

XII Apostles RCPS Health and Safety Policy



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XII APOSTLES' HEALTH AND SAFETY POLICY

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1. INTRODUCTION

The school's mission statement aims:

'Through loving and learning we will follow Jesus.'

1. To place Christ at the centre of everything we do
2. To recognise that each child is unique and to ensure that each child is educated to fulfil their human potential
3. To develop an understanding of Community; being able to recognise, respect and celebrate the diversity of all within it.

The LA Health and Safety Policy have been taken into consideration in the formulation of this policy.

Aims

Our aims for Health and Safety are to:-

- ❖ Provide a safe and healthy environment for children, teaching and nonteaching staff and all other people who come onto the premises of our school.
- ❖ Ensure that all members of the school community understand their own responsibilities in maintaining a healthy and safe environment
- ❖ This Health and Safety Policy is produced in respect of XII Apostles RC Primary School and forms the basis of future planning and implementation of Health and Safety matters within the school.

2. GENERAL STATEMENT OF POLICY AND INTENT

- 1 The Governing Body working in conjunction with information, procedures and codes of practices as identified in the Wigan LA Safety Policy and is responsible for setting out the overall policy insofar as XII Apostles RC Primary School is concerned.
- 2 The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that teachers and other employees at all levels fulfil their duties to co-operate with it. Arrangements will be made to bring it to the notice of all staff including new employees and supply staff.
- 3 The Governors recognise the need to consult staff on Health and Safety matters and the need to consult individuals before allocating particular Health and Safety functions.
- 4 It is the Governors policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to

extend this protection to pupils, contractors and members of the public from foreseeable risks.

- 5 The Governors recognise their responsibility under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations;
 - Provide plant, equipment and systems of work which are safe and without risks to health
 - Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances
 - Provide adequate training, information, instruction and supervision so far as is reasonable practicable to enable all staff employed in the school too perform their work safely and efficiently
 - Promote the development and maintenance of sound safety, health and welfare practices
 - Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to an egress from the premises
 - Provide and maintain a working environment that is reasonably practicable safe without risks to health and is adequate regarding welfare facilities for staff and pupils
 - Ensure sufficient funds are available to provide, as necessary, protective clothing or equipment to all staff employed in the school, for the safe use of machinery equipment and substances
 - Maintain a close interest in all Health and Safety matters insofar as they affect all activities in the premises under the control of the school
- 6 It is recognised by the Governors that whilst the LA would be responsible for Capital expenditure, central administration and subsequently professional advice and information in Health and Safety matters, any change in those responsibilities may involve the school seeking outside specialists for consultation
- 7 Nominated Governors will carry out an annual Health and Safety workplace assessment with the Office Manager, Governor and Caretaker.
- 8 The Governors will require the Headteacher to present an annual management audit on Health and Safety matters in order to determine the way forward

3. Linked Policies

This policy operates in conjunction with the following school policies:

- **COVID 19 Risk assessment and actions**
- **Supporting Pupils with Medical Conditions Policy**
- **Educational Trips and Visits Policy**
- **Behaviour and discipline Policy**

- **Staff code of conduct**
- **Fire Safety Strategy and Policy**
- **Fire Risk Assessment**
- **Evacuation, Invacuation and Lockdown Plan**
- **Visitor Policy**

4. ORGANISATION

4.1 Governing Body

- 1 Sets strategic direction for health and safety.
- 2 Reviews audits and policy annually.
- 3 Approves sufficient budget for safety-related resources.
- 4 Appoints a Health and Safety Link Governor.

4.2 THE HEADTEACHER AND OFFICE MANAGER

- 1 The Headteacher is responsible and accountable to the Governors for implementing the school Safety Policy and for all matters relating to health, safety and welfare within the establishment
- 2 The Headteacher and Office Manager will ensure all staff have PREVENT training
- 3 The Office Manager will carry out an induction for all members of staff and volunteers on all matters of Health and Safety in school
- 4 The Office Manager and Admin Assistant will ensure that all DBS checks have been completed for new members of staff, volunteers and visitors in accordance with LA guidelines.
- 5 The Headteacher and Office Manager must be aware of all contractors and or third parties entering the school to undertake maintenance, service or works contracts. When building or plant maintenance work is carried out by contractors it is the employer's responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work
- 6 The Governors will require the Headteacher and Office Manager to ensure the school's Safety Policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary
- 7 The Headteacher and Office Manager are responsible for ensuring that all new, amended or updated material regarding Health and Safety matters is brought to the attention of all relevant staff immediately upon receipt
- 8 The Headteacher and Office Manager must ensure that the agreed procedure for reporting all defects, hazards and problems regarding Health and Safety matters function efficiently and effectively

