

Scoil Chríost Rí, Caherdavin Boys School

HEALTH AND SAFETY POLICY

This Health and Safety Policy refers to aspects of the Health and Safety Statement as adopted by the Board of Management of Scoil Chríost Rí

Staff are advised to read and be familiar with the Health and Safety Statement, which is available from the Health and Safety Officer.

Sinéad Millane has been appointed by the Board of Management as Health and Safety Officer.

The purpose of this statement is to provide guidelines for staff and other relevant parties on safety procedures in Scoil Chríost Rí. It outlines the responsibilities of management and staff in ensuring our school is safe for the whole school community.

All staff and pupils who are a potential danger to themselves and/or to others, e.g. infectious diseases, broken limbs etc, should remain at home pending a fitness to return to work/school certificate.

1.0 School Accidents, First Aid, Medical Treatment:

- Children do have accidents at school. It would be helpful for parents to know the procedure adopted in the case of such injuries and /or when pupils become ill at school.
- In the case of minor cuts and bruises, or illness, some member of the staff will ensure that the child is not distressed, clean the wound if such is required and apply a protective dressing. If however the injury or illness is more serious our priority is to inform the parent of the child. The parent is then expected to collect and arrange for the child to receive proper medical care.
- When contact cannot be made with the parent, the emergency contact on file will be contacted and arrangements for collection will be made with them. The parent is then expected to arrange for the child to receive proper medical care.

1.1.Long-term Health Conditions

- So that our school can provide the best level of care for all children, parents/guardians must inform the school if the child has any long-term health conditions. Examples of such long-term health conditions include but are not limited to asthma, epilepsy, diabetes, etc.
- This information is requested via the enrolment form. If such a long-term health condition is diagnosed after a child has been enrolled, it is the responsibility of the parent/guardian to inform the school of any such diagnosis immediately.

1.2 Medical Information

- All parents/guardians must ensure that teachers are aware in writing of any on-going medical condition that their child may have.
- Parents/guardians must complete the medical section of the application form and are reminded that they are responsible for any and all updates as necessary.

1.3 Medicines

- Parents/guardians must inform the class teacher if their child is on any form of medication, either short term or long term. Examples of short-term medications include but are limited to antibiotics, medicines containing paracetamol, antihistamines, etc.
 - Examples of long-term medications include but are not limited to inhalers, Ritalin, etc.
 - Non-prescription medicines will neither be stored nor administered to pupils in school.
 - Prescribed medicines will not be administered in school without the written consent of parents and the specific authorisation of the Board of Management.
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- The medicine should not be kept by the pupil(unless in the instances where the parents have requested for their child to have full access to medicine) held by the authorised teacher and out of reach of pupils.
 - Certain medicines, such as inhalers used by asthmatic children, must be readily accessible at all times of the school day.
 - Children with acute illness (i.e. colds, temperatures, etc.) are not allowed to bring any medicines to school, either prescription or non-prescription.
 - If a child has a diagnosed chronic illness (such as asthma, diabetes, etc.) and may need to take medication, a parent/guardian must write to the Board of Management to request this. A doctor's certificate must accompany this request. The medicine should be self-administered if possible, under the supervision of an authorised adult.
 - The above request to the Board must give the name of the child, name and dose of medication, must state whether the child should be responsible for his/her own medication, the circumstances in which medication is to be given by the teacher and consent for it to be given.
 - If the child cannot self-administer the required medicine, the request to the Board must include the exact dosage and times for administration.

- A teacher should not administer medication without the specific authorisation of the Board.
- SNAs are authorised to administer medication under primary care needs as part of their contract
- Where possible two SNA's should be present when administering medication.
- Where possible, parents/guardians should ask the prescribing doctor to prescribe the administration of prescribed medicines outside of school hours.
- Parents are further required to indemnify the Board of Management and authorised members of staff in respect of any liability that may arise regarding the administration of prescribed medicines in school. The Board of Management will inform the school's insurers accordingly. Where permission has been given by the Board of Management for the administration of medicine the smallest possible dose should be brought to school, preferably by the parent, with clear written instructions for administration, giving the name of the pupil.
- Changes in prescribed medication (or dosage) should be notified immediately to the school with clear written instructions of the procedure to be followed in storing and administering the new medication.
- Parents should ensure that these procedures are clearly understood before submitting any request to the Board of Management.
- The HSE will carry out vaccinations or school medical inspections (including but not limited to hearing, sight and dental) according to their policy during the school year.
- Consent forms will be issued and no child will be submitted to any vaccination or medical inspection without the direct and signed permission of parents/guardians. In the case of vaccinations in Junior Infant classes, parents/guardians must be in attendance on the day of these taking place.
- More information is available on www.hse.ie (School Immunisation Programme)#

