 - (a) To take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
 - (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
 - (c) Not to engage in improper conduct that will endanger you or anyone else.

- (d) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (e) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.
- (f) No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.

3. Hazards

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow.

The procedure for reporting hazards is as follows:

A Health and Safety Report Book is to be kept on permanent display outside the staffroom. Staff will record potential hazards. The Health and Safety representative will be responsible for relaying information recorded to the Health and Safety Officer, namely the Board of Management.

a) Fire

It is the policy of the Board of Management of St. Declan's National School that:-

- There is an adequate and approved supply of fire extinguishers which will deal with any type of fire
- All fire equipment is identified and regularly serviced
- Regular fire drills take place at least once a term
- Teachers will note the fire assembly points on the fire drill sheet in their classroom.
- Children to practice lining up in alphabetical order to facilitate roll-call during fire drill.

- Teacher to check exit route and assembly point on entering new classroom in September.
- On hearing the Fire Alarm the following should be adhered to:
 - a) The Principal or Deputy-Principal in charge will be responsible for ensuring that the fire brigade is called immediately. {if necessary}
 - b) Persons in charge of classes will take the class in an orderly manner to the assembly point by an exit point away from the fire – class teacher to bring class list to facilitate roll call.
 - c) Members of the Special Ed Team must leave the building through a designated exit and return children in their charge to class group. They should then gather as soon as possible in the Senior Yard to be accounted for by the Senior yard coordinator.
 - d) All visitors should accompany/follow members of staff to designated meeting points in either the Junior or Senior Yards whichever is closest.
 - e) Other members of staff will immediately make their way to Senior yard to be accounted for by the Senior yard coordinator.
 - f) Any pupil not with his class or group when the alarm sounds will make their way directly to the assembly point and join their appropriate class or group.
 - g) Pupils should go by the most direct route to the assembly point in an orderly and organized manner.
 - h) As soon as classes are assembled, teachers will take a roll call and report to the playground coordinator if anybody is unaccounted for.
 - i) Any unaccounted children or staff are to be reported to playground coordinator and information of the person's approximate location to be given to Fire Brigade personnel.
 - j) No other person must leave the assembly point to recover clothing, books etc. until permission is given – in the case of a fire drill by the Principal Teacher – and in the case of a fire, by the fire officer in charge.
- Instruction is given in the use of fire extinguishers for specific materials/equipment
- Fire alarms are clearly marked
- Signs will be clearly visible to ensure visitors are aware of exit doors

- All electrical equipment be unplugged or turned off outside office hours and when offices are vacated for lengthy periods
 - All assembly areas are designated outside the building
 - Those leaving the building/classrooms should let someone know
 - There will be a named person in the school responsible for fire drills and evacuation procedures
 - The school and equipment will be checked by a fire officer and all recommendations made by him/her will be implemented
- b) Other Hazards to be monitored.
- Condition of school buildings, dampness, draughts, roof slates, leaks, electrical fittings, window opening out at hand level, yard surface etc.
 - Storage, maintenance, and appropriate use of P.E. equipment will be adequately documented
 - Individual classrooms, sockets, lights etc.
 - Hallway condensation, slippery floor surface, protruding units such as coat rails etc.
 - Toilets, water, towels, sanitary disposal units, hand dryers, floors, cleaning policy etc. Arrangements for separate staff toilets etc.
 - Water, drinking/non drinking areas clearly marked and specified
 - Ice/flooding on yards, steps etc.
- c) Constant Hazards
- It is policy of the Board of Management of St. Declan's National School that machinery, kitchen equipment and electrical appliances are used only by competent persons. Such appliances and equipment will be subject to regular maintenance checks.
 - It is policy of the Board of Management of St. Declan's National School that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection for use when handling them.
 - It is policy of the Board of Management of St. Declan's National School that all medication, drugs etc., be kept in a secure and safe place.

- It is policy of the Board of Management of St. Declan's National School that washing and polishing of floors is conducted after school hours to ensure that, as far as it is reasonably possible, elimination of danger of slipping. To this end warning signs regarding wet floors will be used.
- The code of Discipline in the school provides for a level of behaviour to minimise personal risk or stress to any employee.
- When the employee feels at risk or threatened by a particular person on school property this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

d) Administration of Medications

No member of staff can be required to administer medication to a pupil. Any staff member who is willing to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe.

A staff member who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution must be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed.

Medication in this policy refers to medicines, tablets and sprays administered by mouth only.

It is our policy that children not administer their own medicine with the exception of inhalers. In this case written parental permission will be sought by class teachers outlining that the inhaler in question can and will be taken appropriately.

Staff members will not administer to any child short term medication for example ...antibiotics, cough mixtures etc.