- 9 The Headteacher and Office Manager will arrange meetings with staff as necessary, to resolve uncertain areas of responsibilities, considering problems and recommendations for referral to the Governing Body
- 10 The Headteacher and Office Manager will seek advice when appropriate from specialist Health and Safety advisers
- 11 The Headteacher and Office Manager will have the right to stop what is considered unsafe practices or the use of any plant, tools, equipment, etc. which equally is considered unsafe
- 12 The Headteacher and Office Manager shall make arrangements, with appropriate persons, for improvement of premises and plant, tools, equipment which are the school's responsibility
- 13 The Headteacher and Office Manager shall review from time to time.
 - a) The provision of First Aid in school
 - b) Fire and evacuation procedures (See appendix 1)
- 14 The Headteacher and Office Manager will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfers of staff within the premises to other functions
- 15 The Headteacher and Office Manager will ensure that in all schemes of work for pupils, including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for Health and Safety matters
- 16 The Headteacher and Office Manager will consult with approved trade union representatives on all health; safety and welfare matters and co-operate with them in the execution of their duties.

4.3 SENIOR MANAGEMENT AND OFFICE MANAGER

- 1 The Senior Management are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their areas
- 2 In the exercise of this responsibility The Senior Management and office manager must ensure that;
 - a) All staff under their control receive instruction in their duties regarding Health and Safety matters
 - b) All staff under their control are adequately trained to carry out their duties efficiently and effectively
 - c) Senior Management and office manager must be aware of regulations, codes of practice and guidance notes appropriate to their specialist area
 - d) Senior Management and office manager are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing registers, log books. Etc.
- 3 Senior Management and office manager are responsible for ensuring that everything received from suppliers, e.g. Machinery, equipment, substances, etc. is accompanied

by adequate information and instructions sheets prior to use. This complies with Section 6 of the Health and Safety at Work Act

- 4 Senior Management must report to the Headteacher all problems, defect and hazards
- 5 Senior Management and office manager must ensure that a copy of the Fire Drill and emergency evacuation procedures are prominently displayed in all rooms and areas for which they are responsible (See appendix 1)
- 6 Senior Management must carry out regular safety inspections of their departments.
- 7 Senior Management should report and, if appropriate, make recommendations on any practice, premises or equipment which give rise to Health and Safety risks.

4.4 TEACHERS

- 1 Teachers are responsible and accountable to their Senior Management for the implementation of the School Safety Policy in the performance of their duties
- 2 They must be familiar with the Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their work area
- 3 They must conform to responsibilities as laid down in their own codes of practice, regulations and guidance for safe working arrangements
- 4 They must ensure that where conditions apply, all pupils or persons under their control receive instructions to enable them to operate in a safe and efficient manner
- 5 They must report to the Senior Management all problems, defects and hazards that they become aware of including any RIDDOR regulations
- 6 Supply teachers must be made aware of the School Safety Policy and of any special arrangements of procedures relating to their work area before commencing work

4.5 CARETAKER

- 1 The Caretaker is responsible and accountable to the Headteacher and office manager for all matters relating to health, safety and welfare within his / her work
- 2 The Caretaker must ensure he / she is familiar with the school's Safety Policy and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities e.g. storage of equipment and substances
- 3 The Caretaker must report to the Headteacher or office manager any defects, hazards or problems that arise
- 4 The Caretaker is responsible for ensuring that everything received from suppliers for direct school use is accompanied by adequate information and instruction prior to use. This complies with Section 6 of the Health and Safety at Work Act
- 5 The Caretaker is responsible for ensuring that all staff under his / her direct control are adequately informed, instructed and training in using all equipment and substances prior to use
- 6 The Caretaker must inform the Headteacher or office manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts
- 7 The Caretaker must be familiar with codes of practice, regulations and guidance appropriate to their work

