

Westhead Lathom St. James C.E. Primary School



Health & Safety Policy

Last Reviewed Date: Spring 2016

Next Review Date: Spring 2019

<i>Issue</i>	Date	Author/Editor	Revision Notes
1	21/09/09	Alison Albion	Original Policy documents copied into new format, with header, footer and version control. Policy reviewed and updated to ensure reflects current policy and practice
2	21/9/11	Alison Albion	Policy reviewed & updated based on model H&S policy
3	Feb 2013	Alison Albion/Alison Craven	Policy reviewed and updated to ensure reflects current policy and practice
4	Feb 2014	Alison Albion/Alison Craven	Policy reviewed and updated
5	January 2016	Alison Albion	Policy reviewed and updated

Signed..... Chair of Governors

Date.....



Mission Statement: Our School Now

Our school provides a secure, caring, stimulating and challenging indoor and outdoor environment that promotes a love of learning.

Our children, parents, families, staff, governors and community

work together to enable each child to become a happy, healthy, well-balanced individual in preparation for the opportunities, responsibilities and experiences of life.

The ethos of the school is based on the Christian ideals of commitment, responsibility and respect and love for Jesus Christ, self and others. We are committed to working in partnership with all of those involved in our children's development to lead our children towards tolerance, understanding, justice, and sensitivity to the needs of others and appreciation of the world around them.

Our motto

"Enjoy, Respect, Learn, Achieve"

Vision Statement: Our Vision for the Future

To provide role models who: go the extra mile; give of themselves and their time to meet the needs of the whole child; promote spirituality and an appreciation of the wonders of the natural world; promote a love of learning; develop Christian ideals of commitment, responsibility, respect, team-work, tolerance, understanding, justice, sensitivity of self and others and love for Jesus Christ, within a secure, caring, inspiring, stimulating and challenging environment both indoors and outside.

- For children, parents, families, staff, governors and community to work together in partnership to enable each child to become a happy, healthy, well-balanced individuals with self-confidence and belief that builds character to enable them to engage thoroughly, fulfilling each individual's potential through life's experiences, opportunities and responsibilities in a rapidly changing world.

Aims

Westhead Lathom St. James Church of England Primary School aims to :-

- Provide a broad and challenging curriculum and a stimulating learning environment that extends outside the classroom;
- Develop enquiring minds and spirituality through curiosity, awe and wonder of the world;
- Teach, demonstrate and praise Christian Values;
- Value the power of prayer;
- Teach with innovative and investigative approaches to learning;
- Provide an enriching programme of extra-curricular activities and visits;
- Plan a rich, varied and up-to-date range of learning resources;
- Encourage children to achieve their highest standards in all areas of the curriculum and to seek excellence within an ethos of support, challenge and encouragement to succeed;
- Teach children to work independently, collaboratively and become highly motivated lifelong learners;

- Include opportunities for creative thinking in problem solving settings, developing divergent thinking, adaptability and flexibility in preparation for the many changes ahead in life, including the rapid progress in technology;
- Build partnerships between the school, home and community;
- Strive for continuous improvement in all that we do;
- Continually self-evaluate and continue to improve upon current practice;
- Work collaboratively towards common goals;
- Place self-esteem and a positive and inclusive approach to behaviour as high priorities thus ensuring that individuals respect and value themselves, others and the environment and is motivated to do their best in school and beyond in order to become a fulfilled adult who gives to the community.

Incorporating the Local Health and Safety Arrangements for:

- **Name of School: Westhead Lathom St James C.E. Primary School**
- **Category of School: Voluntary Controlled**
- **School Number: 08006 DFE: 8883080**
- **School Lane, Westhead Ormskirk, Lancs, L40 6HL**

This policy is based on the requirements of the Health and Safety at Work etc Act 1974 and associated Health and Safety and other Legislation. It should be read in conjunction with the Lancashire County Council's Health and Safety Management System which is held on the School's Portal.

As a Voluntary Controlled School the County Council is the employer. The Governing Body is responsible for the use of the premises. The Head Teacher is responsible for the day-to-day implementation and management of health, safety and welfare within the school. The County Council, the Governing Body and the Head Teacher should work in partnership to meet these responsibilities.

