

Health and Safety Policy

Policy statement

The Health and Safety at Work etc Act 1974 places overall responsibility for health and safety with the employer. Responsibility for safety at the British School of Amsterdam rests with the governing body.

It is their duty to ensure, so far as is reasonably practicable:

- The health, safety and welfare of teachers and other education staff;
- The health and safety of pupils in-school and on off-site visits; and
- The health and safety of visitors to schools, and volunteers involved in any school activity.

Teachers and other employees of the school must:

- Take reasonable care of their own and others' health and safety;
- Co-operate with their employers to implement the requirements of health and safety legislation and the school's health and safety policy.
- Carry out activities in accordance with training and instructions; and
- Inform the employer of any serious risks.

Under common law all teachers are expected to act 'in loco parentis' exercising the same degree of responsibility for the pupils in their care, as would any parent looking after his or her child. The professional duties of a teacher include maintaining good order and discipline among the pupils and safeguarding their health and safety, both when they are authorized to be on the premises, and when they are engaged in authorized school activities elsewhere.

This policy will be reviewed annually and amended in accordance with the experience gained from monitoring and taking into account any new developments in health and safety legislation and guidance.

Liability

We will not incur personal liability for negligence, if we act in good faith and follow the aims and objectives as outlined in school policies. The British School has 'Employee' and 'Public Liability' insurance cover.

Teachers are not negligent if

1. All responsible steps have been taken to ensure the safety of premises and equipment;
2. Pupils have been taught about the need for safety;
3. Pupils have been systematically prepared for the activity undertaken, and attention paid to safety procedures;
4. The work and the way it is done is in line with current practice in other schools.

5. Risk assessment policies have been adhered to.

Visitors

All visitors must report to the school reception on entering the site. Visitors' names will be entered into the visitors' book when they come to school. They are given an identification badge to show they are visitors.

First Aid

Teachers and other staff in charge of pupils are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the pupils at the school in the same way that parents might be expected to act towards their children.

This document sets out the policy for first aid and procedures to follow in the event of any injury or accident.

First Aid in School

The school has a number of first aiders at each site (appendix 1). The school arranges adequate and appropriate training and guidance for staff that volunteer to be first aiders.

A first aider must hold a valid certificate of competence, issued by an organization whose training and qualifications are approved by the HSE. First aid at work certificates are only valid for three years. The school arranges refresher training and retesting of competence before certificates expire.

The responsibilities of the first aider are to:

- Take charge when someone is injured or becomes ill;
- Administer any first aid treatment for which they have been trained;
- Ensure that an ambulance or other professional medical help is summoned when appropriate;
- Look after the first-aid equipment e.g. restocking (appendix 2).

The Principal and Heads of Schools regularly review the school's first-aid needs to ensure that the provision is adequate. Qualified first aiders at each site are responsible for ensuring the first aid equipment is maintained and ready for use. (First aid boxes are distributed throughout the school. Staff need to familiarize themselves with the whereabouts of first aid equipment and the telephone number of emergency services; this number is displayed on every phone. First aid equipment must be clearly labeled and easily accessible.

It is the responsibility of all staff to record when stock has been used from a box so that supplies can be replenished.

First-aid information is included in the staff induction programme to ensure new staff are told about the first-aid arrangements.

Procedures when dealing with accidents

First aid is the immediate and sustained help that is given before professional help arrives. It is as important to know what NOT to do, as to know what to do.

If there is an accident:

1. Take charge, keep calm, and get others to help.
2. Notify a trained first aider if available.
3. Assess the situation. Work quickly and without fuss.
4. Give reassurance to the rest of the party.
5. Deal with any life-threatening situation first, e.g. arrested breathing.
6. Deal with more serious injuries next.
7. If several people are injured, deal with those who will benefit most from immediate treatment.
8. Watch for cases of shock, e.g. coldness and talking nonsense.
9. If hospital treatment is needed then no food, drink or drugs must be administered.
10. For hospital treatment the injured party should be taken in a taxi. If in any doubt call an ambulance.

