

# Health and Safety Policy

## General statement

1. The Governors of the Independent Jewish Day School give the health and safety of pupils, staff and visitors the highest priority.
2. The Governors will co-operate with the DfE in health and safety matters.
3. The Governors welcome comments and ideas generally, and particularly from staff.

## Duties of Headteacher (HT) & School Business Manager (SBM).

The Governors have instructed the Headteacher and the School Business Manager –

- to monitor the operation of this policy (including a regular health and safety audit )
- to make any necessary arrangements for the proper operation of this policy
- to report to the Governors on the operation of this policy
- To ensure that staff with particular duties under this policy are aware of, and in a position to perform, those duties
- To ensure that staff and pupils are made aware of the provisions of this policy
- To ensure that a copy of this policy is available
- To encourage staff to reflect on health and safety matters.

## First Aid

A first aid kit is available in clearly labelled cabinets in each classroom and in the medical room.

The following members of staff (first aiders) administer medical first aid:

Mrs Barnett	Mrs Dor	Mr Cohen	Mrs Jason	Rabbi Singer
Miss Karima	Miss Nancy	Morah Rosa	Morah Reut	

There is a first aid rota, with at least one member of staff on duty at all times.

In the event of injury or illness one of the first aiders will administer such treatment as is appropriate, and where appropriate ensure that:

- an ambulance or Hatzola are called
- arrangements are made for speedy access
- pupils are kept away from the ill or injured person.

All of the above is to be carried out in conjunction with the Headteacher and or SLT.

If a pupil is removed from the school by a doctor or ambulance, or is given significant treatment on the premises, one of the first aiders will ensure that the condition and whereabouts of the child is notified promptly to

- the head teacher or a member of the SLT
- a parent, guardian or appropriate relative of the pupil.

Staff are not to expose themselves to risk of illness or injury in administering first aid. Disposable gloves from the first aid kit should be worn at all times to avoid skin contact with the patient's bodily fluids, and resuscitation may be attempted only using a protective mouth shield.

## **Accidents**

Regular Health and Safety checks should prevent accidents, however, sometimes these will still occur.

If an accident makes all or part of the school unsafe for occupation (for example, because of flooding), evacuation of the school or the area affected will take place in accordance with the Fire Safety section.

All spillages and bodily fluids must be cleaned as quickly as possible, with the area being disinfected and made safe. Until this is possible the area should be clearly marked as unsafe.

The book for the recording of accidents is kept in the medical room

The accident will, as soon as practicable, be recorded in the accident book.

In the event of serious injury the parent/emergency contact should be contacted immediately using the contact numbers held in the main office and requested to collect their child to take home or to go to hospital, as appropriate. Medical treatment or advice should not be delayed if parents or emergency contacts are not available.

In circumstances where a pupil needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff will go to the hospital to await the arrival of the parent. Staff should be aware that hospital staff will stabilise the casualty's condition until the parents arrive and give consent for further treatment.

### **Illness & vomiting/ diahorrea**

In the event of a child having a temperature at home they should not be sent into school, until the temperature has returned to normal.

If your child has experienced vomiting or diahorrea they **must not** return to school until they have been clear of symptoms for 24 hours.

If your child has antibiotics, with a temperature, they too **must be** kept off school for at least 24-48 hours until the antibiotics can take hold.

A child suffering from conjunctivitis, chicken pox, shingles and other contagious illnesses **must not** be sent into school until they are symptom free.

These measures are to prevent spreading of viruses and illnesses and a protective measure for your child as well as others in the school.

### **Medication**

As a school we are not obliged to administer medication. If your child is on antibiotics, there is a possibility that this needs to be administered once during the school day. We will provide the opportunity for this to be the case at 12noon, by a qualified first aider. No other medication, such as paracetamol, calpol, ibuprofen will be administered. If your child needs this medication to fight a temperature or pain they should not be in school.

Regular medication, as prescribed by a GP/consultant will be administered as agreed and signed by parents on a termly basis.

It is parents responsibility to ensure that any emergency medication that is kept in school, such as epipens, piriton, etc, are in date. Any associated medical forms must be kept up to date on a termly basis, as the responsibility of parents.

No child is allowed to bring medication into school. Any medication to be administered in school must be handed in to the school office with a signed

consent form. Should you require the medication at the end of the school day, this must be collected by an adult.

### **Epipen**

All epipens in school should be in date. It is parent responsibility to ensure that this is the case. There must be an associated GP action plan with each epipen, specific to that child.

### **Sickness in school**

Should your child display a temperature, vomiting or diahorrea you will be called to collect them from school immediately. This is for the comfort and safety of your child and the rest of the school body.

### **Accidents in school time**

All accidents that occur in school time are recorded internally. If necessary a health and safety check is carried out by the Headteacher and premises team, to ensure that no further action is needed to make the site safe.

You will be notified in the event of a head injury, with the details of the accident as appropriate.

If a decision is made, by the first aid team, to call Hatzolo, an ambulance or that further medical attention is required, you will be notified. It is vital that you keep the office upto date with your mobile phone number. Should you be away, please do be sure to inform the office of the alternative emergency contact details.

**Signed; Mrs Jodi Schajer (Headteacher) Mrs Jay Dor (First Aid Lead)**

**Dated: June 2021**