



# POLICY DOCUMENT

for

## Health and Safety

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## Ethos and Values of the School

### **Vision**

To be recognised as outstanding in all that we do.

### **Mission**

To empower and support individuals to be resilient and independent and to develop skills to reach their potential.

### **Core Values**

We are a school defined by a commitment and ambition to be recognised and outstanding in all that we do. Our values are fundamental in ensuring that we achieve our vision and mission.

## **Introduction**

The Governing Body and Headteacher recognise that it is their duty to ensure, so far as it is reasonably practical, that all those at Pen-y-Cwm School are not exposed to risks to their health and safety. The Governing Body and Headteacher accept that they have a responsibility to take all reasonable steps to secure the health and safety of pupils, staff and others using the school premises or participating in school sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its pupils.

The aim of the Governing Body, Headteacher and the nominated person is to provide a safe and healthy working and learning environment for pupils, staff and visitors.

## **Aims**

This Health & Safety Policy Document aims:

- to minimise so far as is reasonably practicable ALL accidents through a process of risk assessment which ensures that:
  - hazards are identified and eliminated wherever possible
  - risks are assessed
  - appropriate action is agreed
  - precautions are put in place
  - risks are re-assessed annually or as a specific need for change is required
- to create a culture in which all are aware of their responsibility to report hazards and to participate fully in controlling risks.
- To ensure that the safety and welfare of pupils is always paramount
- To ensure that pupils' medical needs are appropriately identified and met

## **Objectives**

### **General Health and Safety**

Regulation 3 (1) of the Management of Health and Safety at Work Regulations, 1992 requires employers to make a suitable and sufficient assessment of the risks to the health and safety of their employees while at work, therefore:

The Governing Body will endeavour to ensure that there is a safe working environment and safe working practices for all those who use the school.

### **The safety and welfare of pupils**

Teachers have a particular duty of care as they act in loco parentis. Under the Children Act (1989), "any person who has care of a child has to do all that is reasonable in all the circumstances to safeguard or promote the child's welfare".

Therefore:

- It is the responsibility of ALL members of staff to ensure that every pupil is in a safe environment.

Supervision is part of a teacher's common law duty of care and is a statutory duty. The Teachers' Employment Contract (Section 2) stipulates that teachers must maintain good order and discipline amongst pupils in order to safeguard their health and safety.

Therefore:

- Teachers must take all reasonable steps to see that pupils under their control are not exposed to unacceptable risks.

### **Meeting pupils' health needs**

It is essential that parents have confidence in the school's ability to care for their children's medical needs, therefore:

- The roles and responsibilities of staff in relation to pupils with medical needs should be clearly understood and agreed by all those involved including parents and other professionals.

## **Monitoring**

Monitoring of Health and Safety within Pen-y-Cwm School is both proactive and reactive, and is carried out by the nominated person and senior leadership team.

The school will seek the advice and support of the LA'S Health and Safety Officer in monitoring the operation of the policy.

The policy and the specific procedures which materialise from the monitoring will be regularly reviewed by the Senior Leadership Team. Modifications will be made in response to issues identified and any new information and/or legislation. Any addition or modification will be appropriately brought to the attention of staff, the Governing Body and others affected by it.

## **ORGANISATION OF HEALTH AND SAFETY**

Specific roles and responsibilities for health and safety are set out in Guidelines from Blaenau Gwent Education Authority. The day-to-day management of the policy rests with the Headteacher, whilst ultimate responsibility lies with the Governing Body and the Local Authority (LA).

It should be noted that responsibility for health and safety is written into every job description in the school, and that this responsibility is regularly brought to the attention of staff.

### **Specific Responsibilities for Health and Safety in Pen-y-Cwm School:-**

#### **Nominated Person**

At present this is Sian Blackmore, Assistant Headteacher.

The Health and Safety at Work Act, 1974 established a range of duties for the employer and employees.

The Nominated Person will ensure that the following are effectively carried out:

- The investigation of potential hazards and dangerous occurrences in the workplace, taking into account the precautions already taken;
- Accident Investigation;
- The investigation of employee complaints about health and safety;
- Regular inspections, including fire equipment;
- To carry out a formal safety inspection in order to identify hazards in the school, and to evaluate the extent of the risks they present;
- Liaison with designated Governor for Health and Safety.

As part of the requirement to consult on matters of Health and Safety, the SLT meet to discuss Health and Safety issues.

The Headteacher will report on the above formally to the Governing Body through the Headteacher's report.