1.4 Food Allergies

- If a parent/guardian has a concern that the child has a specific food allergy, the Board insists that a medical diagnosis must be sought before the school is officially informed of any such possible allergy.
- Where children are suffering from certain and specific diagnosed on-going food allergy conditions (for example, nut allergy), parents should outline clearly in writing the nature of the allergy and provide this to the class teacher.
- This written report relating to the allergy must state what can and cannot be done in a particular emergency situation, with particular reference to what may be a risk to the child.
- Teachers must be made aware of any such diagnosed on-going conditions as they occur.
- Children who are identified as having diagnosed food allergies will not under any circumstances be offered any items of food that may contain ingredients that the class teacher knows are unsuitable.

- If a teacher is unsure on the exact ingredients of any food item that may be available to the class, he or she will act on the side of caution and not allow the child with a diagnosed food allergy to eat or drink it.
- Parents/guardians are reminded that if their child has a certain and specific diagnosed food allergy, they are responsible for informing the school of this as and when such a diagnosis may be provided.
- Parents and guardians are further reminded that they also have an important role in helping the child know and understand what he or she can and cannot eat.
- Bearing in mind the role of all teachers in loco parentis, parents are further required to indemnify the Board of Management of any liability that may arise regarding a child with a diagnosed and specific food allergy consuming any food product that he or she is allergic to.

1.5 Identification of Children with Diagnosed and Specific On-Going Medical Conditions, Food Allergies and/or Board-approved Administration of Medication

- The Board want to ensure that all staff, permanent or temporary, can correctly identify children with diagnosed and specific on-going medical conditions, food allergies and/or board-approved administration of medication.
- Therefore, each such child will have their photograph displayed in the staff room, along with their name, class and diagnosed and specific on-going medical conditions, food allergies and/or board-approved administration of medication.

1.6 Collecting Children from School

- All parents/guardians/authorized adults, in the interest of safety, must collect Junior Infants from the door nearest Anne's office and Senior Infants from the door closest to Bláth na nÓg via the ramp. Both classes finish at 1:45pm sharp.

All children in 1st class to be collected from the door nearest Anne's office via the ramp.

All children in 2nd class to be collected from the bench outside Bláth na nÓg- the children to their parents when they arrive to the front of the school.

All children 3rd and 4th exit via the door closest to Bláth na nÓg.

All children in 5th and 6th exit via the staff car park pedestrian gate.

Children from Junior Infants to 2nd class must be collected by a guardian/parent/designated person from their designated collection area.

- In the case of any child who has written permission to leave the school

unattended, the Board of Management Scoil Chríost RÍ is not responsible for their safety.

- Parents/guardians/authorised adults are reminded to drive slowly when approaching the school to collect children.
- If parents arrange to collect their children at a place other than the school, the Board of Management Scoil Chríost RÍ is not responsible for their safety.
- If they not collected on time, If pupils need to leave school early (for example, for a dental appointment), the parents or guardians must notify the school in advance.

Any child who leaves early must be signed out from the office with their

- class teacher's knowledge and permission prior to leaving the premises.

1.7 Traffic Management

- The Board of Management recognises that large numbers of staff, pupils, parents/guardians and visitors travel within the direct vicinity of the school. They ordinarily arrive and leave at concentrated times of the day using different modes of transport, which poses safety concerns. The Board wants traffic in and around the school grounds to be managed as safely as possible, but this requires the full cooperation of all parties concerned.
- Parents/guardians are reminded that they are responsible for their children once collected from the class teacher or before the front door opens in the morning.
- All vehicle users coming to the school must comply with the rules set down by the Road Safety Authority. In instances of illegal road usage, the school may

inform the local Garda station.

- Parents are reminded not to park in the Set Down Area when dropping/ Collecting

1.8 How the Health and Safety of the staff of Scoil Chríost Rí will be ensured:

The Board of Management will:

- Appoint from within the staff a Health and Safety Officer who will oversee the implementation of the Health and Safety policy
- Organise training for staff on Health and Safety, Fire Drill, and Fire Equipment.
- Identify hazards or risks to employees or third parties and review these periodically
- Provide a safe school for the staff and children as far as is reasonably practicable
- Ensure a Health and Safety Representative is appointed within the staff on an annual basis

2.0 Hazards/Risks

To reduce the risks the following hazards are highlighted together with the suggested means of eliminating or mitigating the risk.