The INTO/CPMSA advises that:

- The parent(s) of a pupil concerned should write to the Board of Management requesting the Board to authorise a member of the staff to administer the medication.

- The request should also contain written instructions of the procedure to be followed in administering the medicine.
- The Principal on behalf of the Board of Management, having considered the matter, may authorise a staff member to administer medication to a pupil. If the staff member is so authorised he/she should receive correct instruction prior to commencement.
- A staff member should not administer medicine without specific authorisation from the Principal who is working on behalf of the Board.
- In administering medication to pupils, all staff members should exercise the standard of care of a reasonable and prudent parent.
- The Principal, working on behalf of the Board of Management should inform the schools insurers accordingly.
- The Principal working on behalf of the Board of Management should seek an indemnity from parent(s) in respect of any liability that may arise regarding the administration of the medication.
- Arrangements should also be made by the Principal working on behalf of the Board of Management for the safe storage of medication and procedures for the administration of medicine in the event of the authorised teacher's absence. It is the parent's responsibility to check each morning whether or not the authorised staff member is in school unless an alternative arrangement is made locally.
- In emergencies members of staff should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunities.
- Also, where children are suffering from life threatening conditions, parents should outline clearly in writing, what should and what should not be done in a particular emergency situation, with particular reference to what may be a risk to a child.
- Where possible schools should request that Medical Practitioners would arrange times for medication so that they don't coincide with school time.

It is important that Boards of Management request parents to ensure that teachers be made aware in writing of any medical condition suffered by any children in their class. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital therefore to identify the symptoms in order that treatment can be given by an appropriate person if necessary.

Members of staff and pupils are reminded:

- a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effects or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.
- b) Staff and pupils are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

4. Smoking

It is the policy of the Board of Management of St. Declan's National School that the school and grounds shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

5. Trained First Aid Personal

- It is the policy of the Board of Management of St. Declan's National School that an employee will be trained to administer First Aid to children and other staff members.
- All required remedies and equipment are made available for first aid.
- There will be an adequate supply or properly equipped First Aid Boxes available at all times to staff.
- Disposable gloves must be used at all times when administering first aid.
- It is the policy of the Board of Management of St. Declan's National School to record details of injuries, which are deemed to be serious and to inform parents of same.
- The following are the [First Aid Procedures and Responsibilities](#) for our school

6. Noise

- It is the policy of the Board of Management of St. Declan's National School to minimize noise pollution –room to room – yard to room etc.
- When people are working on the premises with drills or other loud implements they must wear protective earmuffs. Where such work is taking place which constitutes any threat the Health and Safety to school will be closed or the work will not take place during school hours.

7. Access to school

In so far as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

8. Infectious Diseases

It is the policy of the Board of Management of St. Declan's National School that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

9. Delivering and Collecting Children

All parent(s)/guardians in the interest of safety, must adhere to established procedures for entering and exiting the school.

10. Assistance from Pupils.

Should teachers, secretary, caretaker or any auxiliary staff require assistance from pupils, the class teacher must be asked and the nature of the assistance explained.

11. Procedure for Toileting.

If a child needs assistance following a mishap, the class teacher or Special Needs Assistant can assist the child where necessary. However, if a child soils himself, then a parent will be called to provide assistance. If a parent is uncontactable, is unable to attend or where a delay is judged to be too long, then a teacher/SNA can assist the child to make him more comfortable.

Success Criteria

- Effective communication of relevant information within this policy to all of the school community.
- Provision of resources and frequent review of resources to ensure this policy is implemented
- Monitoring levels of compliance to the various procedures outlined in this policy.
- Parental and staff satisfaction.
- Monitoring, recording and learning from observations made during each Fire Drill.

Timeframe for Implementation

This policy will be implemented from the date of ratification by the school's Board of Management.

Timeframe for Review

The policy will be reviewed annually

Responsibility for Review

The school principal, the In House Management Team and staff will undertake the review of this policy.

Ratification & Communication

This policy was reviewed and ratified by the Board of Management on Oct 10th 2017

This ratified policy will be communicated to all staff and employees of the BOM.

The ratified policy was communicated to the Parents' Association in Oct 2017.

First Aid Procedures and Responsibilities

Aims and Objectives:

1. The Board of Management's need and the Principal's need as Health and Safety Officer, to be satisfied that proper first aid procedures are in place here in St. Declans.
2. That these procedures are clear.
3. That the expectations we have are fair and reasonable.
4. To ensure that appropriate steps are taken when pupils or staff present with injuries.

Overriding Principle

The Board of Management has supported this policy by providing a First Aid talks to all staff in the past and will continue to do this into the future. The aspiration here is to ensure that each staff member has attained a certain level of proficiency, enabling them to be better prepared to deal with basic injuries. All teachers/SNAs are considered to be equally capable in providing basic first aid.