Minor Accidents

Any minor accident must be recorded in the accident book (appendix 3). Parents must be notified of any serious or significant incidents especially any bump to the head either by telephone or by using an accident form. (appendix 4).

A record of any first aid treatment given by first aiders must be kept. 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;
- What happened to the person immediately afterwards (for example went home, resumed normal duties, went back to class, went to hospital);
- Name and signature of the first aider or person dealing with the incident.

Serious accidents must be reported immediately to the Head of School or the Deputy Head.

Any hospital visits require an accident form to be filled in. These are stored in the office at each school. (appendix 4b) Injured parties are escorted immediately to the Vu Hospital. Parents are contacted and are asked to meet their child at the hospital. A member of the School staff remains with the child in until a parent/carer arrives. In the event that a parent cannot be reached during School hours, discharged patients are bought back to School and supervised.

All staff should take precautions to avoid infection and must follow basic hygiene procedures.

Staff have access to single use disposable gloves. Disposable gloves should be used at all times when attending to a cut, graze or open wound. Used gloves should be carefully disposed of and restocked from the glove boxes where most first aid is administered.

Care should be taken when dealing with blood or other body fluids and disposing of dressings or equipment.

All large blood spillages must be cleared up immediately. All swabs, cotton wool etc. used to clean up a blood spillage must be secured in a plastic bag and disposed of in the bin.

Travelling First Aid Containers

It is recommended that a qualified first aider is present at any off site activity. Before undertaking any off-site activities, the teacher should assess what level of first-aid provision is needed. A first aid container with a minimum stock of first aid items for travelling should accompany any off site trip (appendix 5).

Consideration must also be given to individuals who may require asthma pumps or EpiPens (see Anaphylaxis paragraph).

Medical details

Parents are asked to note any serious medical conditions on the 'Application for Enrolment Form'. All staff should know of any serious medical conditions of children. Class or form group medical lists are circulated at the start of the academic year and up-dated when new children enroll. A complete medical list is available on the PASS system.

Pupils with Special Medical Conditions

Children with specific conditions and treatments are photographed and their details are placed on the staffroom wall.

Contagious Diseases/Infections

The Head of School may exclude pupils who have, or are suspected of having a contagious disease. Those pupils cannot return to school until a doctor's note is accepted. The Head of School has the right to exclude pupils from school if s/he feels they are too sick to attend and/or are causing risk of infection to others.

The Head of School can contact either the School Doctor (telephone number 020 5555708) or the department for infectious diseases and control (telephone number 020 5555370) for advice on particular diseases and procedures to be followed.

Parents are requested to inform the School if their child has been diagnosed with a contagious disease. A letter is then sent home to all the children within the same school informing the parents of the disease, the symptoms and possible side effects. They are advised to contact a doctor should they feel concerned.

Medication

No medication must be given without the signed consent of a parent.

Primary School

No pupil should be in possession of medicine (except diabetics). In the event of a pupil needing medication during school time, parents must complete a form authorizing staff to administer medication to their child and giving clear details of "when" and "how" medication is to be administered. The staff member must sign and date the form. The form must be displayed in a prominent position in the classroom for all adults to see (appendix 6).

Secondary School

No pupil should be in possession of medicine (except diabetics). Medicines should be kept in the dedicated fridge in the Reception. In the event of a pupil needing medication during school time, parents must complete a form authorizing their child to administer the medication themselves and giving clear details of “when” and “how” medication is to be administered. A member of staff should observe the pupil when he/she takes the medicine.

Anaphylaxis

Anaphylaxis and such acute allergies can be life threatening but they rarely prove fatal where correct medical practice has been taken. All adults must be aware of how to treat an allergic child, including the administration of adrenaline. A photograph of any pupil with anaphylaxis is displayed in the staffroom. In the Primary School, each pupil who is known to have an allergic reaction (e.g. peanut/bee sting) must have two emergency boxes in school. The child’s parents provide these. One must be kept in the classroom and one by the main school entrance. Emergency boxes **MUST NOT** be kept in a locked place. In the Secondary School the emergency box is kept at the Reception. In both instances, a box must be taken on all off-site activities.

