



# Great Marlow School

*Excellence • Compassion • Integrity*

## HEALTH AND SAFETY POLICY

Recommended by the Leadership Team:	November 2020
Approved by the Finance & Resources Committee (or Policies Sub Committee):	November 2020
Adopted by Governing Body:	December 2020
Review Due:	Autumn Term 2021

Indicate as appropriate:

✓ There **has been** a change to the previous policy

or

There **has not been** a change to the previous policy.

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## Notes

Reference throughout this document to 'site', 'school' or GMS also refers to The Redgrave Sports Centre, otherwise known as the RSC.

Throughout this document where the Headteacher is referred to, in their absence the most senior staff member on site will assume the day to day responsibility of the site.

During Term time this is likely to be the Deputy Headteacher or most senior Teaching Staff member.

Outside of Term Time this is likely to be the Business Manager.

Throughout this document where the Site Manager is referred to, in their absence the Deputy Site Manager will assume the same responsibility.

## Statement of Document Purpose

The document that follows is a statement of the guidelines adopted by GMS in order to comply with its legal responsibilities for Health and Safety at Work 1974 Act within GMS.

It must be adhered to by all employees, contractors and persons charged with the responsibility for the management of asbestos at GMS.

Signed:

\_\_\_\_\_

**Headteacher**

Signed:

\_\_\_\_\_

**Chair of Governors**

Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

## Part 1 – Statement of General Policy

### Statement by the Chairman of the Governing Body

As Chairman of the Governing Body, which is the employer of all staff employed at Great Marlow School, I accept, on behalf of all the Governors, responsibility for those areas listed in Appendix B. I confirm that everything reasonably practicable will be done to protect the health, safety and welfare of staff, students, visitors, contractors and all others working on or visiting the site.

To help the Governors achieve this objective, the Headteacher has the day-to-day responsibility for seeing that the school's policies are properly implemented and enforced, and that any matters of concern are brought to the attention of the Governors as quickly as possible.

- Chairman of the Governing Body \_\_\_\_\_

### Statement by the Headteacher

- 1.1** This Health and Safety Policy Statement deals with all aspects of health, safety and welfare over which the Headteacher and the governors have control.
- 1.2** This policy statement is written specifically for the benefit of staff and students at this school. Copies of this document along with codes of practice and information on health and safety matters are filed in the school office and with the relevant departments. Some departments have their own, additional Health & Safety Policies.
- 1.3** The continuing policy of this school is to conduct its operations in such a manner as will ensure, as far as is reasonably practicable, the health, safety and welfare at work of staff, students and others on the site.
- 1.4** All staff have an important part to play in the implementation of the policy. In particular, they have a duty to take reasonable care for the safety of themselves and anyone else who may be affected by what they do or fail to do, and a responsibility to co-operate with others carrying out their own duties.
- 1.5** The aim of this statement is to see that all reasonably practicable steps are taken to:
  - i. establish and maintain a safe and healthy environment, safe working conditions for staff, students and others, and a safe and healthy place of work with safe access and egress to and from it.
  - ii. make arrangements for the safe use, handling, storage and transportation of goods and materials.
  - iii. provide sufficient information, instruction and supervision to enable staff and students to avoid hazards and to be able to contribute positively to their own safety and well being.
  - iv. set up effective procedures for use in case of fire and other emergencies and for evacuating the school.
  - v. set up procedures to be followed in the event of an accident.
  - vi. provide adequate First Aiders.

- 1.6** No safety policy can be translated into effective action without the full support of everyone concerned. Full staff consultation on health and safety matters is therefore seen as a very important means of encouraging staff participation and joint ownership of any health and safety initiatives. Therefore, this policy statement will be reviewed on a regular basis and revised as necessary.
- 1.7** When appropriate, staff will be given the opportunity to gain sufficient training and information, with the aim of minimising risks to health and safety. Health and Safety issues are notified via the weekly bulletin to all staff and discussed at Heads of Department or full Staff Meetings.