As the person(s) with responsibility for the implementation and management of proper health and safety controls within the school, I/we will, as far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- provide and maintain safe plant and equipment;
- ensure all employees are competent to do their tasks and ensure the provision of adequate training;
- maintain safe and health working conditions;
- ensure safe handling and use of substances;
- review and revise this policy and arrangements as necessary at regular intervals, and, as a minimum, following each 5 yearly review by the county council;
- consult with employees on matters affecting their health and safety;
- provide information, instruction and supervision for employees;
- prevent accidents and cases of work-related ill health;
- comply with appropriate directions given by the county council on health and safety requirements;
- act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document".

Responsibilities

<p>The responsibility for implementation and management of proper health and safety controls within the school is that of:</p>	<p><i>Alison Albion (Headteacher)</i></p>
<p>The authorised member of staff with day-to-day responsibility for ensuring this policy is put into practice is: (Health & Safety Co-ordinator):</p>	<p><i>Alison Albion (Headteacher)</i></p>
<p>To ensure health and safety standards are maintained/improved, the following people have responsibility in their specific areas e.g. premises issues, fire safety and other emergencies, out-of-hours arrangements, educational visits</p>	<p><i>Alison Albion (Headteacher) Brian Morton (Site Supervisor) Maria Jones (Before & After School Club Manager) Fire Marshalls as per evacuation procedure.</i></p>
<p>The Health & Safety plans for the school (as identified by accident/incident monitoring, review of risk assessments, H&S management support and audit visits; advice from the county council etc. or other sources e.g. DfE, Portal, Teachernet, other schools, HSE) will be developed and monitored by:</p>	<p><i>Alison Albion (Headteacher) Governing Body - provisions sub committee</i></p>
<p>All employees within the school have a responsibility to:</p> <ol style="list-style-type: none"> 1. Co-operate with the Head Teacher and his/her nominated representatives on all matters relating to health and safety; 2. Not interfere with anything provided to safeguard their health and safety; 3. Take reasonable care of their own health and safety, and not knowingly place anyone who may be affected by their work activities at risk; and 4. Report all health and safety concerns to an appropriate person (as detailed in this policy statement). 5. The Conditions of Employment of Teachers provide that teachers' professional duties include maintaining good order and discipline among pupils and safeguarding their health & safety both when authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. 	

Health and Safety Risks Arising from Work Activities

I/we will ensure that so far as is reasonably practicable, all areas of risk are assessed and adequate control measures are put in place to ensure the health and safety of all employees, pupils, contractors, non-employees and anyone else affected by the school's activities.

Risk assessments will be undertaken by:	<i>Headteacher: Alison Albion with teachers & site supervisor as necessary</i>
The significant findings of risk assessments will be reported to:	<i>Headteacher: Alison Albion who will share these with the provisions (including Health & Safety) Committee of the Governing Body</i>
Action required to remove/control risks will be approved by:	<i>Headteacher: Alison Albion</i>
The responsibility for ensuring the action required to reduce risks is implemented is that of:	<i>Headteacher: Alison Albion</i>
Checking that implemented actions have removed/reduced the risks is the responsibility of:	<i>Headteacher: Alison Albion and the provisions Committee of the Governing Body</i>
Risk Assessments will be reviewed regularly (annually is recommended) or when an element of the work activity changes significantly, Risk assessments will be undertaken prior to the introduction of a new element of work activity.	<i>Headteacher: Alison Albion with teachers & site supervisor as necessary</i>

School's Commitment

To meet the requirements of this Policy Statement, the Head Teacher/Governing Body and/or his/her/their nominated representative(s) will:

- a) draw up and implement appropriate health & safety procedures for the school;
- b) share appropriate elements of these procedures with all employees, pupils, visitors and anyone else who may be affected by them;
- c) arrange for risk assessments to be completed for all areas of work and review them on a regular basis;
- d) as part of the risk assessment process, produce safe systems of work where necessary and arrange for their implementation including any appropriate training, resourcing, auditing and monitoring; and,
- e) identify adequate resources for the implementation of the health and safety policy and arrangements with the school.
- f) comply with appropriate directions given by the county council on health and safety requirements
- g) act in accordance with the relevant provisions in the Scheme for Financing Schools in Lancashire and the School Teachers Pay and Conditions Document“;

The school will upon request make available for general inspection specific, procedures and documentation and will regularly review its arrangements in respect of the applicable topics and activities below.

