HEALTH AND SAFETY POLICY

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Signed by Chairs of GB	**Tamsyn Johnson**
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Contents:

Contents	Page No
Statement of Intent	3
Roles and Responsibilities	3
Health and Safety Training	4
Monitoring and Compliance	5
Site Security	6
Fire and Emergency Preparedness	6
Control of Substances Hazardous to Health (COSSH)	7
Equipment	8
Lone Working	8
Working at Height	9
Manual Handling	9
Off Site Visits	9
Violence at Work	10
Smoking	10
Infection Prevention and Control	10
Digital Safety and Wellbeing	11
New and Expectant Mothers	12
Accident Recording, Reporting and Investigating	12
Issuing Medicine	12
Hazard and Defect Reporting	12
Practical Arrangements	13
Appendix 1: Head Bangs and Facial Injury Procedure	14
Appendix 2: Medical Matters and the Administration of Medication Policy	15
Appendix 3 : Asthma Policy	17

STATEMENT OF INTENT

The Governors of Spring Grove Primary School are committed to the promotion of a safe and healthy environment for staff and pupils and for other users of the school site.

Governors are committed to working within the framework provided by the LA, outlined in the Health and Safety Manual.

Governors are committed to the provision of adequate and appropriate safety training for staff.

Governors accept the right of Trade Union members to be represented on health and safety matters by an appointed safety representative who will be granted the appropriate time off to carry out their duties.

ROLES AND RESPONSIBILITIES

Name	Responsibility
Susan Colley	Headteacher
Jon Collis	Site Manager
Benita Turska	Welfare Officer
Tamsyn Johnson	Chair of GB
Grant Hill-Cawthorne	Health and Safety Governor

Governing Board

The governing board is responsible for:

- ensuring that appropriate documentation is in place
- monitoring its implementation
- reviewing it on an annual basis.

This will be achieved by:

- the appointment of a Health and Safety governor
- monitoring by the Finance & Premises Committee
- receiving reports from the Headteacher.

Headteacher

The Head Teacher is responsible for:

- the day to day management of health and safety
- the implementation of the policy
- ensuring that all staff are aware of the information contained in this document
- ensuring that staff are aware of the procedures laid down in the document and of their own responsibilities to comply with them
- reporting to governors on health and safety matters
- liaising with contractors to ensure an adequate exchange of health and safety information

Site Manager

The Site Manager is responsible for:

- ensuring that all defects in the buildings and grounds are notified to the head promptly
- undertaking regular checks of the fire alarm system and recording the result in the Fire Log Book

- carrying out regular safety checks of the school grounds, including the outdoor play equipment
- any other duties identified by the Head and Governors.

All Staff
Staff will:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work
- Co-operate with the school on health and safety matters
- Work in accordance with training and instructions
- Inform the appropriate person of any work situation representing a serious and immediate danger so that remedial action can be taken
- Model safe and hygienic practice for pupils
- Understand emergency evacuation procedures and feel confident in implementing them

Subject Co-Ordinators
Each subject coordinator is responsible for ensuring that the storage of curriculum resources in their subject complies with health and safety guidelines. They should inform all staff of any potential hazards in the use of equipment or materials.

Pupils
Children should wear recommended school uniform at school and appropriate clothing when going out on school trips. Footwear should be suitable so that children can run around the playground at break and walk around the school safely. Jewellery should not be worn. If for religious reasons it is expected that certain pieces of jewellery are worn then parents must inform the headteacher in writing and with the specific reason. Children with pierced ears may wear studs. Jewellery, where possible, should be removed for PE lessons.

Other School Users
All school users, including contractors, voluntary workers, parents and those hiring the school site, are responsible for following the school's health and safety advice, on-site and off-site, and for reporting any health and safety incidents to a member of staff.

HEALTH AND SAFETY TRAINING

Staff Training Requirements
All staff members are required to receive appropriate health and safety training to enable them to carry out their responsibilities safely and effectively.

