



THE 1590 TRUST HEALTH SAFETY & MEDICATION POLICY

Date: June 2024

Policy Review Cycle: Annually

Review Assigned to: Conyers School

Introduction

The Trust places a high priority on all aspects of Health and Safety. Along with staff they will strive to continuously update and improve measures as far as is reasonably practicable.

Policy

The policy aims to:

promote a healthy environment and a high level of safety.

ensure that Health and Safety considerations are always an integral part of working practices for all staff and visitors.

ensure that all staff and visiting workers conduct written or dynamic risk assessments before they start their activities.

ensure that all reasonable efforts are made to eliminate or reduce risks to acceptable levels once they have been identified.

ensure that activities cease if risks cannot be reduced to acceptable levels.

ensure that working practices are monitored, that all accidents and dangerous occurrences are properly reported and fully investigated.

ensure that statutory requirements placed on the school are satisfied in as reasonable and as practicable a manner as possible.

within the constraints of the budget provide adequate resources to ensure that policy and detailed arrangements within various Health and Safety guidance notes and documents are adhered to.

Responsibilities

All members of the school community have a corporate responsibility for the Health and Safety of students and staff in line with statutory requirements. Every Trustee, Governor, member of staff and visiting worker should have a personal commitment to ensure that working practices lead to both a safe and a healthy site. This commitment extends to all extracurricular and off-site activities of whatever kind. A positive attitude to Health and Safety should always be part

These must always be conducted before activities are undertaken in order to ensure that all risks are recognised and then minimised.

References to Risk/COSHH Assessments must be included in all schemes of work and all teaching staff using these are properly briefed on the content.

Glass panels in doors should not be obscured by notices, posters, etc.

Staff should ensure that students do not leave bags as tripping hazards in classrooms and corridors and ensure fire exits are kept free of hazards

Provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required

Routine maintenance such as loose electrical sockets, wiring, broken windows etc. should be reported immediately to the Site team / Facilities Manager

All staff should refrain from bringing in and using personal electronic devices on school premises.

All health and safety notices will, upon receipt be displayed on the Health and Safety noticeboard in the Main Staffroom of each school. All specialist advice/guidance notes will be issued directly to the schools, departments/curriculum areas concerned. Health and Safety Regulations are constantly being updated and improved. Hence the effectiveness of our policies and procedures, along with the condition of the school fabric/equipment need to be monitored. Inspections of the school site take place on a regular basis.

If any member of staff has a health and safety concern they should bring it to the attention of the Headteacher and /or the School Health and Safety Coordinator. Copies of all the current

The effectiveness of the policies and procedures outlined in this document will be monitored by

The various agencies who conduct inspections of the school.

The Headteacher, School Health and Safety Coordinator and Executive Team.

The Governing body for each school

The School Health and Safety Committee (Conyers).

How it will be monitored

Various inspections of premises.

Trends in Accident Reports.

Regular inspections and observation

By Whom:

A Stockton Health and Safety Unit

B School Health & Safety Committee

C Head Teachers

Review Date

A Annually

B Site inspections

C Every 5 years

Review Assigned to

Agenda Item School Health & Safety Committee

Conyers Local Governing Body's Care, Support and Guidance Committee on behalf of the Trust.

will be taken to a local pharmacy for safe disposal by the staff with responsibility for Prescribed Medication.

MEDICAL CONFIDENTIALITY

Students over the age of 16 are entitled to full medical confidentiality. Below that age a student may wish for a matter to be treated confidentially; medical staff will respect that wish if they feel that the student is competent to make judgements for himself/herself and fully understand the nature of the situation, and if the confidentiality does not put him/herself or (in the case of infectious disease, for example) others at risk.

On occasions the medical staff may share information about students of any age with the Headteacher and Safeguarding Leads, where it is necessary for them to discharge their duty of care over the whole school community or where it is judged to be in the student's better interests.

Notification of parents

Any non-routine visit to the Medical Room by a student under 16 will be reported to parents/carers if deemed appropriate.