4.6 KITCHEN SUPERVISOR / COOK

- 1 The Kitchen Supervisor / Cook must be familiar with the School's Safety Policy in relation to their own work activities
- 2 He / she must work in conjunction with any Policy Statement, codes of practice and guidance issued by their direct officers
- 3 He/ she will ensure that all Kitchen Staff are instructed and informed to work in accordance with this document
- 4 He / she should be familiar with the Food Safety Act 1990 and the implications as far as the school is concerned
- 5 The Kitchen Supervisor / Cook must inform the Headteacher or designated person on any potential hazard or defects
- 6 New employees or part time kitchen assistants must be made aware of Health and Safety practices and procedures in the kitchen
- 7 Wherever or whenever action in the kitchen impinges upon the persons or places under the responsibility of the Governors, the Governors will take the responsibility for the Health and Safety Matters

4.7 SAFETY REPRESENTATIVE

- 1 The Safety Representative will be encouraged by the Headteacher to fulfil his / her duties as well as being released for any appropriate training
- 2 The Safety Representative will be entitled to inspect the school in accordance with agreed Trade Union procedures and will consult at regular intervals with the Headteacher on Health and Safety matters
- 3 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies

4.8 SCHOOL STAFF AND EMPLOYEES

- 1 All staff and employees must be aware of what is expected of them and in particular to the department in which they work
Departmental procedures and practices must be clearly defined with adequate instruction and training provided as necessary
- 2 All staff and employees have a responsibility under the Health and Safety at Work Act to report any possible defects, hazards or problems to the Headteacher or the designated person
- 3 All staff and employees will be given access to the school's Health and Safety Policy and make themselves familiar with all documents relating to Health and Safety in the school. They should pay particular attention to any codes of practice, regulations or guidelines which relate to their particular work activities
- 4 Copies of the School's Health and Safety policy will be available at all times in the Staff Room and Headteachers office

4.9 SPECIALIST ADVISERS

- 1 The Governors recognise there will be occasions when the school will require specialist advice

5 ARRANGEMENTS

The Governors recognise that the way forward in achieving effective management of the School's Health and Safety Policy and the arrangements necessary to fulfil this obligation would be via the Health and Safety link Governor.

5.1 GENERAL MATTERS

For Accident Reporting, Prevention and Investigating we ensure ;

- Risk assessments are formulated and regularly reviewed.
- Vigilance by all staff and children to recognise potential causes of accidents and to take action to prevent these where possible.
- Promptness in reporting potential hazards to the Headteacher or office manager and immediate response to such reports. These are recorded in the health and safety book in the school office
- Reporting all accidents to the Head Teacher and a note made in the school accident book in accordance with LA regulations.
- Any head injuries or minor injuries should be recorded in the school accidents books kept in the Infant and Junior resource area and a slip sent home to parents.
- The Pastoral Mentor will regularly investigate accidents reported in school book and report any significant patterns to the Headteacher.
- Prompt investigation of all accidents by the Head Teacher in order to establish cause and adopt remedial measures.
- The reporting procedure will be in accordance with the policy laid down by the LA and detailed in the Accident Report Book. All staff should be made aware of this procedure (see appendix 2 emergency procedure for accident or illness)

5.2 For First Aid Provision

That the arrangements for First Aid in the school will be in accordance with the guidelines laid down by the LA.

- That at least two members of staff are Recognised Designated First Aider
- All non-teaching staff are Recognised First Aiders
- All Early Years staff are paediatric First Aiders
- The Provision of fully stocked first aid boxes in all high risk areas ; Infant and Junior resource area. First aid bags are in all classrooms

- Parents are notified of any head injury or minor injuries via phone call and on an appropriate slip.
- A list of first aiders is kept in the safeguarding file and staffroom, school office, kitchen, KS1 and KS2, along with their training dates.

- In the event of illness or an accident the person or witness must inform the nearest available responsible person
- The school's Designated First Aid Officer must be informed immediately
- Appropriate first aid will be administered
- Parents and if necessary emergency services will be contacted. If the school is unable to contact a parent (or an alternative nominated person) a member of staff will accompany a child to hospital.
- The injured person is tended to until parents or medical assistance takes responsibility
- As soon as possible after the incident the Accident Book is completed

5.3 For Fire Precautions

The arrangements for general fire safety will be laid down in the LA Safety Policy. The school will be responsible to record tests, visits by the Fire Brigade Officers and fire drills.

- A set of regulations for emergency evacuations.
- A termly fire drill which is monitored in accordance with LA guidelines.
- Regular checks of equipment, procedures and exits by the Caretaker and equipment monitored yearly through maintenance contract with Arcadis
- All fire exits clearly signed.