Induction Training
All new staff, including temporary staff and volunteers, will receive health and safety induction training. This will cover:

- Emergency evacuation procedures and assembly points
- Fire safety arrangements and alarm testing procedures
- Location of first aid equipment and named first aiders
- Accident and incident reporting procedures
- Key risks specific to their role and working environment
- The school's health and safety policy and their responsibilities under it
- Safeguarding procedures (see separate Safeguarding Policy)

Ongoing and Refresher Training
Staff will receive regular updates and refresher training to ensure their knowledge remains current. Typical refresher intervals include:

- **Annual refresher training** for all staff on core health and safety matters, including emergency procedures and risk awareness
- **First Aid training**: renewed every 3 years for designated first aiders; paediatric first aid renewed every 3 years for EYFS staff
- **Fire safety awareness**: annual refresher as part of whole-school training
- **Manual handling**: refresher training every 3 years or when new equipment/procedures are introduced
- **Specific role-based training** (e.g., COSHH, working at height, lone working): refresher intervals determined by risk assessment and regulatory requirements, typically every 2-3 years

Coordination and Record-Keeping
The Headteacher is responsible for:

- Identifying staff training needs through risk assessments and performance reviews
- Coordinating the delivery of health and safety training across the school
- Maintaining accurate and up-to-date training records for all staff, including dates of completion and renewal dates
- Ensuring that training records are available for inspection by governors and external auditors
- Reporting on training compliance to the governing board via the Finance & Premises Committee

Training records are stored securely in the school office and reviewed annually to identify any gaps or upcoming renewal requirements.

MONITORING AND COMPLIANCE

Health and Safety Audits and Checks
The school conducts regular monitoring activities to ensure ongoing compliance with health and safety requirements and to identify areas for improvement.

Periodic Audits

- **Annual health and safety audit**: A comprehensive review of all health and safety arrangements, policies, and procedures is conducted annually by the Headteacher and Site Manager, with support from the Health and Safety Governor where appropriate
- **Termly premises inspections**: The Site Manager conducts termly inspections of the school buildings, grounds, and equipment, recording findings in the Site Manager's Work Orders book
- **Curriculum-specific checks**: Subject coordinators review the storage and use of curriculum resources annually to ensure compliance with health and safety guidelines

Ongoing Checks and Monitoring

- **Weekly fire alarm testing**: Every Monday at 9am (recorded in Fire Log Book)
- **Termly fire evacuation drills**: Outcomes recorded in Fire Log Book
- **Daily visual site inspections**: Conducted by the Site Manager
- **Annual servicing**: Fire-fighting equipment, gas appliances, electrical equipment (PAT testing), PE equipment

Reporting to Governors
The Headteacher provides regular reports on health and safety matters to the governing board via the Finance & Premises Committee. Reports include:

- Outcomes of audits, inspections, and checks

- Any significant incidents, accidents, or near misses
- Progress on remedial actions and improvements
- Staff training compliance and any identified gaps
- Updates on regulatory changes or guidance

Any serious health and safety concerns or incidents are reported to the full governing board without delay.

SITE SECURITY

Jon Collis, Site Manager and Susan Colley, Headteacher are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
They are both key holders and will respond to an emergency.

FIRE AND EMERGENCY PREPAREDNESS

Emergency exits, assembly points and assembly point instructions are clearly identified by safety signs and notices. Fire risk assessment of the premises will be reviewed regularly
Fire evacuation procedures are displayed in all rooms and all staff must ensure that they and their class are familiar with them.
There will be a termly evacuation practice, the outcome of which will be recorded in the Fire Log Book. The times of the practices will be varied to cover all times of the school day.
The fire alarm is a loud continuous bell.
Fire alarm testing will take place every Monday morning at 9am

The Site Manager is responsible for checking the alarm system and recording the result in the Fire Log Book.
Firefighting equipment is serviced annually and the date is noted in the Fire Log Book.
Combustible items must not be stored in the boiler room. The boiler must be inspected regularly.
Smoking is not permitted anywhere in the school building.
At large gatherings, for example, school plays, all relevant emergency exits must be made known and accessible.

Lockdown Procedures

In the event of a threat to the safety of pupils and staff (e.g., an intruder on site, a nearby incident requiring shelter), the school will implement lockdown procedures.
Lockdown alert: A specific signal (to be communicated to all staff at induction and via regular training) will indicate that a lockdown is required.
Staff actions during lockdown:

- Remain calm and reassure pupils
- Secure all external doors and windows
- Move pupils away from doors and windows, ideally to a safe location within the classroom
- Take a register and report any missing pupils to the school office if it is safe to do so
- Await further instructions from the Headteacher or emergency services
- Do not allow anyone to leave the building until the all-clear is given

All-clear signal: A separate signal will indicate when it is safe to resume normal activities.
Lockdown procedures will be practised at least annually, and outcomes will be recorded and reviewed by the Headteacher and governing board.