Occupational Health & Safety Topic/Activity Information and Guidance is available on the website, link below: Health, Safety & Wellbeing intranet site	Applicable (√)	Details of where information about the school's arrangements can be found
Accident Reporting, Recording and Investigation	√	Accident reporting file/flow chart in disabled toilet/school server. HS1 on line form for staff
Bodily Fluids (urine; blood; faeces; vomit)	√	H&S folder/risk assessment file
Catering	√	LCCG Records kept in kitchen - monitored by LCCG
Cleaning/caretaking	√	Red manual of method statements in office
Control of contractors	√	Contractor file kept in school office/school server
Disability access - H&S implications	√	Accessibility Audit completed (school office). Personal Emergency Evacuation plans in Fire Log Book with standard PEEPS
Display Screen Equipment and eye tests	√	Alison Albion & Lynda Tither completed Sep 2011. And January 2016 Hardcopy in H&S folder/school server
Electrical Safety	√	Office - Premises Log Book
Electrical Equipment	√	Electrical equipment belonging to staff may be brought onto premise providing it is used by the owner & taken home on a daily basis
Emergency Procedures other than Fire e.g. flood, services failure	√	H&S folder/school server
Extended school and community use	√	After School and breakfast club Handbook & School lettings policy
Falling Objects/Safe storage	√	All staff trained in correct use of stepladders - 7 step ladder stored in boiler house. 5 step ladder stored in creative area. Equipment stored on shelves is secured to walls. Some storage boxes are kept at height. Staff must follow ladder procedure & ensure they are assisted.

Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Details of where information about the school's arrangements can be found
Fire Safety	√	Office - Fire Safety Log Book
First Aid	√	H&S Folder/school server
Gas safety	√	Office (Premises Log Book)
Hot surfaces, scalds and burns	√	Risk assessment completed for staff room highlights any concerns.
Induction	√	Office (Induction policy/folder)
Information communication	√	Staff handbook, staff meeting minutes & emails.
Lettings to non school groups	√	Lettings policy. All groups made aware at point of entry (visitors leaflet) & they carry out their own risk assessment.
Lone-working	√	Lone working and lettings policies
Management and other Health and Safety responsibilities	√	Headteacher is Line Manager with some delegated responsibility to Site Supervisor. All staff understand they have a duty of care for H & S of all people in school building and are reminded of this annually when distributing staff handbook. H&S policy
Manual Handling	√	Risk assessment in place & adhered to.
Minibuses	X	n/a
Mobile phones - use of	X	n/a - no signal but not permitted to be used to take photographs either. Phones not switched on at school.
Monitoring	√	Monitoring is carried out by HT, Site Supervisor & Governors' provisions sub committee which reports to Full Governing Body & asks Ht to report back on any actions that have been identified. H&S policy
Needlestick Injuries	√	H&S folder/Risk assessment folder

Personal safety including lone working and violence and aggression	√	Clear procedure & risk assessment in place & all staff made aware.
Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Details of where information about the school's arrangements can be found
Play Equipment installations inspections	√	Grounds maintenance contract - See Premises Log Book
Playgrounds and external areas	√	Done through Grounds maintenance contract with LCC. Daily checks carried out by Site Supervisor/Busy Bees staff
Ponds and Water features	X	n/a
Premises Management	√	Annual Statement of Compliance completed - Feb 2015. HT completed elearning training Mar 15
Pupil moving and handling (Special needs)	√	Care, guidance & control policy in place (School Office)
Pregnant employees and nursing mothers	n/a	Not applicable at present. Would follow County guidelines should need arise.
Reporting of H&S concerns/faults	√	Hazard identification & electrical fault reporting forms stored in grey drawers in school office. All staff informed to complete form & advise A.A., or A.C.
Risk Assessment and hazard identification	√	Risk assessments in place hard copies stored in risk assessment folder in disabled toilet.
Safety Committee	√	Safety Committee are identified as part of the Governors Provisions committee plus Site Supervisor
Safety Representatives	√	Alison Albion (Headteacher) Lynda Tither (Admin Officer) Jason Wood (Governor)
Security of premises	√	H&S policy Appendix 1)

