Cambridge House
BRITISH INTERNATIONAL SCHOOL
VALENCIA

Cambridge House BIS

Name of policy	Health and Safety policy		
Policy holder	H.Ainscough		
Review period	Annual		
Date	Amendment/ review	Section/ page	Staff responsible
22.09.22	Full review		C.Cruz
06.05.26	Full review		H.Ainscough

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1. Purpose

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.

2. 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
- Take charge when someone is injured or becomes ill
- Ensure there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate
- First aiders are trained and qualified to carry out the role and are responsible for:
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Keeping their contact details up to date

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

3. 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

4. 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. Members 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.

5. 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.

6. 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.

7. 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.

8. 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 healthcare professional.

9. 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 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.

10.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. First Aid kits must be collected and returned to the infirmary by the Trip Leader. The school requires a risk assessment to be completed by the trip leader and submitted to a senior leader in school for checking at least a week prior to departure. All staff attending the trip should have read and agreed with the risk assessment.

11.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.

12.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.

13.Access to the Sport Curriculum

It will be hard for a student with a mobility impairment to fully access the team sports and games programme. However, alternative activities will be found to ensure the student is as included as possible and that there is minimal impact on their educational experience.
Senior staff will monitor and review the First Aid provision at the school every year unless an incident occurs which necessitates a review before that date.

14.Evacuation procedures

It is the responsibility of the school Principal to ensure the health and safety of everyone within the school premises in relation to fire and / or reason or evacuating the school buildings

- Systems should be in place to provide:
- effective first aid treatment,
- firefighting equipment (for small fires), and
- safe evacuation of everyone
- A fire drill will be carried out during the first term in the academic year, after having informed staff, pupils and parents.
- All pupils and parents must be made aware of the importance of ensuring that they sign in and out at reception when entering or leaving the premises, in order to guarantee an accurate list of all persons present at any time.

In Case Of An Emergency

- The school emergency team will assist all members of staff in dealing with fires and the evacuation of staff and pupils.

- In the event of discovery of a fire a member of staff should:
- Attempt to put out small fires, without putting themselves or any other persons at risk and inform a member of the school emergency team,
- Initiate an evacuation of the immediate area using word of mouth and inform a member of the school emergency team.

The Evacuation Procedure

On hearing the alarm staff should ***immediately*** begin the evacuation of their class, following the designated escape route unless otherwise instructed by a member of the school emergency team.

- Pupils should be lined up in twos and be led calmly by their teacher to the designated meeting point. All bags and other equipment should be left in the classroom.
- It is the responsibility of those staff that have the care of disabled students or visitors to ensure their safe evacuation in the event of a fire or other emergency.
- On leaving the class staff should ensure all windows are closed and check that no pupils are left behind before closing the door.
- On arrival to the meeting point (front green area) pupils should be lined up in ***tutor groups*** (on the covered court and on the green football pitch). SLT and nominated staff will collect the registers from the administration team located at the front of school.
- Once the register has been taken it should be returned to the administration team with information regarding the absence of any pupils.
- If weather conditions are causing the fire to spread towards the meeting point, then the head of emergency may inform everyone to exit the school premises via the main gates and make their way to the small park 300m from the school.
- No-one must re-enter the building unless instructed by the head of emergency or until the building is declared safe.
- There is a unique lockdown alert, separate to the fire alarm and designated areas in the school to ensure the safety of staff and pupils.

15.Head Lice

If a student in school is detected as having head lice, the school nurse should be informed. She will contact the parents and ask them to collect the student from school if possible and treat the condition thoroughly before the student returns to school. We cannot insist on exclusion from school but request the parents' cooperation to reduce the risk of head lice to other students.

If there are several cases of head lice in any one class a letter is sent, not only to the parents of the infected students, but also to the parents of the remaining students asking them to be especially vigilant and treat their son/daughter as and when necessary.

16.General safety around the school site

Reporting of known hazards or potential dangers should be reported immediately to the head of human resources who will inform the head of maintenance. Movement of students around the corridors should be monitored to ensure a safe environment. The school building and surrounding areas should be clean and well maintained. During break times monitors wear high visual jackets so they can be clearly identified. At the beginning and end of the school day, the bus park is very carefully controlled by: SLT, the head of maintenance and bus monitors, and duty staff to ensure the safety of the pupil.

The school employs a duty rota to ensure staff complete duties during unstructured times of the day to manage students safety.