Severe Weather Procedures
In the event of severe weather (e.g., heavy snow, flooding, extreme heat), the school will take appropriate action to ensure the safety of pupils and staff.
Decision to close or remain open: The Headteacher, in consultation with the Site Manager, will assess the safety of the premises and travel routes. Decisions will be communicated to parents/carers as early as possible via email, text message, and the school website.
If the school remains open during severe weather:

- Additional risk assessments will be conducted (e.g., gritting pathways, restricting outdoor play)
- Staff will monitor weather conditions throughout the day and adjust arrangements as necessary
- Parents/carers will be advised to collect children early if conditions deteriorate

If the school closes during the school day: Parents/carers will be contacted immediately and asked to collect their children as soon as safely possible. Staff will remain on site until all pupils have been collected.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Schools are required to control hazardous substances, which can take many forms, including but not limited to:
Products containing chemicals
Fumes
Dusts
Vapours
Mists
Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information. Any hazardous products are disposed of in accordance with specific disposal procedures. Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Gas safety
Installation, maintenance and repair of gas appliances and fittings will be carried out by a Gas Safe registered engineer.
Gas pipework, appliances and flues are regularly maintained.
All rooms with gas appliances are checked to ensure they have adequate ventilation.

Legionella
Water risk assessments are reviewed every two years and/ or when significant changes have occurred to the water system and /or building footprint.
The Site Manager is responsible for ensuring that the identified operational controls are conducted and recorded in the school's Water Log Book.
The risks from Legionella are mitigated by temperature checks, heating of water, disinfection of shower heads.

Asbestos
Staff are briefed on the hazards of asbestos, the location of any asbestos in the school and the action to take if they suspect they have disturbed it.

Arrangements are in place to ensure that contractors are made aware of any asbestos on the premised and that it is not disturbed by their work.
Contractors will be advised that if they discover material that they suspect could be asbestos, they will stop work immediately until the area is declared safe.
A record is kept of the location of asbestos that has been found on the school site.

EQUIPMENT

All equipment and machinery are maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.
When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.
All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Electrical Equipment
Any faults must be reported immediately.
Staff should inform the Site Manager immediately of any loose or trailing wires.
Displays or decorations must not be suspended from light fittings.
All staff are responsible for ensuring they use and handle electrical equipment sensibly and safely.
Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who directs them.
An annual portable appliance test (PAT) will be carried out by an appropriately trained person.
Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.
Maintenance, repair, installation and disconnection work associated with permanently installed or portable electrical equipment is only carried out by an appropriately trained person.

PE Equipment
Pupils are taught how to carry out and set up PE equipment safely and efficiently. Staff check that equipment is set up safely.
Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager and recorded in the Site Manager book located in the school office.
All PE equipment is checked annually via the Sports Equipment Annual Check carried out by an external person.

LONE WORKING

Lone working may include;
Site manager duties
Site cleaning duties
Home visits (EYFS staff)
Potentially dangerous activities, such as those where there is a risk of falling from a height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.
Home visits carried out EYFS staff at the beginning of each academic year are carried out in pairs – staff do not attend solo.

WORKING AT HEIGHT

Working at height work is properly planned, supervised and only carried out by competent people with the skills, knowledge and experience to do this.
The site manager retains ladders for working at height.
Pupils are prohibited from using ladders.
Only staff that have completed appropriate training are permitted to use ladders.
Contractors are expected to provide their own ladders for working at height.
Before using a ladder, staff are expected to conduct a visual inspection to ensure its safety.
Access to high levels, such as the roof, is only permitted by trained and competent persons.

MANUAL HANDLING

The procedures related to manual handling apply to activities where there is a foreseeable risk of injury.
It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they must seek further assistance.

A risk assessment will be undertaken to identify the nature of manual handling in the school, and those who may be involved in manual handling activities are required to read it. We will make sure proper mechanical aids and lifting equipment are available in the school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid such as a trolley, or ask another person to help.

Take the more direct route that is clear from obstruction and is as flat as possible.

Ensure the area where the offload is planned is clear

When lifting, bend knees and keep back straight, feet apart and angled out. Ensure the load is held close to the body. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.