Shared use of buildings	X	
Occupational Health & Safety Topic/Activity (continued)	Applicable (√)	Details of where information about the school's arrangements can be found
Slips and trips	√	These are quickly identified & rectified & reported via flow chart in disabled toilet. Risk assessment folder. Risk assessment in place (Risk assessment folder)
Stairs	√	Risk assessment in place (Risk assessment folder)
Stress	√	County stress policy adopted- H&S folder
Substances - COSHH	√	COSHH Folder in school office/Manufacturers substance data sheets in caretaker's cupboard.
Swimming pools	X	
Temporary and supply staff	√	Staff handbook/induction folder (school office/school server)
Training	√	Premises/Fire Log Book (School Office)
Transporting and storing chemicals	X	
Vehicle and pedestrian traffic	X	
Visitor and volunteers safety	√	Visitors Leaflet/Induction folder (school office/school server)

Waste storage and disposal	√	<ul style="list-style-type: none"> • All waste products to be disposed of in appropriate containers Children/teachers use gloves while handling rubbish bags and follow safe manual handling practices. • Caretaker disposes of playground waste into external bin each afternoon. • Caretaker disposes of classroom waste into external bin each afternoon • Caretaker uses gloves and safe manual handling practices when moving and disposing of waste. • ICT waste - see Lancs Computer Waste Services (WWW.lcws.co.uk). • Sanitary waste collected half termly, recycled paper collected weekly & taken to tip - stored outside on landing of studio in locked container.
Water hygiene (Legionella, lead etc.)	√	Legionella risk assessment folder in school office. Water temp monitoring carried out monthly by prop. Little used outlets weekly by Caretaker
Work equipment and machinery	√	See risk assessment - laminator & roller cutter - used by adults, staff & volunteers & children under supervision. Used & kept in disabled toilet.
Working at height - ladders, access equipment etc.	√	Risk assessment in place. Stepladders clearly labelled to be used by trained staff members.
Workplace Inspection		Termly workplace inspection carried out by Gov provision committee - H&S folder

Curriculum and other non-occupational Health & Safety Topic/Activity (Information and Guidance available in various parts of the Schools Portal)	Applicable (√)	Details of where information about the school's arrangements can be found
Administration of medication	√	H&S Policy (Appendix 2/school server
Educational Visits	√	Educational Visits Policy (school office/server)
Food safety and hygiene	√	D.T.Policy (School Office/school Server)
Outdoor activities	√	P.E. Policy (School Office/ school Server)
PE Equipment	√	Premises Log Book (School Office/ school Server)
Pupil handling and restraint	√	Care & Control policy (school office/ school Server)
Grounds maintenance	√	Premises Log Book (School Office/ school Server)
Pupil movement and flow	√	See systems in use
School transport	√	Approved providers used
Science (where not covered by curriculum safety procedures set down in CLEAPS)	√	Science Policy (School Office/ school Server)
Smoking	√	No smoking policy on site
Special needs of pupils Health & Safety issues	√	Special Educational Needs Policy, Care, Guidance & Control Policy, (school office/school server)
Stage and drama activities	√	Weekly updates e.g. ensure steps added to stage when putting out.
Supervision of pupils	√	Adhere to Lancs Guidance - see systems in place

Technology equipment	√	Equipment stored in locked cupboard. D.T. Policy (school office/school server)
Wearing of jewellery	√	Statement in School Prospectus
Work experience	√	All students on work experience are provided with induction materials as per new staff procedures - these cover basic H&S issues. Risk assessment in place (Risk Assessment Folder)

The school will also take into account the risks, and make health and safety arrangements for, non-routine, out of hours, 'one-off', seasonal or sporadic activities for example special school and community events such as school fetes, etc.

Also attention will be given to the health and safety responsibilities arising from the use of the school to provide Extended Services and the risks associated with Educational visits will be carefully assessed and appropriate health & safety arrangements put in place.