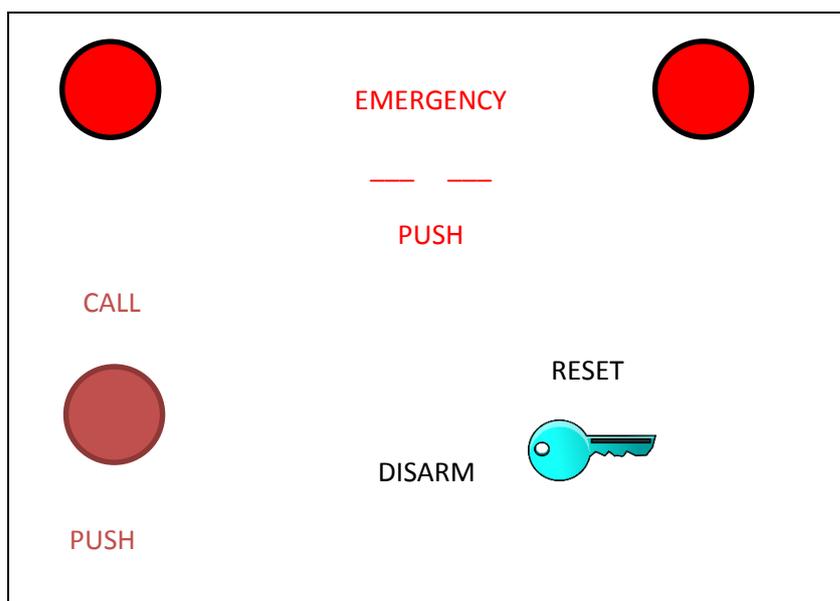
## ARRANGEMENTS FOR GENERAL HEALTH AND SAFETY

### Instruction and Training

The school seeks to ensure that all staff receive appropriate training at induction, on a regular basis thereafter, and on transfer to any new situation/position which involves taking on new responsibilities.

### Emergency Call System (Pager Alerts)

All classrooms, corridors and shared spaces have an 'emergency call' panel. The panel has two red buttons and an orange button.



To summon help in an EMERGENCY (health crisis or significant challenging behaviour causing immediate threat) – press BOTH red buttons simultaneously.

To summon assistance, press the orange button.

Use of the red buttons will gain assistance from all staff carrying pagers: HT/DHT/AHT; Behaviour lead, Nurse.

Use of the orange button will gain support from SLT but will not summon the Nurse.

When help has been called, the pager shows 'EMERGENCY' or 'ASSISTANCE' and gives a location. A red light also flashes above the door/area nearest the emergency call point.

The panel can be re-set at the location to silence the alarm by using the key provided.

The main panel should only be re-set by SLT.

### Risk assessment

Provision in school complies with the Health and Safety (Young Persons) Regulations 1997 and the Children's (Protection at Work) Regulations 1998 which require that adequate risk assessments should be carried out. Individual Risk Assessments may be completed for staff and pupils for medical or health reasons, behaviour or manual handling.

## **Accident Reporting and Investigation**

All accidents relating to school personnel or visiting professionals, pupils, or other visitors are recorded in detail on the school's accident/incident form. Those which are significant are reported on the appropriate Local Authority Accident Report Forms. Recording is the responsibility of all adults involved. Copies of all Accident Report Forms are kept in the school office and are monitored and signed by the Assistant Headteacher who ensures that all hazards are reported, and further accidents minimised. Further monitoring is carried out by the LA's Health and safety officer.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), some accidents must be reported to the Health and Safety Executive (HSE). Fatal and major injuries and dangerous occurrences should be reported without delay to the HSE. In such cases, a written report on Form 2508 (provided by the HSE) must be completed by the Assistant Headteacher and returned within 10 days.

## **Fire Precautions**

The school aims to ensure that all staff, volunteers, students and other professionals working in the school are aware of the importance of taking adequate precautions against fire. Staff are made aware, and are reminded regularly of the location of alarms, safe exit routes and assembly points together with specific action to be taken in the event of fire. The school buildings are designated as a 'no-smoking area' and smoke detectors, heat detectors and a sprinkler system are situated throughout the building, these are also linked to the fire brigade.

Fire drills are undertaken termly under the supervision of the Headteacher and involve all on the school premises, (including staff, pupils and visiting professionals). Records of these drills are kept in the Fire log in the Caretaker's office. Emergency procedures are reviewed annually and revised as necessary. A record is kept of those in the building, and all visitors are required to sign a visitors' book. Staff taking pupils out of school are required to complete a risk assessment (Evolve) and sign out of school in the log book located at the pupil entrance, so that it is clear at all times which staff and pupils are not in the building.

Fire equipment is checked monthly by school caretaker and is annually maintained in good order by the LA. Records of checks are made in the Fire Precautions Logbook which is kept in school. The appropriate types of fire extinguishers are sited throughout the school, particularly where electrical appliances are used.

## **Specific Procedure: See Action in the event of a fire**

## **Security**

There is a need to provide adequate security for the premises, pupils and staff. The premises are protected by an intruder alarm system which has infra-red/motion detectors and CCTV cameras throughout the school and exterior. Doors are automatically locked via a fobbed system and access can only be gained on approval. ALL visitors sign a Visitors Book on arrival and departure. They are also issued with a visitor's badge.