OFF-SITE VISITS

Risk assessments are compulsory for any visit that requires taking pupils off-site and they are logged with the local authority.
All off-site visits are appropriately staffed with school staff and where appropriate other helpers – these may be parents or other school volunteers.
Staff take a fully charged mobile phone, a portable first aid kit and information about the specific medical needs of pupils.
There will always be a first aider on trips and visits and for EYFS trips there will be a first aider with a current paediatric first aid certificate.

VIOLENCE AT WORK

Staff should not be in any danger at work, and there is zero tolerance of violent or threatening behaviour towards our staff.
All staff will report any incidents of aggression or violence (or near misses) directed at themselves to headteacher immediately.

SMOKING
Smoking is not permitted on the school premises

INFECTION PREVENTION AND CONTROL
National guidance and advice given from Public Health Hounslow is followed when responding to infection control issues.
Staff and pupils are encouraged to follow the good hygiene practice outlined below;
Handwashing
Wash hands with liquid soap and warm water and dry with a hand drier or paper towel.
Always wash hands after using the toilet, before eating or handling food, and after handling animals.
Coughing and Sneezing
Cover mouth and nose
Wash hands after using or disposing of tissues
Do not spit
Personal Protective Equipment (PPE)
Wear disposable gloves where there is a risk of splashing or contamination with blood/ body fluids (e.g., nappy changing)
Use the correct PPE when handling cleaning materials
Use PPE to control the spread of infectious diseases where required or recommended by government guidance.

Cleaning of the environment
Clean the environment, including toys and equipment, frequently and thoroughly.

Cleaning of blood and body fluid spillages
Clean up all spillages of blood, faeces, saliva, vomit, nasal and eye discharges immediately and wear PPE.
When spillages occur, clean using a product that combines both detergent and disinfectant and use as per manufacturer's instructions.
Never use mops for cleaning up blood and body fluid spillages – use disposable paper towels and discard clinical waste as described below.

Clinical waste
Always segregate domestic and clinical waste.
Used nappies/ pads, gloves, aprons and soiled dressings are stored in clinical waste bags in foot-operated bins.
Remove clinical waste with a registered waste contractor.

Laundry
Wear PPE when handling soiled clothes.
Bag children's soiled clothes to be sent home, never rinse by hand.

Pupils Vulnerable to Infection
Some medical conditions make pupils vulnerable to infections that would rarely be serious in most children. The school will normally have been made aware of such vulnerable children. These children are particularly vulnerable to chickenpox, measles or slapped cheek disease (parvovirus B19) and, if exposed to any of these, the parent/carer will be informed promptly and further

medical advice sought. We will advise these children to have additional immunisations, for example for pneumococcal and influenza.

Exclusion Periods for Infectious Diseases
Spring Grove Primary School will follow recommended exclusion periods outlined by the UK Health Security Agency and other government guidance.
In the event of an epidemic/pandemic, we will follow advice from the UK Health Security Agency about the appropriate course of action.
Advice will be sought from Public Health Hounslow if required.

DIGITAL SAFETY AND WELLBEING

The school recognises that digital technologies present both opportunities and risks for pupils and staff. We are committed to promoting safe and responsible use of technology and protecting the wellbeing of our school community.

Online Safety
All pupils and staff are expected to use digital technologies safely, responsibly, and respectfully. The school has comprehensive policies and procedures in place to address online safety risks, including:

- Cyberbullying and online harassment
- Exposure to inappropriate or harmful content
- Sharing of personal information and images
- Contact with strangers or individuals who may pose a risk
- Excessive screen time and its impact on wellbeing

For full details of our approach to online safety, including acceptable use expectations, filtering and monitoring arrangements, and reporting procedures, refer to our:

- Online Safety Policy
- Acceptable Use Policy (for staff and pupils)
- Child Protection and Safeguarding Policy (which includes online safety as a key safeguarding issue)

Digital Wellbeing
The school promotes a balanced approach to technology use and encourages pupils and staff to be mindful of their digital wellbeing. This includes:

- Teaching pupils about healthy screen time habits and the importance of breaks from devices
- Encouraging face-to-face communication and outdoor play
- Supporting pupils to recognise signs of digital overload or distress
- Providing guidance to parents/carers on managing technology use at home

Staff Responsibilities
All staff have a responsibility to:

- Model safe and responsible use of technology
- Be vigilant to online safety risks and report concerns in line with safeguarding procedures
- Integrate online safety education into the curriculum where appropriate
- Follow the school's acceptable use policy and data protection requirements

Training and Education

- All staff receive online safety training as part of their safeguarding induction and annual refresher training
- Pupils receive age-appropriate online safety education as part of the PSHE and computing curriculum
- Parents/carers are provided with information and resources to support online safety at home

For further support and guidance, staff and parents/carers can access resources from organisations such as UK Safer Internet Centre, NSPCC, and Childnet.

