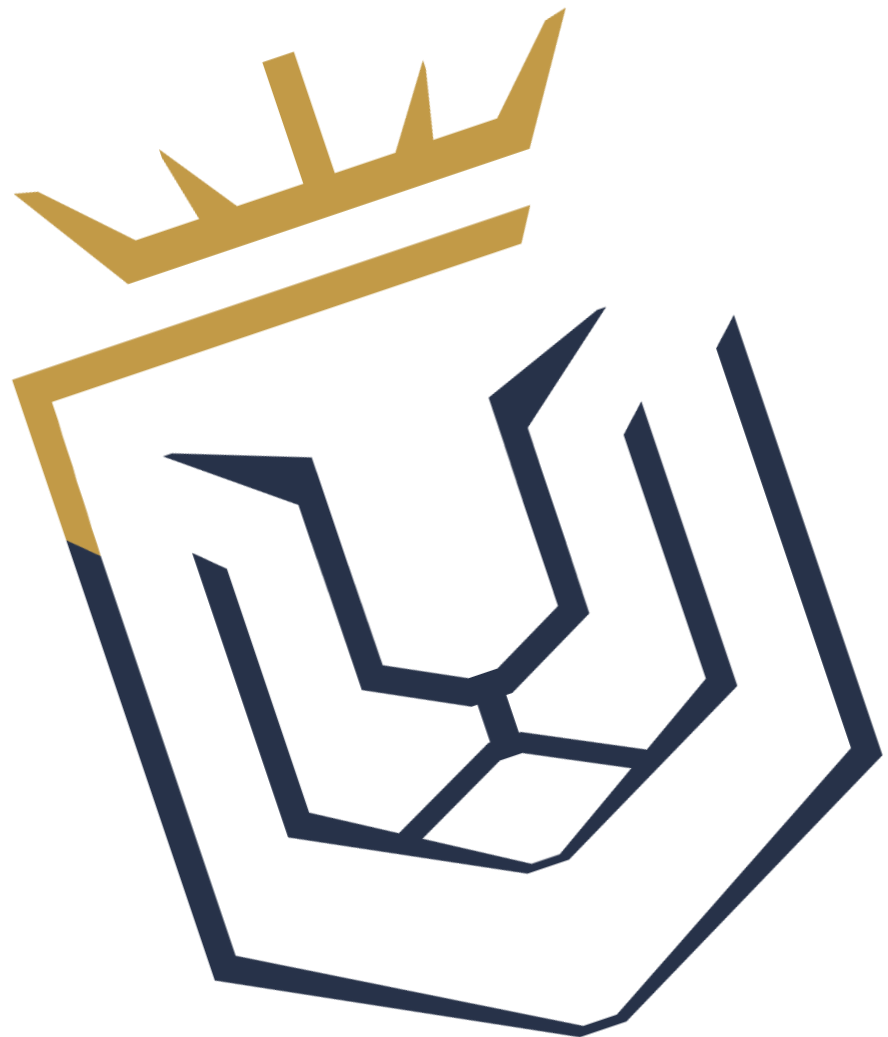




Health and Safety Policy

Approved Policies for Adoption by Schools





INTRODUCTION

All Globeducate Schools recognise that they have a responsibility for the health and safety of their employees and anyone else using the school premises.

This policy should be read in conjunction with the School Safeguarding policy.

FIRST AID

The school will arrange adequate and appropriate training and guidance for staff who are appointed as First Aiders. There will be enough trained staff to meet statutory requirements and assessed needs..

The main duties of a First Aider are to:

- Give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at school
- When necessary, ensure that an ambulance or other professional medical help is called

Qualifications will be renewed every three years or as otherwise indicated by local legislations.

ACCIDENT RECORDING

1. All accidents should be recorded, however minor, on the school's Accident Recording system.
2. Any "near miss" accidents, as well as slips, trips and falls should be recorded and records kept for auditing and monitoring purposes by the designated person/team responsible for Health and Safety.
3. During the school day, students with medical concerns will be assessed by the school nurse or a designated medical officer. One of the following courses of action would then result as appropriate:
 - The student would be treated appropriately and return to lessons
 - The student would remain under observation
 - Parents would be contacted to arrange collection from school
 - Emergency services would be contacted if required
 - If any treatment is given to a student parents / guardians will be informed

FIRST AID KITS

There are several First Aid kits located strategically around the school.