5.4 Housekeeping

It is essential to make regular inspections of departments in order to maintain tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

5.5 Training Arrangements

Training must always be viewed as a constant requirement based on the ability to recognise who require it and when. New employees / entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and re-training for existing staff.

- 1 There are various categories of training requirements in schools. They can be identified as induction training, specific 'hands on' training or just general informative and awareness training
- 2 *Induction Training*
This will apply to new employees. They will need to be shown over the school be made aware of safety policies and procedures including fire precautions, first aid and welfare arrangements

5.6 Health and Hygiene

Notifiable and Infectious Diseases

Details of notifiable diseases and periods of exclusion are kept in the staffroom

Medicines (see appendix 4)

It is the school policy not to administer medicine except in the case of chronic illness after discussion with parents. A health care plan is then drawn with Mrs Stones , the Pastoral Support Mentor .

In general only inhalers are kept in school.

Smoking/ Vaping

The Governing Body has adopted a no smoking or vaping policy within the school building and grounds.

Hygiene

It is the responsibility of the Headteacher and Office Manager to monitor the cleanliness of the building.

All staff are responsible for encouraging good hygiene habits in the children.

Particular emphasis is placed on hand washing.

Animals in School

Only the following small mammals can be kept in school – gerbil, mouse, hamster

Fish may be kept in school

No dogs are allowed in the school grounds.

5.7 Trips and Visits

These are considered a vital part of our work. Any outdoor visit is carefully researched and preliminary visit made by the teacher. APPROPRIATE RISK ASSESSMENT FORMS MUST BE COMPLETED using Evolve. It is the duty of the teacher to ensure all helpers are fully briefed about the visit and the expectations for behaviour. Parental consent for the visit is always sought. Risk assessment for outdoor visits are completed and checked by the Headteacher.

When residential visits are organised parents are invited in to school to discuss the visit. Staff should be aware of the LA guide-lines for educational visits.

Procedures for Field Trips and extra-curricular activities are outlined in the LA Safety Policy and other guidelines produced by professional bodies.

5.8 Security

All staff and pupils are encouraged to be aware of strangers on the premises. If a visitor is unknown identification should be requested. Visitors are requested to enter only by the

front door and to sign in using the electronic system. Outside doors at the school are closed once children have left the premises.

Staff to wear identification badges at all times.

5.9 Risk Assessments

The Management of the Health and Safety at Work Regulations 1999 require all employers to carry out risk assessments for the risks to their employees and others who can be affected by their activities.

Risk assessments are used to identify potential sources of harm so that they can be minimised or avoided to reduce the risks of injury and ill health.

Risk assessments are carried out for all activities which affect employees, students, visitors and contractors.

Lisa Kelsall of Wigan LA are schools point of contact if we require any information regarding Risk Assessments for school.

Risk assessments will be carried out by the following competent persons in school:

Mrs T Whitton	Headteacher
Mrs C Marsden	Deputy Headteacher
Mrs J O'Boyle	SENDCO
Miss C Grundy	Office Manager
Mrs Stones	Pastoral Mentor
Mr A Fitton	School Caretaker
Health and Safety Governors	

5.10 Asbestos

Asbestos Awareness and Display Installation

To ensure the safety of all staff and building users, it is essential that any work which may disturb building materials — including the installation of displays, noticeboards, or fittings — is carried out with full awareness of the presence and condition of asbestos.

- All staff must be aware of the Asbestos Register, which contains up-to-date information on the location and condition of any known asbestos-containing materials (ACMs) within the premises.
- Before installing any displays, posters, hooks, or other items that involve affixing materials to walls, ceilings, or other surfaces, staff must:
 - Consult the Asbestos Register to determine whether the area may contain ACMs.
 - Seek approval from the Headteacher or Caretaker if there is any uncertainty about the safety of the location.
- Under no circumstances should staff drill, screw into, or otherwise disturb building fabric in areas identified as containing or potentially containing asbestos.

6. STATUTORY REQUIREMENTS

6.1 Control of substances hazardous to Health (COSHH)

The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations The Management of Health and Safety at Work Regulations 1992 made under the EC directive and which came into force on 1st January 1993, make it a legal requirement to carry out risk assessments with chemicals and operations involving mechanical and electrical hazards Working in conjunction with the school chemical lists and the COSHH package supplied by CLEAPSS Senior Management will ensure assessments have been carried out and that further monitoring is done as required The Governors recognise there will be occasions to refer to outside specialists for the checking of ventilation, dust extraction, fume cupboards, etc. This is done through the Borough Land and Property Department in conjunction with the LA. Provision will be made to ensure these checks take place every 14 months in compliance with the regulations of the H.S.E.