NEW AND EXPECTANT MOTHERS

Risk assessments will be carried out whenever any employee or pupil notifies the school that they are pregnant. Appropriate measures will be put in place to control risks identified. Some specific risks are summarised below:
Chickenpox can affect the pregnancy if a woman has not already had the infection. Expectant mothers should report exposure to their GP at any stage of exposure. Shingles is caused by the same virus as chickenpox, so anyone who has not had chickenpox is potentially vulnerable to the infection if they have close contact with the case of shingles.

If a pregnant woman comes into contact with German measles (Rubella) she should inform her GP immediately to ensure investigation.

Slapped Cheek disease (parvovirus B19) can occasionally affect an unborn child. If exposed early in pregnancy (before 20 weeks) the GP should be informed.

Some pregnant women are at greater risk of severe illness from Covid-19.

ACCIDENT RECORDING, REPORTING AND INVESTIGATION

Any accident needing routine treatment in school is deemed a minor accident and should be recorded in the Medical Book in the Medical Room. The person completing the accident record will be responsible for investigating the causes of the accident and, if necessary, for making recommendations to prevent recurrence and liaising with the class teacher and when necessary, the Headteacher. Parents will be informed immediately of any bang to the head or facial injury.
If an accident is sufficiently serious that a First Aider is not able to provide routine treatment then parents will be called and an ambulance may be requested, if appropriate. Any accidents referred to a hospital will be recorded on the LA Incident portal. An investigation will take place into the cause of the accident and any remedial action that needs to be taken.

ISSUING MEDICINES

Minor coughs and colds can be managed in school, but we do not administer medicines in school following or during illness. If a child needs such, they should be kept at home until well enough to attend school without medication. If a child is well enough to return to school but still requires the end of a course of antibiotic, a parent or carer may call into school during the day to administer the correct dosage.

HAZARD AND DEFECT REPORTING

All defects and hazards relating to the building or grounds should be logged in the site managers' Work Orders book. He will attend to them and inform the head teacher of anything significant. The Head will be responsible for monitoring the progress of all items reported.

PRACTICAL ARRANGEMENTS

First Aid

The first aid equipment is kept in the Medical Room. If children are on school trips, a medical kit and any individual medication will be labelled and taken with the group.

Named first aiders (listed on the door of the medical room) will treat children for minor ailments and accidents.

The welfare officer is Benita Turska. She is responsible for ensuring that the first aid materials are stocked up. Any member of staff who has attended a recent First Aid course is regarded as a First Aider.

A fully stocked first aid bag will be taken on school outings. Any inhalers and EpiPens for specific children will also be taken.

Security/Visitors to the Site

During the school day, all visitors will be expected to report to the school office, where they will be asked to sign the visitors' book. All visitors will be issued with a school lanyard and are expected to wear and display it for the duration of their visit. Staff and children are encouraged to challenge politely anyone in school they do not recognise.

Supervision Before and After School

The school accepts no responsibility for children who arrive on the premises before 8.30 am who are not in Extended Day Care. The classroom doors are opened at 8.45 am.

Parents are asked to arrange to collect their children promptly at the end of the afternoon session at 3.20/25pm. IEYFS and KS1 staff must ensure that each child is collected by a known adult. Pupils in KS2 are told to report to their teacher or the office if the person who was planned to collect does not arrive. Children are not permitted to go with another parent unless the child's parent has informed the school. If any child is not collected straightaway, the class teacher will inform the Headteacher, who will assume responsibility until the child's parents/carers take the child.

Cycling To School

Children are permitted to cycle or scooter to school when accompanied by their parents.

Children and adults must not cycle on the school premises but should dismount on entry.