Emergency boxes must be clearly labeled as such and also bear the child’s name and emergency contact numbers. They must contain **TWO** Epipens, personal allergy details and clear written details of **where, when and how** adrenaline should be administered (appendix 7).

In cases where a child shows symptoms of an allergic reaction the supervising adults must:

1. Send for the emergency box.
2. Administer the adrenaline shot as directed.
3. Arrange for an ambulance stating the child has collapsed with anaphylactic shock.
4. Arrange to contact the child’s parents.
5. Accompany the child to the hospital with the emergency box and contents.

Asthma

Children normally know how to cope with themselves but teachers should be informed by the parents of specific treatment to be administered in case of an attack.

- Children should be encouraged to exhale in the event of an attack.
- Children should be encouraged to use their own inhalers.
- Some children may need to take medication before vigorous exercise.
- A thorough warm-up is essential before any exercise.
- Swimming can be beneficial but over or under-heated pools should be avoided.

Issues of Physical Disability

Epilepsy

Before a child with epilepsy can take part in PE the matter must be cleared in writing both by the family doctor and by the parents specifying the extent to which

participation is to be permitted. Teachers should know how to deal with an epileptic fit. Epileptic children should not be allowed on high equipment. Teachers should use a friend or buddy system when using apparatus. Epileptic children must be watched by another adult at the poolside.

In the event of an epileptic fit, 2 members of staff should attend the pupil, ensuring that the area around the child is made safe. Any medication must be carried by the pupil at all times. A second pack of medication must be collected from the Reception by a member of staff taking the child on any off-site activity. The name of the child's Doctor must be visible at the Reception and in the staffroom, so that he/she can be contacted and given details of the fit.

Storage of Harmful Substances

Cleaning materials and any other harmful substances should be kept out of the reach of children. Cleaner's cupboards where such materials are stored must be fastened securely.

Fire Drill

On hearing the fire alarm wherever possible all windows and doors should be shut, personal belongings must be left behind. Classes are to walk in silence to the meeting points (appendix 8)

Fire drills occur on a half termly basis and at various times during the school day. Staff are responsible for becoming aware of the location of fire alarms and extinguishers and this information should be made clear to all other adults and pupils. Registers should be taken every morning and afternoon and are kept in the school office. Children arriving late to school must be marked in the register. In the event of a fire the secretary will hand registers to the class teachers and names will be called at the meeting point. At the Jubilee Building the register remains in the classroom in a designated place. In the event of a fire all teachers exit the building with the children they are teaching and the register is taken with them. Names will be called at the meeting point.

Fire exits must be kept clear at all times.

The procedure for exiting the building in the event of a fire is displayed in every room.

Evacuation procedure

If evacuation is necessary teachers will be informed by the Head of School to lead their classes from the meeting point to

The Ignatius Lyceum on Jan van Eijckstraat for the Nursery/Infant and Lower Junior School and the school field for pupils in the Upper Junior School and Secondary School. Teachers must ensure that all children are present before leaving. Directions are shown on the Fire Procedure charts in every room.

Safety in PE

Equipment should be checked regularly. Teachers should ensure that children have the strength to undertake the skills and tasks.

Teachers should understand the importance of warming up for and recovery from exercise thus preventing injury.

Children should be concerned with their own and others' safety in all activities undertaken.

Children should adopt good posture and maintain control of the body at all times.

Equipment should be lifted and placed correctly at all times. Four children should carry one mat and lift at the corners. Two/four children to carry one bench and walk sideways. Mats should be placed wherever needed.

Teachers should be aware of the risks of inappropriate clothing, footwear and jewellery. Clothing should not restrict movement but should not be loose. Shorts should be above the knee. Shoes should be close fitting and have good traction. Hard plastic soles should not be worn.

Long hair must be tied back.

Children must respond readily to instructions and signals within established routines and follow relevant rules and codes.

Chasing games must not be played where large apparatus is used as an obstacle.

Teachers should know of any medical conditions of the children in their care.

For off-site PE activities children must walk orderly in pairs with a minimum of one teacher leading the group and one teacher at the rear. Attention to road safety must be stressed to the children.

Swimming

Children should shower before and after swimming.