## **Contractors**

Whenever possible, the school uses contractors approved by the LA Premises Department. If outside contractors are employed directly by the school then the procedures stated in the Blaenau Gwent February 2016

guidance will be followed.

### **Hazardous Substances (COSHH)**

Since even combinations of ordinary household cleaning liquids, such as Cif and Domestos, can produce a lethal gas, it is important that staff have an awareness of the hazards associated with irritant, corrosive, or toxic substances. Information about potentially hazardous substances is recorded on the Substance Assessment Record and data sheets are displayed in appropriate places. Oxygen stored on school premises (oxygen only on site when required by individual pupils) becomes hazardous when exposed to naked flame, grease or oils, including vaseline. Staff trained in the use of oxygen should therefore ensure that they do not wear handcream when administering oxygen. They must also ensure the pupil's lips are free of vaseline and that massage oils/cream have not been applied to the pupil's skin. Naked flames must be extinguished and an adequate flow of ventilation should be secured when oxygen is administered.

### **Personal Protective Equipment**

Protective clothing and safety equipment will be provided where necessary.

### **Health and Safety in the school kitchen**

The school complies with Regulations and Acts relating to safety in the kitchen set out in Safety in Technology - Food and Textiles (NATHE) and this is overseen by the LA.

### **First Aid training**

First Aid in School training, is open to all staff and is organised for designated persons by the Headteacher. Records of those trained, including the dates of training are kept by the designated First-Aider, Miss Jackie Watkins. Names and dates are also logged in the Staff's own Personal Development File.

### **First Aid Boxes and Kits**

The main offices have a designated first aid box and each class has a mini "out of school first aid pack". It is class teacher's responsibility for checking and restocking First Aid out of school packs, supported by a designated First-Aider who also checks and restocks the office and minibus packs. Mini first aid packs are carried in 'out of school backpacks' carried by all school groups on out of school visits and excursions.

### **Medical Room**

Pen-y-Cwm School has a dedicated medical room located on the ground floor.

### **First Aid Records**

Any First Aid treatment is recorded on either an incident or accident form, giving an account of the circumstances and parents are notified. Where first aid treatment is given to pupils, a copy will be placed in the pupils file and Accident/Incident Log Book (Staff and Pupil).

### **Occupational Health and Welfare**

The Governing Body will endeavour to ensure that adequate arrangements are made to safeguard the occupational health and welfare of staff working within the school.

## **ARRANGEMENTS FOR ENSURING THE SAFETY AND WELFARE OF PUPILS**

### **Child Protection**

The School takes very seriously its responsibility for ensuring at all times the safety and welfare of pupils. This includes taking appropriate action in the event of suspected child abuse or neglect. The school has adopted and follows the procedures laid out in the Area Child Protection Committee Guidelines (ACPC). See Child Protection and Safeguarding Policy.

### **Use of Reasonable Force (RPI/Team Teach)**

There are occasions when it may be necessary to control or restrain an individual pupil to ensure their health and welfare or to avoid them injuring others. The Governing Body has adopted the authority's Policy on the Use of Reasonable Force (which should be read in conjunction with Welsh Assembly Publication 2011). The principles, definitions and guidance adopted within the school are as set out in these documents. Further information is also included in the school's Behaviour Management including RPI Policy.

All procedures and planned interventions relating to the use of reasonable force will be based on training provided by Team Teach.

### **School buildings**

The temperature throughout the school must be kept at a reasonable temperature. The Code of Practice recommends a minimum of 16 degrees centigrade, though it may be necessary in Pen-y-Cwm school for the temperature to be at least 18 degrees centigrade.

## **ARRANGEMENTS FOR MEETING PUPILS HEALTH NEEDS**

### **Individual Health Care Plans**

The Welsh Office Circular Supporting Pupils with Medical Needs in Schools (WOC34/97/WHC (97) 31) makes it clear that planning for the medical needs of pupils is an important element of health and safety policy, as these pupils "may be more at risk than their classmates". The School Nurse is responsible for completing Health Care Plans which are kept in the Medical Room.

### **Managing Medication**

Staff who give medication, with the exception of the School Nurse, do so on a voluntary basis and are covered by the LA'S insurance. The Headteacher is responsible for ensuring that staff who are willing to give medication are provided with training to do so. The Headteacher also has responsibility for ensuring that parents are made aware of the school's arrangements in relation to medication and for ensuring appropriate record keeping and safe storage and transit of medication. Class teachers will ensure that appropriate records are kept of when medication is given. It should be noted that parents/carers have prime responsibility for their child's health and should provide the Headteacher with information about their child's medical condition, needs and medication.

### **Specific procedure: Basic Life Support**

Training for the use of oxygen therapy is provided by British Oxygen (BOC) as required. Staff are trained in gastrostomy feeding and care by the School Nurse. Further training has also been provided by a specialist nurse.