Note: Both these areas have separate intranet sites on the Schools Portal at Extended Services and Educational visits.

Consultation with employees

The school recognises and accepts its duty to consult with employees and will do so via a union-appointed safety representative and/or through elected employee representatives where union appointed representatives are not available.

Employee representative(s) for the school are:	<i>Insert names: Alison Albion</i>
Consultation with employees is provided via:	<i>Performance management notes, E-mail updates, text message, Staff Weekly Update meetings - presented to Governors Provisions Committee as necessary</i>

Safety representatives

The school recognises and accepts that safety representatives must be given the paid time necessary to carry out their functions, and paid time as is necessary to undergo training in those functions, as is reasonable in the circumstances.

Safety Representatives functions are to:-

- Investigate potential hazards and dangerous occurrences at the workplace, and complaints by employees relating to health, safety and welfare at work, and examine the causes of workplace accidents.
- Make representations to the Head Teacher/Governing Body on the above investigations, and on general matters affecting the health and safety of the employees they represent.
- Inspect the workplace.
- Represent employees in dealings with health and safety inspectors.
- Attend health and safety committee meetings.

Safe plant and equipment

The school will ensure that all plant and equipment that requires maintenance is identified, that maintenance is carried out and that new or second-hand plant and equipment meets any required health and safety standards before it is purchased.

Is responsible for identifying all equipment/plant needing maintenance	<i>Alison Albion (Headteacher) & B. Morton, site supervisor</i>
Is responsible for ensuring effective maintenance procedures are drawn up	<i>Alison Albion (Headteacher) with teachers & provisions Committee of Governing Body</i>
Is responsible for ensuring that all identified maintenance is carried out	<i>Alison Albion (Headteacher) & B. Morton (site supervisor)</i>
Any problems found with equipment should be reported to	<i>Alison Albion (Headteacher) or Lynda Tither (Admin Officer)</i>
Will check that new equipment meets any required health and safety standards before it is purchased	<i>Alison Albion (Headteacher) or Lynda Tither (Admin Officer)</i>

Information, instruction and supervision

The Health and Safety Law poster* is displayed at:	<i>Staff room</i>
Health and safety advice is available from:	<i>Alison Albion (Headteacher) LCC Health & Safety Website through School Portal (all staff have access)</i>
Induction, supervision of trainees/work placements etc, will be arranged/undertaken/ monitored by:	<i>Alison Albion (Headteacher) or Lynda Tither (Admin Officer)</i>

Health & Safety in shared premises (where applicable)	n/a
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Competency for tasks and training

The school has arrangements in place to ensure that all new employees are provided with appropriate health and safety induction training when they start work. This will cover basics such as first aid and fire safety. Specific on the job and job specific health and safety training will also be provided if needed to achieve the required competency. Training provision will include regular refresher training where appropriate. Write down your arrangement for training here including arrangements for record keeping.

Induction training will be provided for all employees by:	<i>Alison Albion (Headteacher) or Lynda Tither (Admin Officer)</i> <i>Online training:</i> Introduction to H and S Welcome & Intro Health and safety law and you Risk assessment Fire prevention and procedures Slips and trips Manual handling Display screen equip COSHH Personal Safety Ladder Safety
Job specific training will be provided by:	<i>Alison Albion (Headteacher), LCC HS&W team as necessary and Caretaking & Cleaning Services</i>
Specific jobs requiring special training are:	<i>Caretaking & Cleaning (Audrey Melling)</i> <i>Care, Guidance & Support (all staff)</i> <i>Driving at Work (Lynda Tither)</i>
Training records are kept at/by:	<i>Lynda Tither (Admin Officer)</i>
Training will be identified, arranged and monitored by:	<i>Alison Albion (Headteacher)</i>

Accidents, first aid and work-related ill health

The school acknowledges the legal requirement to:

- Ensure that there is a recognised system in place to deal with the reporting, recording and investigation of incidents and accidents.
- Ensure that there is a recognised system in place for reporting work related injuries, diseases and dangerous occurrences under the RIDDOR Regulations.
- Provide appropriate first aid arrangements for employees and anyone attending the premises that may be affected by the school's activities.
- Provide health surveillance for any employees who may be **at** risk of ill-health as a direct result of work activities, and has made appropriate arrangements to deal with this issue.