Notebook kept in staffroom to note any hazardous risks around the building to be checked weekly by Safety Officer.

2.1 Fire hazards

Fire Drill will be carried out once termly. Portable fire fighting equipment will be checked on a regular basis and evidence of these checks will be recorded. All fire points will be kept clear at all times and will be highlighted. Exits and entrances will be kept unlocked during normal operating hours and adequately signposted as advised by Limerick Fire Department. For Procedures for Fire Drill see The Fire Safety/Fire Drill and Evacuation Policy.

2.2 Electrical Equipment

The following precautions will apply:

All live parts will be adequately covered. Precautions will be taken by earthing and automatic disconnection in the event of a fault, to prevent danger from any electrocution. Due practices will be complied with in choosing and using electrical portable tools.

Note: Only appropriately qualified and trained personnel will work on the installation/repair of electrical equipment and circuits e.g. sockets and lighting circuits and switches.

2.3 Manual Handling

A training course is organised for the staff on 'manual handling'.

2.4 Work Equipment

All machinery will be used in line with safety instructions provided and manufacturer's specifications. Paper shredders, photocopiers, fax machines, printing machines etc. will be used in accordance with safety instructions and suppliers instructions and will be maintained in good condition at all times.

Employees should take all due care when using ladders, foot stools or climbing. Defects to equipment will be reported to the Health & Safety Representative/Officer and will be repaired or serviced by qualified persons only.

2.5 Work areas, Classrooms, School corridors etc.

Staff will be responsible to keep classrooms and work areas safe and free of all hazards. This includes careful storage of sharp implements and potentially dangerous products.

Health and Safety and Cooking of Food for hot lunches is overseen by The Lunchbox with regular checks taking place.

2.6 Floor Surfaces

Floor surfaces will be constantly inspected by staff and tripping hazards corrected. Spillages of all liquids will be cleared up immediately. Serious spillages will be reported to the caretaker/cleaning person and he/she will deal with it.

2.7 Delph

Broken or chipped delph, pottery or glassware will be disposed of immediately.

2.8 Cleaning Procedures

Cleaning Staff will record all cleaning procedures undertaken and toiletries replaced in the class log which is on display in each classroom. (see appendix 4)

All the floors, windows and classrooms will be given extra special attention during the Mid Terms, Christmas, Easter and especially the Summer Holiday periods.

Teachers should raise concerns regarding the cleaning procedures with the Health & Safety Officer.

a. **Bins:** All the bins to be emptied daily before school commences.

i. Bins will be emptied on Wednesday and Fridays

ii. All bins will be washed out at least once a month and sooner if milk/yogurt etc seeps into bin..

b. **Sinks and Toilets:** Sinks and toilets will be checked daily and cleaned if necessary. Toilet paper and soap will be replaced if necessary.

c. **Classroom Floors:** Classroom floors will be examined daily and vacuum cleaned if necessary.

All classes to be seen to on Fridays

d. **Yards:** The caretaker will examine all the school yards at 08.30, 10.30, 12.30 and:

1) remove all the litter which may have been blown into the yards and sweep away leaves at staff entrances

2) remove all debris which might be a potential source of danger to pupils, parents, visitors and staff.

2.9 Pupils Duties:

Pupils should take home the remains of their lunch in lunch boxes if possible.

Pupils should put all rubbish generated by themselves into the bins before they leave at 13.45/ 14.45. This may include: Bottle tops, straws and plastic wrappings, staples, pencil toppings.

Papers and all recycling materials to be put in the recycling bin.

Only empty containers should be put into the bins.

Pupils should be left neat and tidy before leaving at 14.45.

It is the responsibility of management to provide a healthy working environment for employees. It is the responsibility of all staff to use facilities provided by management to ensure a healthy environment is maintained for children and adults e.g. correct ventilation, temperature, lighting etc

3.0 Reporting / Recording

It is the responsibility of all staff to report any hazards/risks, problems or concerns.

SPOT IT, SORT IT, CAN'T SORT IT, REPORT IT

A file for this purpose is provided and is available from the Health & Safety Officer.