ANNEXE 2: FIRST AID PROCEDURE - CONYERS

Date: June 2024 Origin: Director of Finance & Operations

Section 1: Arrangements for First Aid

The school will provide materials, equipment and facilities as set out in the DfE's 'Guidance on First Aid for schools'. The Education (School Premises) Regulations 1996 require every school to have a suitable room that can be used for medical treatment when required and for the care of students during school hours. The area must contain a washbasin and be reasonably near to a WC. At Conyers School, this

A cut or serious knock to the head (all head injuries should be taken seriously)

Facial damage

Dental damage

Eye trauma (of any type)

School Local Governing Bodies

ANNEXE 2: FIRST AID PROCEDURE - Primary Schools

Date: June 2024 Origin: Director of Finance & Operations

Section 1: Arrangements for First Aid

The school will provide materials, equipment and facilities as set out in the DfE's 'Guidance

Eye trauma (of any type)

Suspect sprain, dislocation or break of the major bones

Trauma to the back, neck or pelvis

Severe cut or hemorrhage resulting in heavy and sustained blood loss

Major ligament or tendon damage

Stings: bees/wasps/insects (due to the possibility of allergic reaction)

Anaphylactic shock

Fits and faints

ANNEXE 3: MEDICATION PROCEDURE

Updated: June 2024

Origin: Director of Finance and Operations/ Trust SENDCo

Introduction:

This policy has been drawn up as part of our care for the welfare of students, and staff for taking and administering prescribed medication in school. Guidelines and advice issued by the North East Consortium of LAs and Stockton Council have been adapted for the use of the Trust. In particular Stockton Guidance 2015 Supporting Pupils at School with Medical Conditions.

Long-Term Medical Needs

School needs to know about any particular needs before a student is admitted, or when a student first develops a medical need. For students who attend hospital appointments on a regular basis, special arrangements may also be necessary. It is often helpful to develop a written health care plan for such students, involving the parents/carers and relevant health professionals.

This can include:

- details of a student's condition;
- special requirements e.g. dietary needs, pre-activity precautions;
- and any side effects of the medicines;
- what constitutes an emergency;
- what action to take in an emergency;
- what not to do in the event of an emergency;
- who to contact in an emergency;
- the role the staff can play.

The main purpose of an individual health care plan for a student with medical needs is to identify the level of support that is needed. Not all students who have medical needs will require an individual plan. A short written agreement with parents/carers may be all that is necessary.

Coordinating Information

Co-ordinating and sharing information on an individual student with medical needs, particularly in secondary schools, can be difficult. The persons designated with responsibility for Prescribed Medication should be a first contact for parents/carers and staff, and will liaise with external agencies as required. [Conyers–SEND Lead for Medical, Physical and Emotional Health]

A Medical Register is available via ARBOR with details of name, year group, medical conditions and actions required for all students with a medical condition if applicable unless permission is withheld.

Refusing Medicines

If a student refuses to take medicine, staff will not force them to do so. Parents/carers should be informed of the refusal on the same day. If a refusal to take medicines results in an emergency, the school's emergency procedures will be followed. In the case of epipens, the individual student's health care plan will be followed.

Record Keeping

Parents/carers should tell the school about the medicines that their child needs to take and provide details of any changes to the prescription or the support required. Medicines should always be provided in the original container as dispensed by a pharmacist and include the prescriber's instructions. In all cases it is necessary to check that written details include:

- name of student
- name of medicine
- dose
- method of administration
- time/frequency of administration
- any side effects
- expiry date

Disposal of Medicines

Staff should not dispose of medicines. Parents/carers are responsible for ensuring that date-expired medicines are returned to a pharmacy for safe disposal. They should also collect medicines held at the end of each term. If parents do not collect all the medicines, then they will be taken to a local pharmacy for safe disposal by the persons with responsibility for Prescribed Medication.

Managing Medical Conditions

Asthma

Students with asthma need to have immediate access to their reliever inhalers when they need them. Inhaler devices usually deliver asthma medicine. It is good practice to support students with asthma to take charge of and use their inhaler from an early age.

Diabetes

Students with diabetes will be allowed to eat regularly during the day. This may include eating snacks during class-time or prior to exercise. Students with diabetes should bring an "emergency snack box" containing glucose tablets or a sugary drink to school. This can be kept in the Medical Room.

Anaphylaxis

The decision on how many adrenaline devices the school should hold, and where to store them, has to be decided on an individual basis between the Headteacher, the student's parents/carers and medical staff involved.

Studies have shown that the risks for allergic children are reduced where an individual health care plan is in place. Reactions become rarer and when they occur they are mostly mild. The plan will need to be agreed by the student's parents/carers, the school and the treating doctor.

Epilepsy

