

Bready Jubilee Primary School



First Aid/Health and Safety Policy

Date Ratified: 29th April 2021

Date to be reviewed: Summer 2023

Signature of Chairperson:

Date

Signature of Principal:

Date

First Aid saves lives and prevents minor injuries becoming major ones. In Bready Jubilee Primary School, we are committed to providing adequate and appropriate equipment and facilities in our school.

The minimum first-aid provision is:

- a suitably stocked first-aid container
- an appointed person to take charge of first-aid arrangements
- information for employees on first-aid arrangements

First Aid Box Locations:

- Staff room (Under sink)
- P1/2 cloakroom
- P2/3 & P3/4 cloakroom

First Aid Box Contents:

- Twenty individually wrapped sterile adhesive dressings (assorted sizes)
- Two sterile eye pads, with attachment;
- Six individually wrapped triangular bandages;
- Six safety pins;
- Six medium individually wrapped sterile unmedicated wound dressings
- Two large sterile individually wrapped unmedicated wound dressings (approx 13cm x 9cm)
- Three extra large sterile individually wrapped unmedicated wound dressings (approx 28cm x 17.5cm).

Medical Information

Available in staffroom to provide contact information and emergency instructions for children with medical needs e.g. anaphylaxis, asthma, diabetes.

Hygiene and infection control

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings.

Recording and reporting

Any incidents requiring treatment are entered in the Accident Report Book This should include:

- the date, time and place of incident;
- the name (and class) of the injured or ill person;
- details of the injury/illness and what first aid was given;

For minor injuries eg scraps, paper cuts, a copy will be sent home to parents in child's school bag to inform parents. In the case of more serious injury eg split lip, larger cuts, school will call to parents to inform them.

First Aiders

Currently Mr David Bogle (Principal) is the only in date first aid trained member of staff. Due to COVID-19 it is currently not possible to have another member of staff trained for this role. In the event of Mr Bogle not being on site the following, Julie Anderson will be an appointed person.

Health and Safety

At Bready Jubilee Primary School, we aim to provide and maintain safe and healthy working conditions for all our staff and pupils and to encourage a safety culture within the school. The Education Authority's Health and Safety Policy is adopted and complemented by the school's Policy.

We provide information to identify need in respect of training and provide supervision as necessary for the health and safety of staff and pupils. The Governing body accepts responsibility for the health and safety of others who may be affected by school activities. Within the school curriculum, we teach children about health and safety, to equip them with the skills, knowledge and understanding to enable them to live positive, successful and healthy lives. This policy is underpinned by the UNCRC, in particular the following articles:

- Schools should work towards what is best for the child.
- All children have a right to good health and good quality health care.
- All children should be protected from violence, abuse and neglect.

School Security

The school building has gates at either side of the building which are closed until 9am every morning. At 9am they are opened to allow children access classroom doors. These gates are closed at 9:15am meaning that anyone arriving at school after this time must report to front office.

Access NI

All adults, including parents and volunteers, working in the school have completed an Enhanced Disclosure from Access NI.

Safety of Children

- It is the responsibility of teachers to ensure that curriculum activities are safe – resources, online safety etc
- Risk assessments are carried out annually for various aspects e.g. school grounds, equipment, trips, children with behavioural/ medical needs and plans put in place accordingly which are shared with parents and staff so that everyone is prepared.
- Children are taught to have care and consideration for themselves and others: in the classroom, using equipment, moving around school, carrying out investigations and on educational visits
- Children are supervised in the classrooms from 9am and in the playground at break time and lunchtime by members of staff.
- Class teachers ensure that all children are collected at the end of the day.

Car Parking

With a small car park, the car park can become busy in the morning and at collection times in the afternoon. Parents of children in P1-3 should ensure that they walk their children to the school gates each morning. Parents of children in P4-7 should ensure that their children are able to make their way safely to the school gates.

In the afternoon teachers in P1-4 bring their pupils to the school gates and parents are asked to pick their child up here. In P5-7 teachers bring their children past the gate and to the area of the staff car park. Once teachers see parents, and it is deemed safe enough, pupils are allowed to walk to their parents car.

Fire/Emergency evacuation

- Fire drills are carried out according to the Board's policy (termly)
- All staff and pupils participate in and are familiar with the procedures and these are displayed in every classroom and office/hall/ staffroom.
- The Principal and Building Supervisor are responsible for effective procedures and fire safety/ evacuation.
- The Building Supervisor tests the fire alarm weekly.

Fire Extinguishers

There are different types of extinguisher in the school, identified by the colour. All fire extinguishers and alarms will be checked and maintained as arranged by EA.

Smoking

- It is the policy of the Governing Body that Bready Jubilee Primary School is a non-smoking school
- Smoking is not permitted in any area of the school by staff, parents or visitors to the school
- No-smoking signs are clearly displayed around the building and on the school gates

General Safety Policy

In keeping with our pastoral provision and school ethos, we at Bready Jubilee Primary School are constantly raising awareness among our children about keeping safe. We endeavour to help our children stay safe, not only from extreme dangers but also from day-to-day dangers. We look at the risks children may face and try to provide them with strategies and skills to minimise and deal with them. The school has in place policies dealing with the more major areas of concern eg.

- Bullying
- Safeguarding and Child Protection
- Online Safety
- Drugs

We are also very aware of dangers that children face on a regular basis. We deliver information and facilitate discussions around the following

- Water Safety - the pool, the seaside, the river etc
- Stranger danger
- Getting lost
- Building sites
- Safety at play
- Safety in the countryside

The Building Supervisor (Mrs Nicholl)

- The Building Supervisor, under the direction of the Principal, is responsible for ensuring that the building provides a safe and healthy environment for the staff and pupils.
- A Health and Safety check is carried out annually (EA).
- She is responsible for maintaining a clean and tidy building and grounds.
- Any minor repairs are completed by him or through the Board's use of authorised contractors.
- She will ensure that: all locks and catches are in working order, the security system and fire alarms are in working order.

Before leaving the premises, she will check that: all the windows are closed, the doors are locked and secure, the security system is set, all gates are locked.

Staff Training

Staff will be updated and informed regularly on the need to follow good practice and procedures in all areas of safety. The Board of Governors have a statutory duty, under the Health and Safety at Work (NI) Order 1998, to ensure that the Board's Safety Policy is both understood and implemented.