### **THE RISK OF ACQUIRING OCCUPATIONAL HEPATITIS**

Occupationally acquired Hepatitis is very rare. In terms of blood borne viruses the level of risk depends upon the exposure to blood, blood products, and body fluids, the greater the exposure, the higher the risk of acquiring a blood borne virus. The LA no longer provide Hepatitis vaccinations this is now the responsibility of the staff member.

### **RECOMMENDATIONS FOR SAFE PRACTICE**

All staff members should, as a matter of good practice, use ROUTINELY, appropriate barrier methods.

The following measures will help minimise the risk of exposure to blood borne viruses, and are appropriate for all settings:

- Wear Gloves when in contact with blood or body fluids.
- Wash hands before and after contact with each client and before putting on and after removing gloves.
- Change gloves and thoroughly wash hands and dry between clients. Dispose of gloves.
- Cover existing wounds, skin lesions and all breaks in exposed skin with waterproof dressings.
- Where sharps usage is essential, exercise particular care in handling and disposal (see inoculation procedure).
- Follow safe procedures for the disposal of contaminated waste.

Procedure for	General health and safety
	<b>Fire Emergency Evacuation Plan and the Fire Procedure – Pen-y-Cwm School</b>
Purpose	To ensure the rapid and ordered evacuation of the premises in the event of fire or other life threatening situation.

The following action should be taken in the event of a fire breaking out during school time.

### **Emergency Procedure**

- If anyone discovers an outbreak of fire they should, without hesitation, sound the nearest alarm.
- The alarm will alert the Fire Service informing them of the outbreak of fire. All outbreaks of fire, however small, or any suspected fire will be reported immediately to the Fire Service.

### **On hearing the fire alarm**

- All staff, pupils and visitors should leave the building by the nearest exit. This should be done in an orderly manner. Class teachers are responsible for ascertaining whether all pupils and staff in their team are present and checking the immediate vicinity ie. toilets, taking their class register with them if in class.
- Pupils who are unable to walk out should be assisted wherever possible by hoisting into wheelchairs. However where the risk of life is great and therefore time does not permit the pupil to be hoisted staff should use approved manual handling techniques and equipment such as two people or more using the child's sling to move the pupil to the exit and then into wheelchair. Pen-y-Cwm School have produced PEEPs (Personal Emergency Evacuation Plan) for individual pupils.
- Fire Marshalls check their designated areas. All fire marshals to meet at designated fire assembly points.
- The collection of bags, coats and other personal property should not be allowed to delay exit from the building.
- The person in charge of each room within the school should without delaying their exit ensure that wherever possible all windows and doors are closed.
- Once outside, the children should be lined up in class groups within the designated area.
- Once assembled in the designated area, each teacher and the school secretary are responsible for reporting to the Headteacher or, in her absence, the Deputy Head if anyone is missing. This information will also be passed on to the Senior Fire Officer. All staff and any other people must be accounted for. Where the risk of injury is great all staff and pupils should be moved to a greater distance from the school.
- The school's Headteacher, health and safety officer or caretaking staff will be on hand to direct fire crews to the area of the supposed cause of the alarm. The Headteacher will report if anyone is missing.
- No-one is allowed to re-enter the school or switch off the alarm until told to do so by the Senior Fire Officer present.

For further details see Fire Procedure Policy.

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Procedure for	General health and safety
	<b>Controlling Infection</b>
Purpose	To ensure that appropriate action is taken to minimise the risk of spreading infection.

**Where necessary, further advice will be sought from the Public Health Department.**

### **Toilets and Changing Areas**

Appropriate hygiene is the responsibility of every staff member. Each time pupils are toileted changed or showered, it is imperative that surfaces are wiped with an antibacterial spray cleaner. Effective hygiene for the pupil and member of staff is essential in eliminating the risk of transmitting disease.

Before changing a pupil, staff must:

- Ensure that open cuts are covered
- Wear a fresh pair of disposable gloves
- Wear a fresh disposable apron.

Due to Latex allergies the school provide vinyl gloves.

Sanitary towels are to be placed in sanitised bins in female toilets.

Procedure for	General Health and Safety
	<b>Manual Handling</b>
Purpose	To provide a system for assessing and minimising the risks from manual handling

The school complies with the Manual Handling Operations Regulations as set out by Blaenau Gwent LA.

Manual handling is defined in this document as the "transporting or supporting of loads by hand or by bodily force".

The Manual Handling Regulations came into effect on January 1st 1993. The main principle is that:

- Staff are required to "avoid hazardous manual handling so far as reasonably practicable".

This can be particularly difficult when working with pupils with complex physical difficulties who are totally dependent upon staff. Therefore, to minimise the risk of injury to themselves or pupils:

- Staff should evaluate each physical activity, and plan the best possible strategy to avoid any risk. This will include utilising where possible appropriate handling equipment together with appropriate techniques derived from training.

