

Health and Safety

SAFE-GUARDING CHILDREN

We provide a safe, caring environment where all children may learn and develop into happy and responsible young adults.

HEALTH AND SAFETY

The Governing Body has adopted the West Sussex School Health and Safety Policy.

SCHOOL SECURITY

The Governors and staff have endeavoured to improve the security at the school, by implementing a number of measures. Visitors are asked to report at reception and on registration, will be issued with a visitor's badge. Keypads have been fitted to external doors and a video control installed at the main entrance. Alarm buttons have been issued to each class teacher so that emergency help may be easily summoned.

MEDICALS

The school doctor attends the school two or three times a year. Usually a child has a medical shortly after his/her fifth birthday and before leaving to go onto secondary school. Children with health problems (hearing, vision, etc.) are seen more regularly. Parents are requested to be parents at these examinations. The school nurse undertakes hearing, vision, weight and height checks.

There are occasional dental inspections undertaken by the school dentist. Parents are informed of any treatment recommended. However, parents are advised to make private arrangements for dental checks if there is any concern because of the infrequency of the visits.

MEDICAL PROCEDURES

It is essential that the school be informed of any serious or recurring medical problems (such as nut allergy, epileptic fits, diabetes) so that this information is recorded in the child's file/medical record and shared with staff. Parents should also update the school on any health concerns e.g. hearing or vision that may affect their child's education.

Parents who wish prescribed medicines to be administered to their child at school must see the child's teacher, Headteacher or Designated First Aiders. Medicines should be clearly labelled with the child's name and required dosage and handed to the Designated First Aiders for safekeeping.

Parents will be contacted if a child becomes unwell whilst at school. Children will be supervised



in the medical room, where possible, whilst awaiting collection. Children may be collected from school to attend medical appointments if advance notice is provided. Unaccompanied children will not be permitted to leave the school to meet parents off-site for appointments.

ADMINISTERING MEDICINES IN SCHOOL

We have along with other schools updated our policy with reference to the Administering Medicines in School requirements and Asthma policy issued by the Department of Education and skills. Our policy is in accordance with the health and safety policies of the Local Authority.

There is no legal duty that requires school staff to administer medicines. However, our school will administer medicines where essential (note medicines that need to be taken 3 times a day can be taken in the morning, after hours and bedtime). Essential medicines will be given providing that the medication is in its original container and includes the prescriber's instructions for administration.

(N.B. The school will only accept medicines that have been prescribed by a doctor, dentist, nurse/pharmacist prescriber. The first dose must be administered by the parent who will monitor for any adverse side effects.

ASTHMA MEDICINES

Our school recognizes that asthma is a widespread, serious but controllable condition affecting many pupils at the school. Our school positively welcomes all pupils with asthma. We encourage pupils with asthma to achieve their potential in all aspect of school life by having clear policy that is understood by school staff, parents and pupils.

Pupils with asmtha carry their reliever inhaler in "bum bags" (available from the school office) on their person to all lessons as immediate access to reliever medicines is essential. This is vital especially when out on the school field.

*Parents are asked that the school is provided with a labelled **spare** reliever inhaler. The class teacher will hold this separately in case the pupil's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child's name by the parent.*

A full copy of our Asthma policy and our Administering Medicines in Schools policy is available from the school office, on request.

ACCIDENTS AND EMERGENCIES

Parents must ensure that the school is informed of any changes of name, address and telephone numbers of all emergency contacts. It is essential that the school is able to contact parents during the day should their child become ill or have an accident.