Headteacher: \_\_\_\_\_

## **2. ORGANISATION FOR IMPLEMENTING THE POLICY**

- 2.2** The overall management structure and clear lines of communication for health and safety matters are shown in Appendix A.
- 2.3** Individual responsibilities are shown in Appendix B.
- 2.4** Details of First Aid Risk Assessment and Specific Medical Conditions are contained in Appendix C
- 2.5** Details of the procedures for Administration of Medicines in School are in Appendix D

- 2.6 Every level of management throughout the school has the responsibility, as far as they are able, to implement this policy, and should bring to the attention of the Headteacher OR Health and Safety Co-ordinator any matters affecting the health, safety and welfare of those for whom they are responsible.
- 2.7 All staff must take reasonable care of their own health and safety and must not do anything likely to endanger themselves or others.
- 2.8 Members of staff are encouraged to raise concerns, suggestions for improvement etc. with the Health and Safety Co-ordinator (the Site Manager) or the Headteacher at any time. Health and Safety issues will also be dealt with in staff meetings and, when the need arises, during training days.
- 2.9 The Health & Safety Co-ordinator (the Site Manager) will send a written report to Governors at meetings of the Finance & Resources Committee.

### **3. ARRANGEMENTS FOR IMPLEMENTATION**

- 3.2 This policy statement gives the procedures for the effective management of the school's health and safety policy. More detailed procedures relating to the work in departments can be located in their individual Department Handbooks.

#### **3.3 Monitoring (premises & facilities);**

- 3.3.1 The school will undertake a full Health and Safety inspection of the site on an annual basis. This will be carried out by the Headteacher, Business Manager and Site Manager, ideally with a member of the Finance & Resources Committee present.
- 3.3.2 The school will undertake a visual inspection of the site on a termly basis. This will be undertaken by the Business Manager and the Site Manager.
- 3.3.3 The Governors will include a review of Health & Safety at each meeting of the Finance & Resources Committee, held no less than once per term. This will include a written report from the Site Manager and will be presented by the Business Manager.
- 3.3.4 The Leadership Team will include Health & Safety as a standing agenda item at each of their meetings, usually held weekly.
- 3.3.5 Any Health & Safety issues will be raised at the Staffing Briefing held 3 times a week, the notes of which are shared with all staff.

#### **3.4 Risk assessments**

- 3.4.1 As required by the Management of Health and Safety at Work Regulations 1992, formal assessments will be carried out to identify any risks to employees and others resulting from, for example, the handling of loads, the use of visual display screens, the use of tools and equipment etc. The assessments will be recorded in writing and, where reasonably practicable, action will be taken to minimise or remove the risk.

#### **3.5 Accident & incident reporting, recording and investigation;**

- 3.5.1 Accidents will be reported to the Primary First Aider and a member of senior staff. Details will be recorded in the Accident Book and details kept for future reference. A copy of the report will be sent to Bucks CC and a report made to Governors at each meeting of the Finance & Resources Committee.
- 3.5.2 An investigation will be made by the relevant Head of Department into the cause of every accident and any necessary precautions will be taken to prevent a recurrence, wherever practicably possible.
- 3.5.3 If an accident is a result of something being broken, or unsafe or in any way avoidable then the matter must also be referred to the Site Manager once the wellbeing of the patient is being managed.

- 3.5.4 If urgent, the contact must be by mobile telephone using the abbreviated number shown in the school Telephone List. If less urgent but still requiring attention then a message can be left with Reception. If the information is not a direct threat or risk to anyone then an email should be sent to the Facilities email account.
- 3.5.5 Near-Miss incidents should also be reported and should be similarly assessed for urgency.
- 3.5.6 The school will employ a school nurse to act as the Primary First Aider and will provide a dedicated Medical Room with appropriate facilities to include access to a toilet and sink facilities.
- 3.5.7 The School Nurse is the first point of contact for all first aid during the core school day.
- 3.5.8 Out of hours cover will be provided by the Duty First Aider with the Duty Manager at the Redgrave Sports Centre as the secondary cover.
- 3.5.9 Any person requiring first aid should be escorted to the First Aid Room, or, if the person cannot be moved, the First Aider sent for.
- 3.5.10 In the absence of this First Aider, the responsibility will pass to another nominated First Aider so that cover is available at all times whilst the school is occupied by staff and students. The staff handbook lists the names of staff holding First Aid Certificates.
- 3.5.11 Medical - Drugs and Medicines
- 3.5.12 Any drugs/medicines which have to be taken by students are only to be administered by those qualified to do so. Where possible this will take place in the Medical Room. This must be preceded by a letter from parents/doctor giving permission. Full details of the procedure are shown in Appendix D.

### **3.6 Gas/ heating systems;**

- 3.6.1 The school will maintain a schedule of all Gas appliances which will include details of the date of installation, date of last inspection and a list of routine monitoring requirements.
- 3.6.2 The school will employ a suitably qualified contractor to maintaining the gas appliances and to complete the statutory specialist maintenance and inspection. In addition to the statutory inspections, the Site Manager will complete and suitably document termly inspection of the main gas appliances.