Dogs on Site

Support dogs (guide dogs, hearing dogs, etc.) are allowed onto the school site. However, other dogs are not permitted inside the school grounds, except in special circumstances with the permission of the Headteacher.

Use of Car Park

The school car park is for the use of school staff and visitors only. It is not for the use of parents when bringing children to school or collecting them at the end of the day unless a disabled parking bay is required. Notices to this effect are placed at the car park entrance to remind parents of the rule.

Appendix 1

HEAD BANGS AND FACIAL INJURY PROCEDURE

This procedure must be followed at all times when there is any bump to the head or injury to the face however mild it may seem at the time.

1. If the head bang/facial injury is severe then stay with the child where they are and send another person to get a first aider who will come to the child.

2. If the head bang/facial injury is less severe, take the child to the medical room and stay with him/her until a first aider takes over from you.

3. First aid treatment will be administered by one of the named first aiders and a record written into the Medical Book.

4. Make a phone call to inform the parent or carer of the bang/injury. Benita Turska the Welfare Officer may decide the child needs to go home or to the hospital and will be responsible for communicating this to parents.

5. The Headteacher will be informed.

6. The class teacher will speak to the parent/carer or Sunshine staff about the bump/injury.

7. All staff should check on the child the next day and report any absence to the Headteacher and Benita Turska.

8. If the bump was the result of rough play, the Headteacher and class teacher will talk to the class about being careful around others.

9. We must stress to children that they tell an adult whenever they have a head bang or facial injury, even if it is not severe.

10. Parents are expected to inform the school if a bump or injury has occurred at home.

11. Following a severe head bang that was referred to the hospital, medical advice should be sought before the child resumes sporting activities. A risk assessment will be completed if needed.

Appendix 2
Medical Matters and the Administration of Medication Policy

EMERGENCY CONTACT
When a child joins the school, parents/ carers will be asked to provide contact details in case of any accidents or illnesses. We will also ask for the name of another contact - neighbour, friend, or relative - who could take responsibility for the pupil if necessary. It is vital that these emergency contact arrangements are kept up to date. The school office should be informed immediately, of any change of address, email, or telephone number at home or work.

All absences must be reported on the first day and each day thereafter by speaking to a member of the office team or by emailing the office before 9.15 am.
The email address is admin@springgrove.hounslow.sch.uk
Where notification has not been given of the reason for absence, the admin team will phone home by 10 am to ascertain the reason.

ILLNESS AND INFECTION
In order to minimise the spread of infection a child must be kept at home if they have/ or suspect they have an infectious illness or contagious condition. In order to minimise absences from school, please only keep your child at home if the illness is serious. **Any infectious illnesses must be reported to the school office so that staff and parents may be advised accordingly.** Examples include chicken pox, head lice, sickness/diarrhoea.

In the case of vomiting and/or diarrhoea, a child should remain at home for **at least 48 hours after the last bout.** If a child returns to school before this time, they will be sent home in order to prevent the risk of the infection from spreading.

Minor coughs and colds can be managed in school, but we do not administer medicines in school following or during illness. If a child needs such, they should be kept at home until well enough to attend school without medication. If a child is well enough to return to school but still requires the end of a course of antibiotic, a parent or carer may call into school during the day to administer the correct dosage.

If a head infection (lice or nits) is discovered at school, the child should be sent home until treatment has been carried out. Lotions and advice are available from the chemist. It is recommended that conditioner is put on the child's hair and combed, paying particular attention to the areas near the neck and ears. Parents are requested to inform school if their child has head lice, so that we can send a letter to the class asking parents to check their child's head. **We ask that long hair is tied back to prevent infection.**

MEDICATION
The school is prepared to store drugs for children who are chronic sufferers of asthma, hay fever, epilepsy and diabetes. Wherever possible, children should be able to administer these themselves. Where assistance is required, a disclaimer will need to be signed.

All medicine on school premises must have been prescribed by a UK based doctor and clearly labelled with your child's name and class. We will ask you to complete a form to confirm the arrangements for administration and the dosage.

Asthma Inhalers
If a child has been prescribed a blue inhaler, one must be kept in school at all times, even if only for occasional use. Pumps will be kept in the classroom if the child needs it on hand and urgently. Children will be encouraged to self-administer at all times and may need an aero-chamber/spacer. A medical disclaimer form will need to be completed, available from the school office.
All asthma pumps should be clearly labelled and stored in the original box with instructions for administration.
It is the responsibility of parents to ensure that the inhaler is in date.