6.2 Checking of Portable Electrical Equipment

Portable electrical equipment should be inspected annually.

6.3 Plant Machinery / Equipment

The Governors recognise the requirement in determining safety requirement for;

- a) Adequate and correct guarding of machinery
- b) General inspection of plant, machinery and equipment
- c) Storage and transportation of toxic substances, etc.
- d) Disposal of waste substances and chemicals

It is recognised that certain items of machinery will require to be checked and certified. This is done via the LA

The Senior Management will be responsible for defining safe systems of work for cleaning and maintaining plant machinery and equipment.

The Senior Management will be required to select and provide suitable protective clothing /equipment and of the correct type General

No new or donated equipment should be used on the premises until it has been checked and cleared as being safe

6.4 Contractors on Site

All contractors entering or working on school premises will be the responsibility of the Headteacher or School Business manager.

It must be conveyed to all known contractors the person and point of contact at the school and the safe working arrangements in compliance with the School Safety Policy

7 Communication Information to Employees

The Headteacher will be responsible for ensuring that any regulations, information, guidance notes, etc. received are passed on or highlighted in that department's safe working arrangements.

APPENDIX A

Emergency Evacuation Procedures

- 1 In the event of discovering an emergency whether it is a fire or some other kind, the alarm is sounded by breaking the glass front on the alarm
- 2 On hearing the alarm all the children in their classrooms must leave the room by the fire exit door in their room. Any child in the hall, library or resource area must leave those areas by the nearest fire exit door and report to their designated check point
- 3 The Caretaker / Headteacher or Office Manager will telephone the emergency services
- 4 If it is safe to do so ,the Infant TA's will check the infant toilet areas
- 5 The Yr 3 TA will check the junior resource area
- 6 The Yr 4 TA will check the lower junior toilet
- 7 The Yr 5 TA will check the upper junior toilet
- 8 All adults leave the building and report to their designated check point
- 9 The office manager will bring the Ipad and check to see if all children in class are present with accordance to Class Absence Charts.
- 10 The cook will ensure all her staff evacuate to the designated safety area
- 11 The Office Manager/ admin assistant will check the safety of the other adults via the Inventory app on the Office Ipad. This indicates any visitor who are on school premises.
- 12 Missing persons must be reported to the Headteacher or Office Manager immediately. The Headteacher or Office Manager will then report to the Fire Officer
- 13 All children and adults will remain at their safety check points until the all clear sign has been given

APPENDIX B

The Supervision and Movement of Pupils during the School Day and Including Either Side of the School Day

- 1 Before School
 - a) The parents are responsible for the safe arrival of the pupils onto the school playground
 - b) Parents are responsible for the supervision of the pupils until the teacher on duty goes out onto the playground at 8.45am

- 2 The Start of School
 - a) At 8.45am a teachers will open the door and a bell will ring. Children can start to enter school via their designated entrance, thus avoiding congestion in the cloakroom. Children enter through their classroom doors with exception of year 6 who enter via the junior cloakroom and Reception through the main infant entrance.
 - b) An adult will be present to welcome the children.

 - c) The official bell marking the start of the school day is at 8.55am

 - d) The teaching assistants supervise the cloakrooms as the children hang up their coats ensuring that they are quiet and orderly

- 3 During the School Day
 - a) Whenever the children have to move as a class from their classroom to another room e.g. the hall, ICT suite they will be escorted and supervised by the teacher or teaching assistant in charge
 - b) When children are working outside the classroom they will be supervised by a designated responsible adult
 - c) When individual children move around the school they will be taught to move quietly and in an orderly manner using the phases 'Wonderful Walking' and 'Lovely lines'
It will be the duty of every member of staff to ensure that any child moving through the school has a good reason for doing so
 - d) At morning and afternoon breaks the class teacher will ensure that the children leave their classrooms safely and are ready to go out onto the playground
 - e) The teachers who are on playground duty must be ready to accompany the children onto the playground. The children must not go onto the playground until the staff member is ready to supervise them. There are always be a minimum of 2 members of staff on duty on each playground
 - f) At lunch time the teachers will ensure that the children leave their classrooms safely and are met by their designated welfare assistant