### **3.7 Fire;**

- 3.7.1 **Evacuation Procedures** - The school's fire evacuation procedure is based on the LEA's code of practice 'Fire Precautions in Schools'. The procedure is filed in the school office. An evacuation practice will be carried out each term at a time decided by the Headteacher, and written records of each practice (and any real emergencies) will be kept.
- 3.7.2 Details of the procedures are included within the Staff Handbook used for Induction.
- 3.7.3 The school will appoint a suitably qualified contractor to maintain the Fire Alarm, Fire Call Points & Fire Extinguishers and carry out the annual Fire Risk Assessment. The inspection will include recommendation on the signage.
- 3.7.4 The fire alarm system will be tested weekly and recorded by the Site Manager. Any remedial work found to be necessary will be requested urgently.
- 3.7.5 **Fire Evacuation Notices** – Routes/Assembly Points - Notices are displayed throughout the school and teaching and Associate staff must make sure that they know the fire assembly points to use. In the event of a fire alarm call, it will be the responsibility of each teacher to ensure that students in his/her care are safely evacuated.

- 3.7.6 **Fire Call Points** - All staff should be aware of the location of Fire Call Points. In addition to the annual inspection, the Site Manager will conduct and suitably document a rolling testing timetable for Fire Call Points each week on a Friday afternoon, to include the Testing of the Main Fire Alarm Panel. Departments should report any tampering with Fire Call Point covers to the Site Manager for replacement as soon as possible
- 3.7.7 **Extinguishers** - All staff should be aware of the location of extinguishers. In addition to the annual inspection, the Site Manager will complete and suitably document termly inspection to ensure that extinguishers are in good order and will arrange for any necessary maintenance to be carried out as quickly as possible. Departments should ensure that extinguishers are in order and used/empty extinguishers reported to the Premises Manager for replacement as soon as possible.
- 3.7.8 **Fire Doors** - Fire Doors are to be kept in the closed position. In addition to the annual inspection, the Site Manager will complete and suitably document termly inspections to ensure that the Fire Doors are in good order and will arrange for any necessary maintenance to be carried out as quickly as possible. Departments should ensure that Fire Doors & associated signage is kept clear at all times and report any issues to the Site Manager as soon as possible.

### **3.8 Smoking**

- 3.8.1 The School has a No Smoking Policy and smoking is not allowed in any part of the school buildings or grounds. The relevant statutory notices are displayed at the main entrance to the School.

### **3.9 Asbestos;**

- 3.9.1 The school will have a separate Asbestos Management Plan & Policy
- 3.9.2 The school will maintain an Asbestos Log Register details all known locations of where Asbestos is known or likely to be present. The Asbestos Register will have been completed by a suitably qualified contractor and this will be updated in the event of any work to remove or make safe Asbestos known to be present. The register will identify where possible the type of asbestos and include recommendations on whether it should be removed or continued to monitored.
- 3.9.3 The school will keep the Asbestos Register in the school Reception and this will be inspected and evidenced by any contractors who are working in areas that are known are or likely to contain Asbestos.
- 3.9.4 All rooms that are known or likely to contain Asbestos are marked with a red A Symbol to heighten awareness.
- 3.9.5 The Site Manger will arrange and suitably document for the annual inspection of all locations where Asbestos is known or likely to exist to ensure that there is no deterioration in its condition
- 3.9.6 All staff should be aware of the Asbestos awareness symbol and know the procedures to follow if damage occurs in the room. As a rule, only Site Staff may attach or remove anything from any ceiling in the school.

### **3.10 Legionella;**

- 3.10.1

### **3.11 Electricity;**

- 3.11.1 The school will maintain a Fixed Wiring certificate for each of the building blocks.
- 3.11.2 All portable electrical equipment used at the school will be required to meet the relevant British Standard and will be inspected and tested as required by the Electricity at Work Regulations. A written record will be kept in Departments of the results of the tests, and any equipment found to be defective will be removed from use until repaired and re-tested. Departments make their own



arrangements for testing/checking, the frequency of which will depend upon the type/age/use of the appliance.

3.11.3 Further visual inspections must be made by staff as they use the equipment so that any defects developing during the term can be dealt with.