Every teacher {including resource/learning support} will have his/her own personal first aid box and this first aid box will accompany the class everywhere they go.

In Practice

Teacher in the classroom:

- The teacher takes responsibility for basic first aid injuries in class, on a trip etc.
- If assistance is needed the teacher should be able to call on a fellow colleague teacher/sna for a second opinion. Necessary first aid treatment/advice is then given.
- If the teacher feels that a parent needs to be consulted or a child needs to go home, the class teacher organises this. In such situations it is always better to error on the side of caution. In these normal routine injuries, official first aid need not be called upon.
- Neck or head injuries which are a cause of concern are to be reported to Official First Aid.
- At the end of the year First Aid boxes and First Aid books will move with each class group.

Teacher on Supervision

- A teacher on supervision along with available SNA's can deal with routine first aid issues during breaks but should inform the class teacher of any concerns afterwards.
- If a more serious injury occurs, the teacher can consult with a colleague (teacher/sna) to assess the situation. The supervising teacher should inform the class teacher of any concerns.
- The class teacher decides and organises what action to take depending on the nature of the problem i.e. to wait and observe the child, to consult parents, to request parents to call in and collect etc.
- Neck or head injuries which are a cause of concern while on supervision are reported to Official First Aid. The supervising teacher should inform the class teacher of this after the break.

Official First Aid

- Assistance from Official First Aid can be requested for all neck or head injuries which are a cause of concern whether they happen in class, at break, during P.E., before school, while on the premises etc.
- Assistance from official first aid can also be requested if the teacher (whether on supervision or in class) is dealing with 2 or more injuries at the same time, or where he/she feels that his/her ability to supervise the yard or class properly could be compromised.
- Assistance from official first aid can also be requested if a teacher/supervising teacher is dealing with an injury causing serious concern.
- Calls to parents made regarding neck/head injuries {which have been reported to Official First Aid} are arranged by Official First Aid.

Early Morning/After school

- Should a child be injured prior to opening time or post closing time, then the class teacher should be called first to deal with the situation.
- However if the teacher is not available then the most senior staff member within the group who had been informed should take the lead and deal with the issue.
- The good will of others here will be encouraged to provide assistance in such situations. The lead person will be responsible for recording the incident.
- If available, Official First Aid will deal with any injuries of concern out of school time.

Record Keeping

Class Teacher

- It is considered good practice for individual teachers to record details of any injuries which cause concern. Most often this will be the case where it is felt that a parent needs to be consulted or asked to call in or in the case of a neck or head injury which causes concern.
- The class teacher should record such injuries in his/her own hard covered/booklet/notebook (which will be left in the class first aid box).
- If a teacher has been called to assist – then the assisting teacher need not record his/her actions.

The class teacher now needs to record his/her actions under the following headings:

Name of Child:

Class Teacher

Supervising Teacher

Location

Date of Injury:

Time of Injury:

Nature of Injury:

Circumstances of Injury:

Action taken:

Assisted by:

Supervising Teacher

- The supervising teacher records his/her actions, once again only for injuries which are a cause of concern, in a notebook/booklet which will be in the Junior/Senior Yard first aid boxes under the same headings as above.
- When completed it should be passed on to the class teacher who will record any further details. This will be retained by the class teacher.
- The class teacher will decide if the pupil needs to go home.

Official First Aid

If Official First Aid is requested, then responsibility for recording the entire sequence of events falls with Official First Aid. These records will be retained by Official First Aid.

Please note: In the event that the Official First Aid post holder is absent, then the responsibility of recording all injuries and neck/head injuries which are a cause of concern falls to the class teacher and may require recording in more detail. This information should be given to Official First Aid on his/her return

Official First Aid Responsibilities:

- Deal with all head/neck injuries which are a cause of concern when requested and if available.
- Assist when requested for all injuries causing serious concern.
- Assist when requested if a teacher/supervising teacher is dealing with 2 or more children and feels his/her ability to supervise properly could be compromised.
- Record all official first aid help given.
- Upskill on a regular and ongoing basis.
- Keep class and school first aid boxes properly supplied.

Please note:

1. In some cases boys present with injuries known to parents but not treated and dealt with by the parents. In such cases, parents should be contacted and informed immediately by the class teacher before any action is taken.
2. A supervising teacher is expected to deal with all routine injuries that happen during break while on supervision. Routine injuries should not be passed on to the class teacher to deal with after break without prior consultation with that teacher.
3. Class First Aid Books and recorded incidents from the playground should be forwarded with the class each year. Completed First Aid notebooks should be given to Official First Aid and will be retained by Official First Aid.