Where necessary individual pupils are risk assessed for manual handling and manual handling care plans are produced and reviewed annually to indicate the most appropriate method of moving and handling for each individual. Advice may be sought from the physiotherapist or Occupational Therapist to assist with the plans.

Training for all staff on manual handling assessment, techniques, equipment and methods are provided by School and a record of staff who have attended training is kept. Every class within the school are fitted with overhead hoists, these are serviced every six months along with slings and beds.

It is important that staff prepare themselves and pupils prior to any handling taking place. This can be done verbally or through touch; especially where a pupil has visual or hearing impairments.

It should be explained to pupils that they are going to be moved or handled prior to this taking place.

If any faults occurs with the equipment used to assist the moving or transfer of pupils it must be reported at once to Headteacher or Secretary.

Faulty handling equipment must NOT be used and an "Out of Order" notice placed on it.

Procedure for	General Health and Safety
	<b>School Equipment</b>
Purpose	To ensure the safe use of School equipment so far as is reasonably practicable.

The school seeks to comply with the Provision and Use of Work Equipment Regulations (1998) which are intended to ensure the provision of safe work equipment and its safe use. No work equipment in the school should give rise to risks to health and safety, irrespective of its age or place of origin. "Work equipment" includes any machinery, appliance, apparatus or tool that carries out a function at work.

- Equipment must be suitable for the use for which it is intended, taking into account the location in which it is to be used. Staff has a responsibility to ensure that this is complied with. The age and level of ability of pupils must be considered at all times.
- Equipment must be maintained in efficient working order and in good repair. All electrical equipment is PAT tested checked regularly by the LA. However, it is the responsibility of all staff to report to the Headteacher or SLT any equipment which is not working correctly.
- Equipment should be stored correctly.
- All staff should receive adequate training in the use and purpose of equipment for which they are responsible. This should include methods of use, risks that might arise, and precautions to be taken. The school will, in liaison with the LA and other agencies, seek to ensure that such training is provided in all cases.

Procedure for	General Health and Safety
	<b>Display Screen Equipment</b>
Purpose	To ensure that Display Screen Equipment is used in a way which minimises the risk of injury or ill health

All staff should be aware of the following minimum requirements when using computer equipment:

- The Display Screen should be clear, with a stable image, and free of reflective glare.
- The Keyboard should be separate from the screen and have sufficient space to provide support for hands and arms (unless using a laptop).
- The Work Desk should be large enough to allow a flexible arrangement of the hardware.
- Seating should be at an appropriate height and adjustable.
- Staff using a computer for lengthy periods (in excess of 2 hrs) also need to take account of the following:
  - There must be sufficient breaks away from the screen.
  - Seating should be appropriate so as to reduce the possibility of Repetitive Strain Injury.
  - Eyes should be tested prior to employment, and thereafter every 2 years.
  - Room lighting should provide satisfactory lighting conditions. Poor lighting can cause users to experience visual fatigue, red or sore eyes and headaches.
  - Electronic equipment is a source of dry heat. Therefore ventilation and humidity should be maintained to prevent discomfort and the problem of sore eyes.
  - Noise should be kept to a level which does not impair concentration or prevent normal conversation.
  - Some staff may have a photosensitive epilepsy. An appropriate screen should be used.
  - Risk assessments should be undertaken in relation to the use of computer equipment as with any other area of health and safety.

Procedure For	Ensuring the safety and welfare of pupils
	<b>Safe Transport</b>
Purpose	To ensure that the risks involved in the use of transport are minimised

The school aims to ensure that all pupils are carried safely and comfortably. It does this in liaison with Blaenau Gwent County Council's School Transport Section. The school seeks to ensure that the following procedures operate whenever pupils are transported during the school day.

**All pupils are to be transported in a safe manner**

- The condition and safety of the vehicle is ultimately the responsibility of the driver.
- The driver must undertake a visual safety check of the vehicle prior to setting out. This includes ensuring that there is sufficient fuel, that all lights are working, check for leaks and that the tyres are in a safe condition. If any significant fault is identified, this should be communicated immediately to the transport department and the vehicle should not be used.
- The correct seat belt, harness, mould and/or safety seat should always be used in accordance with each pupil's needs (see chart below). These needs are carefully assessed on a regular basis.
- Pupils are NOT allowed to be transported on anyone's lap.
- Any concerns should be reported to the Headteacher or SLT.

**All pupils must be seated comfortably**

- This means that clothing, seat belts, harnesses, etc. should be fitted properly.

**All pupils should be conveyed in a caring manner**

- It is important to remember that all pupils need to have actions explained to them prior to that action taking place. For example, a pupil who is visually impaired will need to be prepared verbally, and assurance given prior to any change or sudden movement.
- Communication between adults and the pupils may be one-way given the complex and challenging needs of our pupils. It is important that adults communicate with pupils, even if there is minimal response, eg. Facial expression.
- One Escort should always sit in the back with pupils. They should be aware of their needs and should take the opportunity to talk to them during the journey.

