

WORKING CONDITIONS FOR EMPLOYEES

Safe and Hazardous Conditions

The Milford School District Board of Education recognizes that employees should work in safe and secure working conditions and that students, staff, and community groups should follow safety guidelines established by the Superintendent of Schools.

It is the policy of the board to provide safe and secure conditions in all facilities and to comply with all state and federal regulations pertaining to the safety and security of district employees, students, and community groups. The board also endorses all current safety requirements, regulations, and the implementation of safe work practices that assist in providing and maintaining a safe and secure environment.

All buildings shall be maintained to provide an environment that is conducive to learning even when repairs and renovations are being made.

To enhance safety and security at all school system facilities, all personnel shall abide by rules and regulations pertaining to safety and security as developed by the Superintendent. District personnel and community users shall comply with all safety and security standards and procedures during activities under their direction.

Administrators and supervisory personnel at all levels will be responsible for the implementation and maintenance of an ongoing safety program in the areas under their jurisdiction. Such an ongoing safety program shall include standards for schools and must be in compliance with all applicable building and fire code provisions. School and district administrators shall be responsible for ensuring that employees are not required to work under unsafe or unhealthy working conditions.

The Superintendent shall direct the development of emergency plans for individual schools and buildings of the district. Such plans shall follow state and federal guidelines and shall be shared with all staff members.

School buildings, playgrounds, and athletic areas shall be inspected regularly to ensure safe conditions following procedures established by the Superintendent.

Students shall be supervised at all times during school hours and while attending authorized activities.

The Superintendent is authorized to close schools or alter school schedules when extreme weather or other hazardous conditions present a threat to the safety and welfare of students and/or staff.

Playground Safety

Each school within the district will follow the District Safety Procedures for the periodic self-inspection and use of playgrounds and playground equipment with emphasis on safe use by the students and public.

The principal will form an ad-hoc advisory committee to assist in implementing and monitoring established district policy concerning playground safety.

Awareness of the playground safety policy should be made to the students, staff and parents, and community through safety instruction programs and widespread dissemination.

Each principal will develop written safety guidelines appropriate for the school and include such guidelines in the teachers' handbook.

Students using the playground during school hours must be under the supervision of an appropriate staff member.

Safety inspections are to be conducted periodically following procedures provided by the district and shall be appropriately documented.

First Aid

A school nurse or in the absence of the school nurse, the appropriate staff member will be responsible for providing emergency services in case of injury to, or sudden illness of, a child or staff member.

At each school procedures for the proper handling of such emergencies will be made known to the staff. All district employees shall immediately report cases of injuries suffered by them in connection with their employment to their principal, immediate supervisor and school nurse.

These will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. In all cases every effort will be made to contact the parent and/or physician if needed.
3. No student who is seriously ill or injured will be sent home alone. A student who is ill or injured will not be taken home unless it is known that someone is there to receive him/her.
4. In extreme emergencies, the school nurse or principal or designee may make arrangements for immediate hospitalization of injured or ill pupils, contacting the parent or guardian in advance if at all possible.

5. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident.
6. The attending nurse will fill out the medical form required by the State of Delaware.
7. Serious accidents to students will be reported as soon as possible to the Superintendent or his/her designee. A copy of all accident forms should be sent to the Superintendent or his/her designee.

Emergency Plans

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff should a threat to safety from fire or other causes; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying them out.

Therefore the district will develop and maintain plans that will meet the requirements of state and federal law for preparedness in case of fire, civil emergencies, and natural disasters.

Building principals must be scrupulous in meeting the statutory requirement for conducting fire drills and other safety drills to give students practice in moving with orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

Emergency Closings

The Superintendent is empowered to close the schools or to dismiss the students and/or staff early in event of hazardous weather or other emergencies which threaten safety or health.

Buildings and Grounds Security/Access to Buildings

School buildings and grounds constitute one of the greatest investments of the community. It is in the best interest of pupils and taxpayers to protect that investment adequately. School administrators are charged with the responsibility of taking reasonable steps to ensure that buildings and surrounding grounds are secured against trespass, and the board declares its intention to resort to its legal rights to employ such measures as it may deem appropriate to enforce against trespassing.

Review and Reporting

This policy shall be reviewed according to policy review guidelines established by the Board.

This policy shall be monitored by the Board and the Superintendent.

Laws/Relevant Agencies

14 Del. Code §4109; 14 DE Admin Code 621

ADOPTED: 5/16/11