Hay fever
Hay fever medication should be administered before school. If a child is a chronic sufferer and requires medication during the day, parents will be required to complete a form to confirm the instructions. Children will be expected to go outside at break time, unless a specific allergy has been advised and your doctor or hospital consultant has put this in writing. Children are permitted to wear sunglasses to help alleviate symptoms.

EpiPens
If pupils are prescribed with EpiPens, the school will require two EpiPens– one to be kept in the Medical Room and the other in their classroom. Please ensure that the school is aware of all allergies and the danger signs to look for. Please ensure the Epipens stay within date; this is the responsibility of the parent.

APPOINTMENTS
Ideally appointments should be made out of school hours when possible. Should a child be required to attend a dental or hospital appointment during the school day, parents are expected to inform the class teacher and office beforehand. For hospital appointments, a copy of the letter/text confirming the appointment should be provided.

MEDICAL EXAMINATIONS
Routine health, vision and growth checks will be made at intervals. Parents will be notified of these but are not required to attend. Should it be necessary, a child may be referred to their General Practitioner or to the School Medical Officer for an examination.

Appendix 3

Asthma Policy

Spring Grove Primary School recognises that asthma is a widespread, serious but controllable condition affecting many children of school age. Spring Grove encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by staff and children.

Asthma medicines

- Immediate access to reliever medicines is essential. Children's inhalers are stored in classrooms and a spare one will be kept in the Medical Room.
- Parents/carers are asked to ensure that the school is provided with a labelled reliever inhaler, which has not passed its expiry date.
- All inhalers must be labelled with the child's name.
- Benita Turska is delegated to check the expiry date of spare reliever inhalers and to maintain the school's asthma register regularly.
- Parents/carers also need to provide written information detailing:

1. what asthma medicines the child takes and when
2. what triggers the child's asthma and what to do if the child's asthma gets worse
3. emergency contact details

Parents/carers are requested to complete an asthma form which details the information about the child's asthma and his/her medications. This information will be used to inform the child medical care plan if one is required.

Record keeping

When a child with asthma joins the school:

- We ask the parents/carers about their child's asthma symptoms, how to recognise when their symptoms are getting worse and how to help them take their reliever medicine. These are recorded on a form.

Exercise and activity – PE and games

- Taking part in sport, games and activities is an essential part of school life for all children. All teachers should know which children in their class have asthma from the asthma register.
- Children with asthma are encouraged to participate fully in all PE lessons. Teachers will help children whose asthma is triggered by exercise to take their reliever inhaler before the lesson if that is on their Health Care Plan, and to thoroughly warm up and down before and after the lesson.

Out-of-hours sport and clubs

- Parents are expected to make sure that sport coaches and staff running after school clubs are aware of the potential triggers for children with asthma when exercising, tips to minimise these triggers and what to do in the event of an asthma attack.

School trips

- When children with asthma go on trips, the school makes sure that the class teacher has a full medical kit and all information regarding children's asthma.
- Staff need to ensure that children have their asthma medicines with them when they go on a trip or out of the classroom.

When a child is falling behind in lessons

- If a child is missing a lot of school or is always tired because their asthma is disturbing their sleep at night, the class teacher will initially talk to the parents/carers to work out how to prevent their child from falling behind.

Asthma attacks

In the event of an asthma attack, the school follows the procedure outlined below:

Procedure

- Encourage the child or young person to sit up and slightly forward – do not hug or lie them down.
- Make sure the child or young person takes two puffs of reliever (**blue**) inhaler immediately (only through a spacer).
- Loosen tight clothing
- Reassure the child
- Call for the school welfare assistant or a first aider by sending another child with an urgent message.

If there is no immediate improvement:

- Continue to make sure the child or young person takes one puff of reliever inhaler every minute for five minutes or until symptoms improve

The Welfare Officer and Headteacher will:

Call 999 or a doctor urgently if:

- The child or young person's symptoms do not improve in 5-10 minutes.
- The child or young person is too breathless or exhausted to talk.
- The child or young person's lips are blue
- Or if you are in doubt **continue to give the child one puff of their reliever inhaler every minute until the ambulance or doctor arrives.**

Resources

Asthma UK publications – 02077865000

Asthma UK website – asthma.org.uk