**All staff to follow driver responsibilities**

- Drivers should ensure that they are fit to drive and that the minibus is in a safe condition before every journey.
- Drivers should never drink and drive and be aware that alcohol can remain in the body for up to 24 hours.
- Drivers must not drive if ill, or affected by medicines.
- Drivers must not drive if under the influence of drugs.
- Drivers should never use a mobile phone while driving.
- Drivers should ensure they are well rested before driving.
- Passengers should be adequately supervised.

<b>Types and standards of appropriate child restraints</b>		
<b>Type</b>	<b>Weight</b>	<b>Approx Age</b>
Combination Seat	Group 0+ - 1 0-18kgs (20-40lbs)	Birth – 4yrs
Forward Facing child Seat	Group 1 9-18kgs (20-40lbs)	9mths – 4yrs
Booster Seat	Group 2 15-25kgs (33-55lbs)	4-6yrs
Booster Seat	Group 2 & 3 15-36kgs (33-79lbs)	4-11yrs
Booster Seat	Group 1,2 &3 9-36kgs (20-79lbs)	9mths- 11yrs
Booster Cushion	Group 3 22-36kgs (48-79lbs)	6-11yrs
Group 0 (0-10kg) baby seats are no longer produced.		
Booster seats that only fit into Group 2 or only into Group 3 are no longer produced. All now fit into either Group 2 and 3 (15-36kg) or Groups 1 to 3 (9-36 kg).		

### **General Safety of the Vehicles**

The Local Authority is responsible for services the school vehicles on a regular basis. School staff may be approved as drivers, at the discretion of the Headteacher, if they:

- passed their car driving test before 1<sup>st</sup> January 1997;
- have passed a PCV driving test;
- From 12.1.98 any diabetic who uses insulin is not allowed to drive a school mini-bus or private car if a pupil is being transported.

The following points must be strictly observed:

- Smoking is not allowed in the vehicle at any time.
- All exits must remain clear at all times.
- Aisles and doors must not be obstructed.
- Doors must not be locked from the outside, as in an emergency they cannot be opened.
- Pupils who are likely to open doors should be seated away from all exits. Child locks, where fitted,

should be activated.

- Do not overload or exceed the statutory seating capacity of the vehicle.
- All bucket seats should be appropriately secured.
- Loose safety belts should be secured.

### **Pupils Travelling in Wheelchairs/Buggies**

Changes in Seat Belt Regulations (1996) require that:

- All mini-buses are required to have seat belts fitted for each pupil from 10th February 1998. All school mini-buses comply with these regulations.
- Pupils must not travel in a wheelchair, mould or seat, unless there is a separate facility which is anchored to the vehicle. This must be in addition to the ordinary seat belt.
- All wheelchairs must be securely clamped in the vehicle, usually with the clamps fixed in a central position, so that the chair will not tip forwards/backwards. However some wheelchairs, e.g. Shadow, require a specialised clamping system such as Unwin webbing clamps.
- An inertia belt must then be fitted around the pupil correctly, and attached to the floor anchorage.
- No pupils should travel in a buggy, unless the chassis has been approved for clamping, and has appropriate clamping equipment.
- Spare clamps and belt fixtures, etc. should be securely stored prior to the journey commencing.

### **Use of Tail lifts**

- Tail lifts should only be operated by trained members of the school staff.
- Staff must ensure that no pupils are in the vicinity of the tail lift when it is being used.
- Both brakes should be applied on pupils' wheelchairs prior to operation of the lift.
- A member of staff should accompany pupils on the tail lift, except where the wheelchair is too big to allow this, in such cases, the member of staff should stand behind the lift and steady the wheelchair.
- Motors must be disconnected on electric wheelchairs before going on the tail lift.
- Brakes should not be removed until the tail lift has stopped moving.
- Any faults with tail lifts should be reported immediately to the Headteacher and reported to the LA Transport Officer.

### **Contract Transport**

This is used to convey pupils between home and school on a daily basis, and vehicles are monitored by the LA Transport Officer.

### **Safe delivery and collection of pupils:**

- Drivers park their vehicles in the school car park.
- Pen-y-Cwm staff meet the pupils from the buses and bring them into school. Any information/medication from home is relayed/handed to appropriate staff.
- At 3.35 pm, the pupils will be taken to the buses by staff members. Support staff will prepare

pupils for the arrival of the bus/taxi, collecting the pupils' personal belongings, home-school book, and any letters for parents/guardians.

- If any vehicle fail to arrive, it is the school SLT responsibility to contact the LA Transport officer and parents for other means of transporting the pupil's home.

#### **Use of Private Cars**

It is important that each driver has adequate car insurance to include "the use by the insured person for the business of his employer". It is the responsibility of each employee to satisfy him/herself that he/she has full cover.