Long hair must be tied back. Jewellery must be removed.

Teachers must be organized around the poolside to monitor behaviour, give encouragement and ensure safety.

Teachers should fill in a swimming register prior to leaving school and numbers should be checked before and after the lesson. The responsibility for the teaching of swimming rests with a qualified swimming instructor.

Play areas

A sufficient number of staff will supervise the play areas at all times in school time when pupils are present.

Working with Equipment

- Sharp knives and sharp-ended scissors must be stored safely and only used under supervision.
- Round ended scissors to be used where possible and as appropriate.
- Glue guns must be stored properly and only used under supervision.
- Pupils shall be shown how to safely use simple hand tools available to them in the classroom.
- Pupils using saws, drills and simple hand tools must be supervised at all times.

Food Preparation

All staff are expected to observe basic hygiene rules when handling or preparing food – i.e wash hands thoroughly and/or wear disposable gloves.

Maintaining Equipment

Equipment should be checked regularly and defects reported. Faulty and defective equipment should be taken out of use until repaired and reported at the weekly Pots and Pans meeting.

If possible a professional should overhaul gym and other equipment.

Contractors

Contractors carrying out work in the school and grounds are required to report, on arrival to the school reception to collect their visitor's badge. They must sign in before work starts and sign out on departure.

Induction procedures

All new staff will receive adequate information and training to ensure that they are aware of the school's health and safety arrangements particularly

- Evacuation procedures
- First aid and injury reporting arrangements

This Policy should be read in conjunction with the Critical Incident Policy and the Policy for Educational Visits

Date of last review – September 2008

MWGR, CvdL, TH, JM, EM

The health and safety policy is reviewed annually and amended as necessary to take account of the findings from monitoring and any new developments in health and safety.

Appendix 1
Qualified First Aiders / Site
Nursery/Infant School

Member	Date of qualification	Date for retest.
Helen Rigelsford	Nov. 2005, Nov. 2008	Nov. 2011
Kate Barklamb	Nov. 2005, Nov. 2008	Nov. 2011
Janet Frietman	Nov. 2005, Nov. 2008	Nov. 2011
Sharon Boyle	Jan. 2007	Jan. 2010
Effie Karlis	Jan. 2007	Jan. 2010
Karen Stainton	Jan. 2007	Jan. 2010
Rachel Stringer	Jan. 2007	Jan. 2010
Helen Burns	Nov. 2007	Nov 2010
Sinead Kelly	Nov. 2007	Nov 2010
Eveline Elferink	Nov. 2007	Nov 2010
Katie Spencer	Registered Nurse	

Jubilee Building

Member of Date	Date of qualification	Date for retest.
Rosalyn Noe	Nov. 2008	Nov. 2011
Nathalie Edghill	Jan 2007	Jan 2010

Lower Junior School

Member of Date	Date of qualification	Date for retest.
Chris Rogers	January 2007	January 2010
Rachel Woodward	January 2007	January 2010
Melinda Esworthy	January 2007	January 2010
Annie van Schooneveld	November 2008	November 2011
Helen Rigelsford	November 2008	November 2011
Isabel Stout	November 2008	November 2011

Upper Junior School

Member of Date	Date of qualification	Date for retest.
Rosie Tiggelovend	January 2007	January 2010
Thomas Edghill	January 2007	January 2010
Joan Smith	November 2008	November 2011
Anouk Cronly-Dillon	November 2008	November 2011
Steve Cooney	November 2008	November 2011

Secondary School

Name	Date of qualification	Date for retest
G. Evans-Jones	August 06	August 09
J. Myatt	June 08	June 10
P. Foulke	January 06	January 10
T. Edghill	January 07	January 10
D. Ayoub	May 08	May 10
C. Jury	July 07	January 10
A. Logan	January 07	January 10
A. Mulhall	January 07	January 10

Appendix 2

Contents of First Aid Boxes

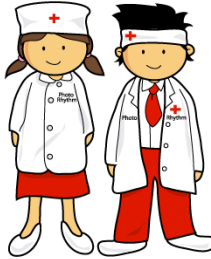
2 pairs of vinyl gloves
1 x roll of surgical tape
Assortment of plasters
3 x bandages
2 x bandage clips
Surgical scissors
1 x freeze pack
Cotton wool
Gauze
1 x thick compress
thermometer
Waspeze (in Reception and playground boxes)

Appendix 3

Recording of accident/incident

<i>Date and time of incident</i>	<i>Name and Class</i>	<i>Details of injury and first aid given</i>	Outcome <i>(parents called, teacher informed, back to class, hospital etc)</i>	<i>Dealt with by</i>

Just a Note



To the parents of

Your child had an accident/was feeling unwell at school today.