- g) The children will be supervised while eating their lunch by a member of staff in the school hall.
- h) The Headteacher or a member of the SLT will remain in school during the lunch break
- i) During wet play a teacher or teaching assistant will supervise the children in their class

4 After School

- a) At the end of the school day the KS1 Teachers and teaching assistants will supervise the children while they get ready to go home.
- b) The Reception children will be supervised as they leave through the main infant door. The children in year 1,2,3,4,5, will leave through the classroom door and year 6 the main junior cloakroom. Reception will leave through the main infant door.
- c) Parents of the infant children come up to the infant playground and wait near the exit their child will come from.
- d) The teacher and the TAs will only let the children go when they see their parent or the adult that will be collecting them.
- e) If another person is collecting the child, the teachers must be informed. They will not let the child leave with anyone other than the designated person.
- f) Any child that is not collected will remain with their teacher in school until they are collected. The teacher will contact the parent by phone if the child has not been collected within 15 minutes of home time.
- g) The junior children will wait with their teacher until they see the person who is collecting them.
- h) When the children see the person who is collecting them, they will inform their teacher before leaving the teacher.
- i) The teacher will wait on the playground until all the children in their class have been collected.
- j) Parents must read the school policy and complete a consent form if they wish their child to walk home on their own
- k) If a child /ren are staying behind after school ends parents must be given at least 24 hours' notice of the activity and the finishing time
- l) Once the activity has finished the teacher involved must supervise the children until they are collected or until they leave school to make their own way home
- m) If the activity takes place away from school the teacher or other designated responsible adult will ensure that the children are returned to school or to a point which is convenient for them to be collected or make their own way home

APPENDIX C

Adverse Weather Conditions

It is the policy of the school to make every effort to remain open whenever possible. If the school is anticipating closure either at the beginning of the school day or during the school day, the Headteacher will consult with the Senior Leadership Team and the Chair of Governors when making the decision.

The school will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely.
2. Conditions on site are dangerous
3. Conditions are considered to be or are anticipated to later become too hazardous for travel.

If the school is to close:

The Headteacher or Office Manager will contact the Central Watch Team who will update the council's emergency notices web application. Enquiries from local radio stations will be directed to the council's web site or class do jos. Information on school closure will appear on the council website homepage www.wigan.gov.uk. In addition the school web site will be updated regarding closure www.twelveapostlesleigh.co.uk. The Office Manager will ensure that all parents receive message via class do jos or parents mail advising them of the situation and ensure that the message on the school answering machine is amended accordingly.

The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents. However, parents are expected to check class do jos, the website and/or make themselves aware of the radio broadcasts when it is clear that a closure is a possibility.

The school appreciates that during bad weather children may arrive later than normal; parents should endeavour to contact the school to let them know they are on their way if likely to be delayed. The school recognises there will be isolated instances where families are cut off, even where the clear majority of children can get into school. In such instances parents should inform the school of the circumstances of this exceptional situation, as the school has a duty to clarify the circumstances of each case so as to be able to formally authorise the absence to the Local Authority. Parents acting on the assumption that the school would be closed without gaining confirmation, or failing to inform the school of the circumstances that prevents the child coming into school risks their child being registered as an un-authorised absence. Where the school is officially closed, all absence is counted as authorised absence.

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In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted by phone and asked to collect their child/ren. Such an early release will only be contemplated in very extreme circumstances.

In the event of snow some pathways will be cleared and salted. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous. Children will also be reminded of this in assembly.

Before and after school opening hours parents are responsible for ensuring their children do not slide on the school playground.

In icy conditions the caretaker will salt wide pathways as follows:

- A) a pedestrian access route from the main gate to the building
- B) pedestrian footpaths from the main gate to the entrance, infant and junior cloakrooms
- C) the school car park and access path

Where necessary, essential pathways will be maintained as clear as possible throughout the day.

In the first stages of heavy snow fall the school playgrounds will be left as they are. Such large areas can be cleared when additional resources become available. The Headteacher will consider if it is safe for children to play outside and will declare a wet play programme if it is deemed to be unsafe. In the Head Teacher's absence the Deputy Headteacher will assume responsibility for making all decisions relating to the Adverse Weather Policy.