The restocking of First Aid Kits is the responsibility of the School Nurse/Medical Officer; this is carried out every term. Member of staff or senior leaders may request a re-stock at any time. Tablets and medicines will not be stored in First Aid Kits. First Aid Kits contain disposable plastic gloves which must be used if body fluids are involved. If the injury is slight, any responsible adult





may clean a cut or graze and apply a plaster.

First Aid Kits are available for use, and must be taken, on all school trips.

EPIPEN

Globeducate Schools will have at least one member of staff who is trained to use an EpiPen.

Arrangements for students with particular medical problems

Any student with a specific medical need that requires shared information with school staff, will be assessed by the school nurse/medical officer on admission to the school. A medical plan will be produced for their care on the school site and on school trips and updated at least annually. A Medical Alert is posted on the student's school file.

GUIDANCE ON WHEN TO CALL AN AMBULANCE

A First Aider, the School Nurse or medical officer attending the incident will assess the situation and make a decision to call an ambulance. As a general rule, if there is any doubt that a limb has fractured or that the injured person has lost consciousness, then an ambulance should be called.

Contact details for 'Contacting Emergency Services' must be prominently displayed in school.

AUTOMATED EXTERNAL DEFIBRILLATOR

In schools that have external defibrillators, these are clearly marked. Information is clearly displayed including the members of staff trained to use the defibrillators and where / how to locate them.

CONCUSSION

Concussion management includes three action steps:

- Education of coaches, parents, and 'athletes' about concussion through training and/or a concussion information sheets
- Removal of athlete play if they are believed to have a concussion: 'If in doubt sit them out'
- Permission to return to play, an athlete can only return to play or practice after at least 24 hours and with permission from a health care professional.

ADMINISTRATION OF MEDICINES

Before administering medicines, staff must be able to demonstrate an understanding of how medication should be handled. This includes knowledge about receipt and storage of medications, administration and disposal of medication, appropriate documentation of medication, how to obtain consent and what to do if an administration mistake happens. Medicines must always be stored in accordance with product instructions and in the original container with the prescribers' instruction for administration.

Written permission will be obtained from parents for each medication before it can be





administered. This is completed by the parents with using an individual medication sheet. If a child requires unexpected medication recommended by the school nurse/medical officer during the school day, parents will be contacted for verbal consent and arrange for the child to be collected if appropriate.

Extra training will be provided if a student requires specific individual care.

SCHOOL TRIPS

A First Aid kit will be taken on every school trip. These can be requested from the Medical Office/Health Centre and form part of the risk assessment. A qualified First Aider will accompany any school trip that will be staying overnight or visiting a high-risk location. Students' emergency orange bags must be collected and returned by the Trip Leader.

VISITING STUDENTS

Students who are undertaking a taster day at a Globeducate school must complete a medical declaration prior to their visit. Students visiting the school as part of a trip/ event, including exchange trips Globeducate visits / events are under the care of their staff. Host school staff are able to assist with emergency situations, but the visiting members of staff have ultimate responsibility for the care of their students.

EARLY YEARS SETTINGS

At least one member of staff with a current Paediatric First Aid certificate (relevant to infants and young children) is on the premises or present on outings.

At the time of admission to a Globeducate Early Years department, parents' written permission for emergency medical advice or treatment is sought as well as permission for the application of sun cream. Parents sign and date their written approval.

Parents are informed of any accidents or injuries sustained and of any First Aid treatment.

EARLY YEARS ACCIDENT RECORDS:

- All staff are aware of the location and how to complete the records
- These are reviewed regularly to identify any potential or actual hazards

FIRST AID KITS:

- These are regularly checked by the School Nurse/medical officer and re-stocked as necessary
- They are easily accessible to adults and kept out of the reach of children

Local authorities will be notified of any serious accident, injury, serious illness or death of an Early Years child; any advice given is acted upon.