He/She

If you have any concerns, please take your child to the doctor.

Yours sincerely,

Just a Note



To the parents of

Your child bumped his/her head today. She/he was examined by one of our staff and the injury did not cause concern at the time. However, please continue to keep a close eye on him/her to check that there is no dizziness or headaches.

If you are concerned, please consult your doctor.

Yours sincerely,

Appendix 5

Travelling First Aid Boxes

4 anti-septic wipes
2 pairs vinyl gloves
Tweezers
Bandages
Safety pins
Bandage clips
Gauze
Roll of tape
Scissors
Freeze pack

Appendix 6

Medication administered at Primary School



The British School of Amsterdam

Parental Consent For The Administration Of Medicine Or Treatment to Children

CHILD'S

NAME _____

CLASS _____

DATE OF BIRTH _____

**Instructions re: timing, quantity/degree, method and duration of treatment
(please attach any note from GP or Consultant)**

N.B.* delivery of medicines should be made to the school by the parent or by another adult acting at the request of the parent.

I/We agree

that: _____

- a) **The treatment may be administered by persons without medical qualifications.**
- b) **The school will be notified immediately in the event of any change in circumstances relating to treatment.**

I/We acknowledge that the school cannot guarantee compliance with the treatment directions and that the school will not be liable for any shortcomings.

Signed _____

Date _____

This medication was administered by

Name	Time	Date
Name	Time	Date
Name	Time	Date

Appendix 6

Medication administered at Secondary School



The British School of Amsterdam

Parental Consent For The Administration Of Medicine Or Treatment to Children

CHILD'S

NAME

CLASS

DATE OF BIRTH

**Instructions re: timing, quantity/degree, method and duration of treatment
(please attach any note from GP or Consultant)**

I/We agree that: _____

- a) **Our child may administer his/her own medication.**
- b) **The school will be notified immediately in the event of any change in circumstances relating to treatment.**

I/We acknowledge that the school cannot guarantee compliance with the treatment directions and that the school will not be liable for any shortcomings.

Signed _____

Date _____

Appendix 7

Anaphylaxis Information

ALLERGY TO: BEE STINGS

Dose: Epinephrine Auto – injector 0.3 mg (adrenaline) EpiPen

- When:**
- A. Airway Obstructed
- hoarseness
 - wheezing
 - swollen lips/tongue
 - itching sensation in throat
- and or
- B. Breathing Irregularly
- breathlessness
 - noisy breathing
 - unable to communicate verbally
- and or
- C. Circulation Impaired
- breathlessness
 - rapid or weak pulse
 - maybe blue around the mouth

Once Anaphylactic Shock identified give EPIPEN injection IMMEDIATELY

Where: Into thigh (see diagram)
May be given through school trousers,
skirt and tights.

- How:**
1. Pull off grey safety cap
 2. Place back tip on thigh at right angle to leg
 3. Press hard into thigh until mechanism functions
 4. Hold in place for ten seconds and discard safely in emergency box
 5. Dial **112** and call an ambulance stating that child has collapsed with Anaphylactic shock – if not already alerted by another person earlier.
 6. STAY WITH CHILD – ensure airway is clear
 7. Place in recovery position if necessary
 8. If no improvement after ten minutes repeat with second injection
 9. Bring child into hospital by ambulance with the emergency box and used contents

* Check expiry date of EPIPEN and contact family for replacement. Family will collect prescription from GP.

Important Contact Details:

Name of child : *Date of Birth* :
1st Contact number :
2nd Contact number :
Home number :
Work number :