### **3.12 Stress in the Workplace;**

3.12.1 The school will have a separate Well Being Policy that is reviewed by the Learning & Personnel Committee of the Governing Body.

### **3.13 Bullying/ violence in the Workplace;**

3.13.1 The school will have a separate a separate Anti Bullying & Anti-Harassment Policy that is reviewed by the Learning & Personnel Committee of the Governing Body.

### **3.14 Child Protection**

3.14.1 The school will have a separate Safeguarding & Child Protection Policy that is reviewed by the Learning & Personnel Committee of the Governing Body.

### **3.15 Security**

3.15.1 The school will have a separate CCTV Policy, Data Protection & Freedom of Information Policy & Critical Incident Emergency Procedures,

### **3.16 Radiation**

3.16.1 The school will have a separate Risk Assessment for the storage, use & disposal of radioactive materials that are used by the Science Department for the teaching of the curriculum.

3.16.2 The school will appoint a suitably qualified contractor to assess the risks and provide instructions for the use in schools.

### **3.17 Hazardous substances**

3.17.1 All substances with a potential hazard to health and any processes that create dust, fumes or vapours, will be assessed in accordance with the Control of Substance Hazardous to Health (COSHH). Regulations as part of the COSHH risk assessment undertaken. Whenever possible, safer substitutes will be used in place of substances creating a hazard. Precautions will be taken to keep hazardous substances from misuse. This will include keeping them in secure areas and restricting their use to those competent to use them.

3.17.2 The school will discharge its own duties as a school and an employer but will also ensure that the contractors who work on the school site, both occasional and regular are suitably aware of their obligations and responsibilities. This will include the routine inspection and suitably documentation of areas managed by others on site, to include but not limited to, the Cleaning Contractor, Catering Contractor, Grounds Maintenance Contractor and the Sports Centre.

### **3.18 Safety Advice**

3.18.1 The lead Health & Safety Co-ordinator for the school is the Site Manager. Concerns over health and safety should be reported in different ways depending on the severity.

3.18.2 If urgent, contact by mobile telephone using the abbreviated number shown in the school Telephone List. If less urgent but still requiring attention then a message can be left with Reception. If the information is not a direct threat or risk to anyone then an email should be sent to the Facilities email account.

3.18.3 Near-Miss incidents should also be reported and should be similarly assessed for urgency.

### **3.19 Visitors to the site**

- 3.19.1 All visitors are required to report to the school Reception and upon signing in, they are made aware of the Information for Visitors leaflet which lists the key issues on site, which includes Fire Evacuation Procedures & Asbestos Management details for Contractors. See Appendix ##.
- 3.19.2 Visitors with a valid DBS are given a green badge and allowed access to the site.
- 3.19.3 Visitors without a valid DBS certificate are given a different colour badge and are accompanied around the site at all times.

### **3.20 Contractors**

- 3.20.1 Minor maintenance/construction work carried out on behalf of the Academy Trust will be monitored by the Site Manager to make sure that it is dealt with safely. The Headteacher will be informed at all times when outside contractors are present on site. If practicable, contractors will be required to operate at specific times and in defined, segregated areas in order to minimise any risk to staff and students under the co-ordination of the Site Manager. The main office should be advised, by the Site Manager, of all outside contractors on site.

### **3.21 Educational Visits**

- 3.21.1 All education visits will be organised in accordance and comply with the Bucks C.C. guidelines, a copy of which is filed in the school office and staffroom.

### **3.22 Violence on site**

- 3.22.1 All violent incidents, both verbal and physical, must be reported to a member of the Leadership Team or to the Headteacher for recording and investigating.

### **3.23 Students Safety on site**

- 3.23.1 The school has extensive CCTV coverage of the school site.
- 3.23.2 Students are made aware of their responsibility towards Health & Safety by conducting themselves in accordance to the school's Code of Conduct for Students. Several Departments also have their own 'Safety Rules' which is enforced and is an integral part of lesson preparation.
- 3.23.3 Students are actively encouraged to take part in a variety of activities both within the curriculum and as part of the extra-curricular activities that the school offers, e.g. Rowing & DofE. These include an element of controlled risks but the management of the risks are seen as an integral part of the activities.
- 3.23.4 Students are supervised across the site at both break & lunch time by members of teaching staff which includes members of the leadership team.
- 3.23.5 The Canteen area is also staffed by a team of Lunchtime Supervisors that include sixth form students, paid for by either the school or the Catering Contractor.
- 3.23.6 Supervision also includes before and after school at both the Main Drive and Redgrave Sports Centre Drive, to include the Coach Park.