All incidents will be recorded in writing by the staff member/s involved in the Health and Safety Hazard Log, and passed on to the Health and Safety Officer. A report is passed to the B.O.M. if deemed necessary by the Health and Safety Officer. It is the duty of the Health & Safety Officer to ensure that all remedial action is taken as soon as possible in order to ensure a safe and healthy environment for all staff and pupils.

4.0 Communication:

The Health and Safety Officer will ensure that a copy of the Health and Safety Statement is displayed and that staff and third parties are given a copy to read and sign same.

5.0 Fire Drill:

We will have three (3) fire drills during the year.

Fire Drills Rules – On hearing the fire alarm bells:

- All staff and pupils should make their way to the assigned nearest exit in a calm and quiet manner
- Pupils should line up in single file before leaving the class and exit the school quietly
- Class teacher should be the last to leave the classroom ensuring all pupils are out safely
- Once out of the school make your way to designated assembly spot
- Each class lines up and a roll call is taken, class teachers are responsible for having a class list to hand in the event of a fire emergency . Mobile phone/Alladin can also be used.

SNA's/ SET's/Student Teachers make their way to the nearest exit with the class if they are in the classroom at the time the alarm goes off.

If pupils are outside the main class with an SNA/SET they make their way to the nearest exit and join the mainstream class at the assembly point.

Every pupil to be on his best behaviour during the evacuation of the school building.

No pupil is allowed to re-enter the classroom and/or the school once the order to leave the building has been given.

6.0 Supervision of children during the school day

General Supervision

- The children are supervised by the school from the time they enter the school until the time they are collected.
- If class teachers are unexpectedly absent for any reason, for example, an illness or family emergency, a member of the Special Education team will be appointed to the class.
- In cases of longer term absences, substitute teachers may be engaged.
- In the case of a substitute teacher who is hired to cover for a class teacher, the children are supervised for collection by parents/guardians/authorised adults by a designated member of staff.
- On occasion, a teacher may have to leave the classroom for a short period of time. If so, s/he will ensure that a colleague will provide temporary supervision cover.
- At an age-appropriate stage, sometimes children may be allowed to leave their classrooms for limited periods of time to undertake specific errands or appropriate responsibilities. Another child should always accompany them.
- Unless it is deemed age-appropriate and related to a particular and prepared for responsibility, at no time will any child be left unsupervised in the school hall or yard.

School Excursions

- As either part of the enrolment form or otherwise, parents/guardians are asked to provide permission for the children to take part in age-appropriate, relevant and educational excursions and field trips.
- Where transport is required, the school will only engage buses that are adequate for the size of the group from a reputable company that provides safe vehicles and drivers. Every effort will be made to source buses that have seat belts and all passengers will be required to make use of these.
- Pupils are paired up for each excursion and must follow their teacher's instructions at all times.
- A teacher or other responsible adult always leads the way and the group is required to stay together, using waiting points where necessary.
- Children are counted when leaving school and at various points during the excursion.

Swimming Lessons

- Swimming is part of the Physical Education curriculum and as such, all children can take part in any organised swimming lessons organised by the school.
- Where and when practicable, a male and female member of staff (teacher and Special Needs Assistant) will be available to escort children to their swimming lessons.
- Teachers and/or Special Needs Assistants will inspect the changing rooms on arrival and children will be required to get ready independently for the pool quickly.
- Unless required due to a diagnosed need and with written permission from the parents/guardians to access the curriculum, no child will receive assistance in getting dressed and undressed.
- The children must follow the swimming instructors' directions while in the area of the pool.

Emergency contact details

- Emergency contact details of the parents and guardians of all children in the school as well the next of kin of all staff, will be kept in the school office and online via Aladdin, our online records system.
- The responsibility lies with parents/guardians to inform the school of any changes to the emergency contact details.

Emergency closures

- In the event of, for instance, heavy snowfall, high winds, thunderstorms, disconnection of services, death or critical incident, the Principal will consult as soon as feasible with the Chairperson of the BOM to decide whether it is in the interests of all parties to close the school.
- If it is decided that it would be unsafe to keep the school open, an exceptional closure will be deemed to have been granted by the BOM.
- Exceptional closures will be kept to an absolute minimum.
- Parents and guardians will be informed at the earliest opportunity of any such closure with a text from Aladdin.
- If school is open when an incident occurs, staff will remain on the premises until all children have been collected.

Signed: Tom Mitchell Chairman

Date: February 2023