All other normal rules, regulations and laws apply, e.g. the use of rear seat belts. This should also include the safe condition of the vehicle.

#### **Use of Hired Transport**

Care has to be taken when hiring additional vehicles, although these vehicles should now have seat belts as standard fittings.

Defect checks and reporting must be completed by the driver prior to departure.

Procedure for	Ensuring the safety and welfare of pupils
	<b>Use of Reasonable Force to control or restrain pupils</b> (Team Teach)
Purpose	To outline the actions to be adopted and the basis on which decisions will be taken in the event of an incident which may require the use of force.

- Staff are Team Teach Trained
- A whole class management approach will be adopted.
- Any use of reasonable force will be the final option tried and the minimum necessary
- Any period of restraint will be time-limited with opportunities for the pupil to choose to reduce or stop the behaviour
- Praise will be given for appropriate behaviour during and at the end of the period of restraint
- There will be close supervision of the pupil immediately after the incident
- The Headteacher will be informed as soon as is practicable
- The teacher will write a report as soon as possible on the incident form and record in the Bound and Numbered Book. These are also sent to the Health and Safety Department in BGCBC.
- The pupil's parent/guardian will be informed.

Procedure for	Meeting Pupils' Health Needs
	<b>Individual Health Care plans</b>
Purpose	To define the actions to be taken to ensure that pupils' medical needs are identified and planned for

### **Process**

When drawing up Health Care Plans, the following people should be involved in the process:

- The parent or guardian
- The School Nurse
- Health Care professionals - the School Doctor

The School Nurse will arrange to meet the parents/guardians to complete the Health Care Plan.

The Health care plan is reviewed annually unless there are changes to the child's medical needs in which case the plan is amended as soon as information is provided by the parents.

A copy of the child's health care plan is kept with the School Nurse. This document is treated as confidential but will accompany the child on all outside of school visits and if an emergency occurs to the hospital.

The production of an Individual Health Care Plan may reveal the need for:

- School staff to have further information about a medical condition or specific training in administering a particular type of medication or dealing with emergencies.

It is the responsibility of the School Nurse to:

- Advise the Headteacher of the need for additional training for particular individuals or for specific procedures;

Procedure for	Meeting Pupils' Health Needs
	<b>The administration and recording of medication</b>
Purpose	To define the control of medication

The information detailed below is based upon the issues identified in the Welsh Office document "Supporting Pupils with medical needs: A good practice Guide", December 1997 and the LA guidance for the Administration of medicines in Educational Establishments.

### **Parental consent**

Medication, including non-prescription medication, can only be administered with the written consent of parents/guardians. It is the responsibility of the parents to provide the school with clear and up-to-date instructions in regard to the administration of medication. The consent form used by the school is appended to this procedure and is included in the pupils' health care plan. The form provides written details of the name of the medication, the dosage, the method of administration, the time and frequency of administration, other treatment and any side effects. Forms should always be signed by the parent or guardian. Parents are responsible for notifying the school of any changes in medication details - dosage, time to be given etc.

### **Transfer**

Medication is to be transferred to school via the escort/parent. All medication should be marked with a pharmacy label which includes the child's name, the name and dosage of the drug, the frequency of administration, and the expiry date.

Under NO circumstances should ANY medication be given to children to carry, neither should it be placed in their bags. In exceptional circumstances where pupils administer their own medication then these pupils will carry their own medication as agreed with parents.

### **Storage**

Medication is to be handed to the School Nurse on arrival at school. It should be in its original container and appropriately labelled, in the Nurses room.

### **Access to Medication**

Medication and records relating to the administration of medicines are kept locked in the Medical Cabinet.

Staff other than the School Nurse cannot be required to give medication. However, they can volunteer to do so. Where staff are willing to give medication, the Headteacher will seek to ensure that they are provided with appropriate training to do so.

### **Educational Visits**

The school follows procedures which comply with LA guidance on educational visits. The following additional measures are also taken:

Before going out of school the following action will also be undertaken:

- Parental permission agreed
- Any medication (in an appropriate marked container) required by individual pupils will be

collected from the Medical Cabinet and will accompany them on the visit (these should be added to the out-of-school pack).

- Any portable equipment and/or accessories which may be required (for instance oxygen, disposable gloves) will also be collected and taken with the pupil.
- An Evolve form will have been completed giving details of relevant contact numbers. Administration of gastro-feeding for the duration of any educational visit is the responsibility of appropriately trained staff.

### **Disposal of Medicines**

The School Nurse is responsible for sending all medicines back to parents at the end of the Summer Term via the escort or parent. Medicines should be checked for date so that there is always appropriate medication available for a pupil. Out of date medication should also be sent home in the same way.