The first aid box(es) is/are available:	<i>Disabled Toilet</i>
The first aider(s) and appointed person(s) is/are:	Lynda Tither Anne Freestone
All accidents and cases of work-related ill health are to be reported to:	<i>Alison Albion</i>
Health surveillance* is required for employees doing the following jobs within the school:	<i>None at this time</i>
Health surveillance will be arranged by:	<i>Alison Albion (Headteacher)</i>
Health surveillance/records will be kept by/at:	<i>Alison Albion (Headteacher) in staff Folders</i>

* e.g. DSE user with a history of upper limb disorder, CDT technician working with wood with history of chest problems

Monitoring

The school acknowledges its requirement to monitor the health and safety of employees and anyone who may be affected by its work activities and has appropriate arrangements in place to fulfil this requirement.

<p>To check our working conditions, and ensure our safe working practices are being followed, we will:</p> <p>Conduct workplace inspections. These are carried out by:</p> <p>Review all risk assessments regularly (annually is recommended) and in the event of any significant changes. This function is carried out by:</p>	<p>Provisions Committee together with Brian Morton (site supervisor) every term Alison Albion (Headteacher)</p>
<p>Is/are responsible for investigating accidents - e.g. road traffic accidents, slips, trips and/or falls accidents etc. before requesting assistance from the corporate Health, Safety and Wellbeing Team if necessary</p>	<p><i>Alison Albion (Headteacher)</i></p>
<p>Is/are responsible for investigating work-related causes of sickness absences.</p>	<p><i>Alison Albion (Headteacher)</i></p>
<p>Is/are responsible for acting on investigation findings to prevent recurrences.</p>	<p><i>Alison Albion (Headteacher)</i></p>

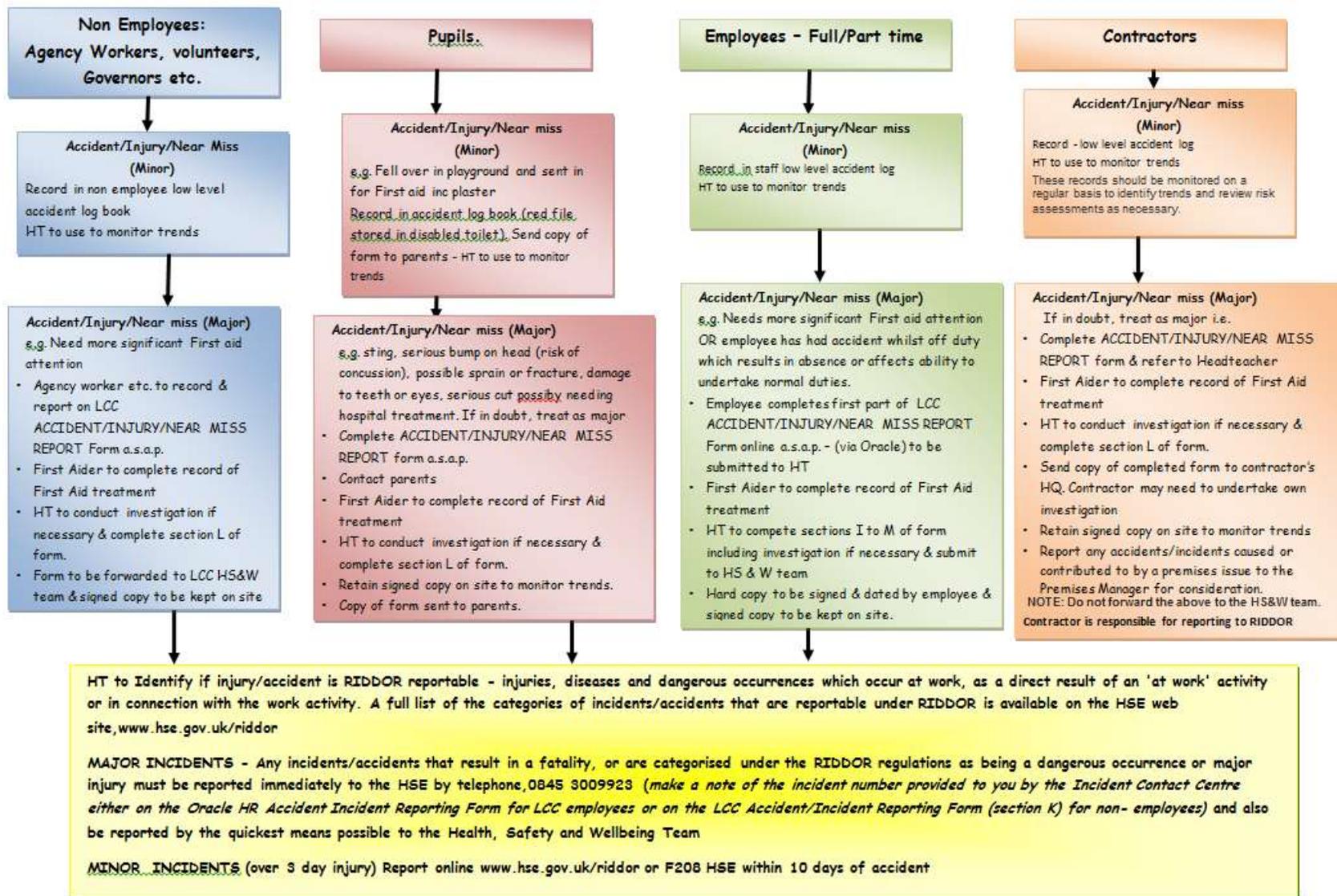
Emergency procedures - fire and evacuation