## **4. COMMUNICATION**

### **4.1 Training**

- 4.1.1 Health and safety training for all staff is considered a priority and has the full support of the Academy Trust. Induction Training will be given on the first day of employment and is included on the first Inset Day in each Academic Year.
- 4.1.2 The school provides staff with access to a Staff Handbook which includes Health & Safety.
- 4.1.3 The school includes the key points of Health & Safety on Day 1 of induction for new staff.

- 4.1.4 The school includes Health and Safety updates at all meetings of the Trustees, Leadership Team, Staff Briefings, before any public performance in the School Hall or Sixth Form and before any off-site activity is undertaken, it is also included at any briefing on site with visiting schools and information is given to all Visitors.
- 4.1.5 A Health & Safety briefing is given to the organiser of any Lettings held at the school
- 4.1.6 A copy of the Health & Safety Policy is available in the School Reception, on the school website and in the All Staff access folder. A copy of the Information for Visitors Leaflet is displayed in large font in Reception and translations versions are also available.

## **Appendix A**

### **Duties and Responsibilities**

#### **1. The Headteacher**

The Headteacher has a responsibility to:

- i. Be the focal point for day-to-day matters to do with health & safety, to give advice or to indicate where advice is available.
- ii. Co-ordinate the introduction and use of approved safety procedures at the school, and stop any practices considered to be unsafe.
- iii. Maintain contact with outside agencies able to offer expert advice.
- iv. Take immediate action to deal with hazards as they are found. Report, as a matter of urgency, any needing the attention of the Governors.
- v. Make recommendations to the governors on the ways to improve health and safety standards.
- vi. Carry out regular inspections of the site via delegated staff. Keep informed of accidents and dangerous occurrences and look for ways of preventing a repetition.
- vii. Carry out, checks on the emergency procedures, and from time to time review the first aid cover.
- viii. Make sure that safety information is passed on to staff and that they receive the training approved by the Governors.
- ix. Keep the Governors regularly informed of health and safety matters when appropriate. Consult and involve trade union safety representatives in all matters relating to the health, safety and welfare of staff.

The Headteacher may nominate a representative to undertake some or all of these duties, but will remain responsible to the Governors for ensuring that they are carried out.

#### **2. *Health & Safety Officer (The Site Manager)***

- i. Review and revise as necessary the school Health & Safety Policy.
- ii. Deal with correspondence and literature on Health & Safety matters and disseminate information as appropriate.
- iii. Organise and conduct a termly inspection of the school site.
- iv. Produce a written summary of each inspection.
- v. Process Health & Safety report forms completed by teaching and non-teaching staff.
- vi. Attend relevant INSET courses and organise suitable training for colleagues.

- vii. Advise departments on matters of Health & Safety relevant to their areas and check Department Handbooks contain appropriate Health & Safety references.
- viii. Organise the testing of portable electrical equipment.
- ix. Organise First Aid training for appropriate staff.

## 2. Head of Department

- i. To ensure all members of the department are familiar with the school Health & Safety Policy.
- ii. To ensure all members of the department are familiar with the department Health & Safety policy.
- iii. To maintain the departmental Health & Safety handbook.
- iv. To ensure that all members of the department are kept up to date with best current practice.
- v. To incorporate Health & Safety as a standing item for departmental meetings.
- vi. To co-operate with the Health & Safety co-ordinator and Mr Nash in departmental inspections.
- vii. To ensure that all departmental equipment is in safe working order and certificated where necessary.
- viii. To withdraw from use (disable) and label any equipment deemed to be unsafe.
- ix. Any reinstated equipment to be subject to electrical testing prior to integration into the department.

## 3. Other Members of Teaching and Non-Teaching Staff

- i. Understand and follow all emergency procedures.
- ii. Know and follow the special safety measures relating to the individual's area of work.
- iii. Make full use of any protective clothing or equipment provided for themselves, visitors and students.
- iv. Make recommendations for improvements to safety standards and report any hazards.
- v. Co-operate with others in promoting safety measures.
- vi. Co-operate with the delivery of Health & Safety aspects in the students' education (e.g. PHSE, Departmental Safety Rules).

## Appendix B

### Work, Appearance and Behaviour

#### CODE OF CONDUCT

Our Code of Conduct covers aspects of work, appearance and behaviour which will help everyone enjoy a happy and harmonious relationship with all those involved in school life in any way. It should also enable all students to work well and achieve the greatest benefit possible from attending school.