Procedure for	Meeting Pupils' Health Needs
	<b>When a pupil becomes unwell in school</b>
Purpose	To define the action to be taken when the pupil becomes unwell

- Any member of staff who notices that a pupil appears to be unwell, should inform the class teacher.
- The Class teacher should send a member of staff to contact the first-aider or School Nurse.
- The School Nurse or first-aider will liaise with the Class teacher and agree a course of action with a member of the SLT.
- Any decision to send a child home must gain the consent of a member of the SLT.

Procedure for	Meeting Pupils' Health Needs
	<b>Dealing with an Epileptic Fit in school</b>
Purpose	To define the actions to be taken when a pupil has an epileptic fit in school

If a pupil has an epileptic fit, the following procedure should be followed:

- Ensure the pupils safety,
- Maintain the pupil's airway,
- Place in the recovery position,
- Cushion the pupil's head,
- Be quietly reassuring.

Where a pupil is known to have epilepsy and the pupil requires VNA or Buccal Midazolam then guidelines for their administration will be set out in the pupils individual Health Care Plan. This will be known to staff. In such cases the agreed guidelines should be initiated.

If staff are in any way concerned that the fit is outside the norm for that pupil and in every case where the fit has lasted for three minutes, then the procedure for summoning help in school should be initiated. This procedure should also be followed for any pupil whose Health Care Plan states that help should be summoned immediately.

All staff have received training in Epilepsy Awareness. This training is refreshed every two years.

Procedure for	Meeting Pupils' Health Needs
	<b>Pupils stop breathing in school</b>
Purpose	To define the actions to be taken when a pupil stops breathing in school

If a pupil stops breathing in school, then the following procedure is to be followed:

- The procedure for basic life support should be initiated and continued until the pupil is breathing independently.
- The procedure for summoning help in school should be actioned,
- When help arrives, the procedure for deciding on appropriate action in an event of medical incident/emergency in school will be followed.

Procedure for	Meeting Pupils' Health Needs
	<b>Action in the event of a medical incident/emergency in school</b>
Purpose	To define the options available and the actions to be taken in each case

On arrival at the scene, the first-aider or the school nurse will take over responsibility for the medical procedure and basic life support. The Headteacher will be informed, and in her absence the Deputy Headteacher.

The situation will be assessed and a decision taken as to what further action is needed.

**If the First Aider or School Nurse decides that the pupil should go to hospital:**

A member of staff will be assigned to telephone the emergency services.

The designated person will:

- Phone 999 and ask for paramedics
- Give relevant information concerning the nature of the pupils condition
- Give the address and telephone number of the school, as well as the location of the emergency within the school (Location and other relevant details about the school are posted beside all phones)
- The Headteacher, or a member of staff assigned by her, will telephone the pupils parent or carer.

**If the First-Aider or School Nurse decides that the pupil should go to casualty to be checked:**

- An appropriate staff member (insured to carry pupils in their car or the school minibus if available) will drive the pupil with the member of the class team who is able to recount the incident. The staff member will sit in the rear of the car with the pupil with seatbelts secured. - See Safe Transport guidance. A pupil who is unable to be transported in this way will require an ambulance.
- The Pupil's Health Care Plan and any medication should be taken by the staff to the casualty department
- Appropriate cover must be made for the remaining class group
- The Headteacher, or member of staff assigned by her, will telephone the pupils parent or carer

**If the first-aider or nurse decides that the pupil should go home**

The parents will be contacted immediately and arrangements will be made for the pupil to be collected as soon as possible.

**If the first-aider or school nurse decides that the pupil should go home and the parent/carer cannot be contacted**

The pupil is to be kept as comfortable as possible and away from other pupils as far as is practicable.

Further attempts should be made at intervals to make contact with the parent or carer.

If at any stage staff become increasingly concerned about the pupil's condition, then the Headteacher or School Nurse will arrange for the pupil to be taken to hospital.

Procedure for	Meeting Pupil's Health Needs
	<b>Injury or collapse in the hydrotherapy pool</b>
Purpose	To define the options available and the actions to be taken in each case. To define the actions to be taken should a pupil show signs of distress, injury or collapse in the hydrotherapy pool

- Summon assistance using the alarm call system.
- If the pupil is not breathing. Follow the procedure for basic life support. (it may be more appropriate to use mouth-to-nose resuscitation in the water, as this provides a more effective seal)
- Procedure for getting a child out of the pool for a medical emergency is to follow emergency evacuation training.
- If he/she is still not breathing voluntarily, basic life support is to continue.
- The first-aider will remain with the casualty until medical help arrives and will implement first aid techniques (e.g. recovery position, or application of pressure for bleeding as appropriate).
- When help arrives, the procedure for deciding on appropriate action in the event of a medical incident/emergency in school will be followed.

### **Policy Review**

The Policy statement will be reviewed in line with the programme of monitoring displayed in the School Development Plan.

This policy has been agreed by the Governing Body.

Headteacher \_\_\_\_\_

Date: February 2016

Chair of Governors \_\_\_\_\_

Date: February 2016

Reviewed February 2016

February 2016