The school acknowledges its responsibility for ensuring that appropriate emergency procedures are in place and that these are communicated to all concerned, including other users of the premises, and monitored on a regular basis.

<p>Responsibility for ensuring the fire risk assessment is undertaken and implemented rests with:</p>	<p><i>Alison Albion (Headteacher)</i></p>
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Escape routes are checked by/every:	<i>Lynda Tither (weekly)</i>
Fire extinguishers are maintained and checked by/every:	<i>Liverpool Diocese Property Management (Annually) - records kept in Fire Log Book</i>
Alarms are tested by/every:	<i>Brian Morton (weekly)</i>
The emergency evacuation procedure is tested every:	<i>Termly - led by Alison Albion (headteacher)</i>
Responsibility for ensuring arrangements are in place to deal with other emergency situations e.g. bomb threat, flood etc.	<i>Alison Albion (Headteacher)</i>

Westhead Lathom St James C.E. Primary School
 Accident/Injury/Near miss reporting procedures



Appendix 1: Security of Premises

The external doors on the school are fitted with magnetic locks, which are operated via fobs. These locks are "on" during the school day and anyone entering the building at this time is required to identify him/herself, and report to the main office. This in no way detracts from the open-door policy of the school.

All adults working in the school, including parents working as volunteers with access to children, must undergo a police check via the Disability and Barring Service. All adults working in school with supervised access must undergo a list 99 check or latest equivalent.

It is the responsibility of the staff on duty to ensure that the red door on the playground is secure i.e. the snip is not on at the end of playtime/lunchtime or when children are over on the field.

Early Years Outdoor Learning Area - Gates at either end should be locked when children are using the area. Staff know the codes.

Visitors & Non employees

All visitors must report to the main office. Visitors labels to be worn. Staff and children are encouraged to politely challenge anyone in school they do not recognise who is not wearing a visitor's badge

The main entrance gate will be locked - visitors will be asked to ring the Gate buzzer to gain attention/access.

Visitors are advised re aggression/no smoking/use of abusive language and the importance of a 'safe' role model

Signing in/out:

All visitors must sign the visitors' book in front entrance.

Deliveries:

Vehicles not allowed on school playground. Goods delivered to be left in safe place - not causing an obstruction in hallway. Sand/heavy deliveries to be delivered to appropriate place.