#### *Great Marlow expects that: -*

- i. Students will maintain courteous and considerate behaviour to ALL other members of the school community.
- ii. Full uniform will be worn at all times, and that students will abide by rules governing hairstyles and the wearing of jewellery.
- iii. Students will work in such a manner that allows all to give their best at all times.
- iv. Students should ensure that appropriate equipment is brought to all lessons, and that respect is given to others' property.
- v. Homework will be completed and handed in on time, and homework diaries will be kept up to date.
- vi. Students will be punctual at all times.
- vii. Our pleasant working environment will be maintained.
- viii. There will be no eating in the classroom or in the corridors. All food must be consumed in the dining rooms, and the chewing of gum is prohibited.
- ix. Cigarettes and matches will not be brought to school. Smoking both in school and on the way to and from school will be dealt with severely.
- x. Students are expected to behave in such a way as not to put the safety of themselves or others at risk. This includes following the 'Fire Procedure' abiding with the safety rules drawn up by departments.

## Appendix C

### First Aid Risk Assessment in Departments

	<b>Appointed First Aid Persons</b>	
<b>Science Dept</b>	Mrs M Walker/Mrs S Bracey	i) Use of chemical and chemical fluids ii) Burns Ingestion iii) Bunsen burners – burns iv) Cuts, use of electrical appliances
<b>Design &amp; Technology Dept</b>	Mrs M Walker	i) Burns – scalding ii) Cuts from use of tools, cutting equipment iii) Burns – soldering irons, braziers, splinters
<b>P.E. Dept.</b>	Sports Centre Staff	i) Injuries from participation in sports activities
<b>Canteen</b>	Mrs M Walker	i) Injuries from using ovens, kitchen tools, electrical appliances.
<b>Rowing</b>	F Murison P Barnett C Murray	

Please refer to the staff handbook for further information regarding first aid treatment.

## **First Aid Risk Assessment**

- i) Ensure environment is safe before approaching casualty.
- ii) Ensure casualty is safe, conscious and breathing.
- iii) Engage a second to help – get assistance i.e. 999 and personnel. Find out nature of accident from witnesses and obtain student/staff records
- iv) Check airway and assist with breathing if casualty is not breathing unaided with assistance (paramedics) arrive.
- v) Record time and vital signs.
- vi) Second primary – administer emergency first aid to injury.
- vii) Make patient comfortable, keep talking to patient even if not responding.
- viii) Await ambulance.

## ***Specific Medical Conditions***

- For students with existing or newly diagnosed medical conditions an individual Healthcare plan must be put in place and kept on file.
- Use healthcare plan form No.1 (obtained from Supporting Students with Medical needs (DfEE)).
- Send Form to parents/carer for completion.
- Staff informed of condition.

## ***Asthma Suffers***

- Medication easily accessible.
- Inhalers for students kept in unlocked medicine cabinet marked “Inhalers”. Appropriately labelled.
- Care plan reviewed annually.

## ***Anaphylaxis Students and Staff***

- Staff notified.
- Each individual is easily recognised – care plan with photo displayed in staff and medical room in triplicate and a copy on file.
- Epi-Pen and medicines easily accessible.
- Emergency services contacted.
- Parents

## ***Rectal Diazepan – Epileptic Students***

Ambulance service called.

- Parents contacted.

## Appendix D

### ADMINISTRATION OF MEDICINES IN SCHOOL

- i) Appropriate records of administration are made and kept on file.
- ii) Parental/Carer consent is obtained before any medicines are given and these letters are kept on file.
- iii) Appointed medicine administrator checks that medicines are correctly labelled.
- iv) Inhaler must be sent to school in it's original box with the child's name on it.
- v) Check name.
- vi) Check Expiry date make a note of on file.
- vii) Store in lockable cabinet or where indicated in a fridge. Inhalers & epipens are not in locked cupboards to enable easy access.
- viii) Complete form with student's details stating date, name of child, time medicine given, dosage. Another member of staff to check and countersign.
- ix) Inform staff of student's medical requirements/condition.
- x) Disposal of out of date medicines – either returned directly to parent/carers or pharmacy for disposal – **never** put in general waste bin.

#### References:

*Staff Contracts*  
*Staff Code of Conduct Policy*  
*Supporting Students with Medical Conditions*  
*Lettings Policy*  
*Asbestos Management Plan Policy and Guidelines*