APPENDIX D

Administration of Medicines

We understand that some children may need some type of medication during the day at some time during their school years. This will usually be for a short period only, such as finishing a course of antibiotics or to apply a cream. To allow children to do this can minimise the time that they need to be absent. However, such medicines should only be taken to school where it would be detrimental to a child's health if it were not administered during the day.

Prescribed Medicines

At Twelve Apostles we will only administer medication that has been prescribed to your child.

Medicines should only be taken into school when it is essential.

If a child needs medication during the school day but is well enough to attend school then the parent or carers should bring the medication into school at the appropriate time to administer it.

If it is impossible for the parent/carer to come into school to administer the medication then they must:

- Complete the Parental agreement medication form which will include the parents contact details, child's name, illness/condition, name & details of the medication, the prescribed dosage and when the child will need it. For children who can administer their own medication there is a section on the form for parents to sign. The form can be collected from the main office.
- All medication must then be brought to the main office with the completed medication form, and must be in the original container. Without this staff will not be allowed to administer the medication.

The Headteacher may ask a designated member of staff to administer the medication.

It is helpful, where appropriate, if medicines are prescribed in dose frequencies which enable it to be taken outside school hours. We strongly advise parents to ask your G.P about this.

Please note that medicines that need to be taken three times a day could be taken in the morning, after school hours and at bedtime.

The only exceptions to these rules are children with Asthma. Following advice from the school nurses and First Aid trainer children with Asthma must keep an inhaler in school at all times and it is to be kept in an easy accessible place for them. When out on class trips or outside for PE children must take their inhalers with them.

Parents must complete an Asthma card, teachers will then keep a class list of children with Asthma and a list will also be kept in the staff room on the medical noticeboard. Asthma cards are available from the school office.

Administering Medicines

The member of staff giving medicines to a child must check the completed medication form before administering any medication.

If children are able to administer their own medication, the designated member of staff must still check the completed medication form and will supervise the child. Staff must sign the form with the date, time and dosage given.

If the designated member of staff has any other concerns related to administering medication to a particular child, they will discuss it with the Headteacher.

All medication must be kept in a safe area in a locked cupboard, either in KS2 or the school office; this will be agreed with the Head Teacher.

Non-Prescription Medicines

At Twelve Apostles we will **not** administer any form of medication that has not been prescribed.

Refusing Medicines

If a child refuses their medication, staff will not force them; Parents will be informed straight away if this happens.

Children with medical conditions

Some pupils may have medical conditions that require support so that they can attend school regularly and take part in school activities.

We must be informed about any particular medical needs your child may have. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. School may need to develop a written health care plan for your child; this will involve the parents, relevant members of staff and any relevant health professionals.

The plan will include:

- Details of a child's condition
- What constitutes as an emergency
- What action to take in an emergency
- Who to contact
- The role school can play in supporting your child's needs.

Regular meetings will be arranged in order to keep the Health Care Plan up to date. Where appropriate staff will have appropriate training and guidance for administering appropriate medication.

Please also see policy for Supporting Children at School with Medical Conditions for more detail.

Parental agreement for setting to administer medicine

XII Apostles Primary School will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine.

Start Date

--

Name of school/setting

--

Name of child

--

Date of birth

--

Group/class/form

--

Medical condition or illness

--

Medicine

Name/type of medicine

(as described on the container)

--

Expiry date

--

Dosage and method

--

Timing

--

Special precautions/other instructions

--

Are there any side effects that the school/setting needs to know about?

--

Self-administration – y/n

--

Procedures to take in an emergency

--

NB: Medicines must be in the original container as dispensed by the pharmacy

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Contact Details

Name

--

Daytime telephone no.

--

Relationship to child

--

Address

--

I understand that I must deliver the medicine personally to

--

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school/setting policy. I will inform the school/setting immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

Record of medicine administered to an individual child

Medical Condition / illness: _____

Name of school/setting

Name of child

Date medicine provided by parent

Group/class/form

Quantity received

Name and strength of medicine

Expiry date

Quantity returned

Dose and frequency of medicine

Staff signature _____

Signature of parent _____

Date

Time given

Dose given

Name of member of staff

Staff initials

C: Record of medicine administered to an individual child (Continued)

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

Date			
Time given			
Dose given			
Name of member of staff			
Staff initials			

**All medication must then be brought to the main office with this completed medication form.
All medication must be in the original container.
Without this staff will not be allowed to administer the medication or supervise children.**