PROCEDURES FOR MONITORING AND REVIEWING

The Health and Safety Officer will monitor and review the First Aid provision at the school every year unless an incident occurs which necessitates a review before that date.

B. HEALTH AND SAFETY: ACCESSIBILITY PLAN

WHAT IS AN 'ACCESSIBILITY PLAN'?

An Accessibility Plan is a pragmatic framework used to support the implementation of the school's policies, facilitating access to disabled students and those with learning difficulties. The plan provides evidence of reasonable adjustments made to mitigate against potential sources of discrimination at Globeducate schools.

An Accessibility Plan covers the following areas:

- Increasing the extent to which disabled students can access the curriculum
- Improving the availability of accessible information for disabled students
- Improving access to the physical environment of the school, adding specialist facilities as necessary and appropriate. This covers improvements to the physical environment of the school and physical aids to access education.

The plan should be reviewed annually by the Special Educational Needs and Disabilities (SEND) Committee or Senior Leadership Team.

CURRENT RANGE OF KNOWN DISABILITIES AND PRIORITISING ACCESSIBILITY SOLUTIONS

Globeducate schools have children and young people with a wide range of disabilities, both medically identified, such as visual impairments, and learning difficulties such as ASD, ADHD/ADD and dyslexia. This list is not exhaustive.

PRIORITISING ACCESSIBILITY SOLUTIONS

This is shown on a 1-5 scale where the following potential impacts on members of the school community apply:

1. low priority with very low impact
2. low priority with low impact
3. medium priority with moderate potential impact
4. medium priority with moderate current impact
5. high priority with significant current impact

Where identified as 'current' impact, we have a student for whom an item is relevant. 'Potential' impact allows for current students, whose needs may change and need further assessment.





FEASIBILITY OF ACCESSIBILITY SOLUTIONS:

Feasibility of solutions is scored as follows:

1. Problematic due to building/planning restrictions, such as 'listed' status
2. Problematic due to internal financial constraints.
3. Requires specific time/financial and external input. May be included in updates if necessary
4. Requires specific time/financial planning and internal input. May be included in updates if necessary
5. Can be updated 'as and when' necessary via the internal maintenance team.

Where identified as 'external', input would require work to be undertaken by external contractors. 'Internal' input would require the school maintenance team to undertake the work.

Where a 'solution' has high priority but low feasibility, risk assessments are undertaken to mitigate potential negative impact on individuals/groups

ACCESS TO THE SPORT CURRICULUM

It will be hard for a student with a mobility impairment to access fully the team sports and games programme. However, an alternative fitness programme may be constructed as necessary. Students with sight impairments may find it hard to fully access team sports programmes; however, there will be sports in which they can participate should they wish to do so. Students with a hearing impairment should be able to take a full part in the sports programme. If they wish to do so, they may wear hearing aids during matches.

Curriculum trips & co-curricular activities require individual students' needs to be considered in order to ensure appropriate staffing/supervision and safety provision and to devise a suitable activity programme. The vast majority of venues now include access arrangements which will enable students with a mobility impairment to be able to partake fully in curriculum trips. An exception might be a Geography field trip, for example. Many venues now include audio/visual technology that enhances the experience for partially sighted people and care would be taken to choose these venues where possible over others. To support students with a hearing impairment, due regard is given to the facilities offered for hearing aid loops etc.

Recreational and co-curricular activities include excursions and trips, and consideration is given according to the needs of the individual, to include appropriate supervision and safety precautions.

Measures outlined here are in addition to measures or reasonable adjustments outlined in student's individual plans, school SEND policies and procedures and the schools Equality policy.





APPENDIX 1: ACCESSIBILITY PLAN

Please amend as appropriate:

Objective	Implementation	By whom	Success Criteria for Monitoring	Date reviewed & comments
E.g. Improve curriculum accessibility via use of appropriate technology				
E.g. Facilitate access to sport curriculum				
E.g. Allow students with visual difficulties to participate in lessons				

Date of Next Review: _____

Signed: _____ (Head of School)

This document contains policies, for use by Globeducate schools.