Appendix 2: Administration of Medication

Whilst all staff have a duty to take reasonable care for the health and safety of children and young people in School, there is no legal or contractual duty on school staff to administer medicine or supervise a pupil taking it. Where staff do agree to participate in these duties it is important to recognise that their participation is of a voluntary nature. All staff have the right to refuse to administer/supervise administration of medicines. Where a member of staff does feel the need to refuse to administer/supervise administration of medicine, Mrs. Albion should be informed and she will then decide if she is prepared to administer/supervise administration of the medication.

Staff should be particularly wary about agreeing to administer medicines where: the timing of it's administration is crucial to the health of the child; or some technical or medical knowledge is required; or intimate contact with the pupil is necessary (this would include administration of rectal valium, assistance with catheters or use of equipment for children with tracheotomies).

Staff who do volunteer to administer medicines should not agree to do so without first receiving appropriate information and training.

Any member of staff who is prepared to administer medicines should only do so under strictly controlled guidelines, fully confident that the administration will be safe. The local NHS Trust or Health Authority is in a position to advise schools on the source of the support required. In many areas this support will be provided through the School Health Service. In accordance with the National Service Framework for Children, Young People and Maternity Services, all schools and educational settings have access to training provided by health professionals on all medical conditions. Further details on this can be found in Section 10, Standard 10 of Medicines Management for Children and Young People (DH, 2004).

In order for administration of medicine to be safe the following points should be noted:

1. It is each parent's/carer's responsibility to ensure that their child is fit to attend school and any medication required whilst the child is at school should ideally be administered by the parent. School should NEVER accept medicines that have been taken out of the container as originally dispensed nor make changes to dosages on parental instructions.

2. Medicines should only be brought into school when essential.
3. School recognises that LCC guidelines state that only medicines that have been prescribed by doctor, dentist, nurse or pharmacist prescriber be accepted. However the administration of non prescribed paracetamol will be considered by the Mrs Albion but will only be administered with completion of Form 3 by the parent/carer.
4. Parents/carers are responsible for supplying school with adequate information about a child's condition and medication. This information must be given in writing and signed. Parents are required to complete Form 3 and hand in the completed form, along with the child's medicine, (clearly labelled with child's name and class and in original prescribed container), directly to the child's class teacher. Medicine will not be given without parent/carer written and signed consent.
5. Staff administering medicine should do so in accordance with prescribed instructions.
6. Where parents of older children consider that their child is capable of administering their own medicine (e.g. ventolin - not tablets or calpol), under supervision, Form 7 must be completed and signed by the parent/carer and prescribed medicine must still be kept in school's designated secure location. When administering medicines, staff member must check; name on container, prescribed dose, parent/carer consent form.
7. A record of all medication administered to a child must be completed and maintained (Form 6). A record of medicines administered in school to all children will be kept. If there is any doubt re administering of medicine parent/care should be contacted.
8. Unless prescribed by a doctor, medicines containing ibuprofen or aspirin **will not** be administered by the school. Parents should consider how appropriate it is that a child attends school if they are requiring such prescribed medicines. Once again Form 3 **MUST** be completed by parent/carer where the administration of such prescribed medication is required. Paracetamol based medicine will only be given by staff on a voluntary basis and with completed Form 3.
9. Where a child has long term medical needs the parent/carer is responsible for supplying the setting with adequate information regarding their child's condition and medication. This information must be in writing and signed by the parent/carer. A health care plan (Form 2) must be completed by parent/carer. In addition Form 3 must be completed annually / when changes in medication routine arise.

10. If a child refuses to take their medicine, staff should not force them to do so. Staff should contact parent/carer and note on administration record (Form 6) that medication has been refused.
11. Health risks arising from medicines must be properly controlled in line with COSHH 2002.
12. School should not and will not store large quantities of medicines. The smallest dose possible should be brought into school in original container and stored as directed.
13. Pupils should know where their own medicine is kept.
14. Some medicine i.e. Inhalers must be readily available to children; once again consent must be given for these to be used by children in school. It is the responsibility of the parent/carer to ensure school staff are made aware of child's medical needs and that administration of inhalers/epipens has been discussed with the child's teacher and the relevant consent form for the medication are completed.

In case of Accident and Emergency, teachers must, of course, always be prepared to act and help as any reasonably prudent parent would, as they, and other school staff have their general legal duty of care to consider. In such emergencies teachers should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.