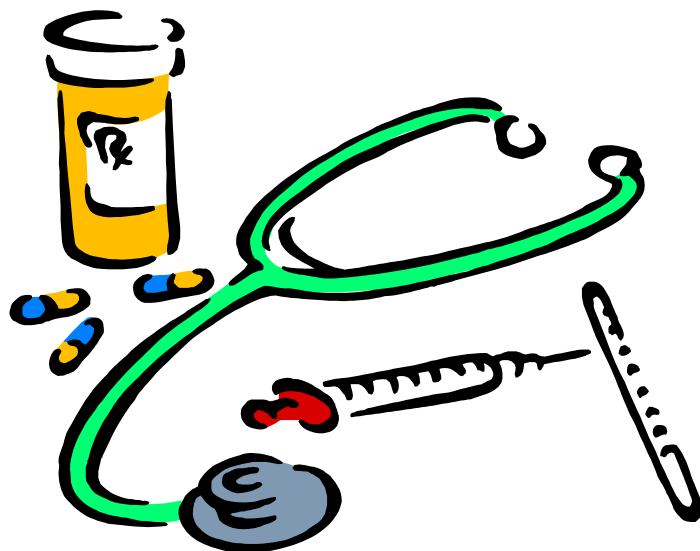


# Safeguarding, Health and Safety



# ***What security measures are there for visitors to school?***



Both school sites are secure.

In the **Infant Department** all external doors either have security pads or can only be opened from the inside. Visitors should report to the Reception; access is gained via Church Lane.

In the **Junior Department** all external doors are secure and visitors should report to the Reception; access is gained via Hawthorn Road.

In both departments there is a visitors' books to sign in.

**All visitors must wear a badge so that they can be identified.**

**Please do not enter the classroom without first reporting to Reception to sign in and pick up an identification badge**  
**Thank you**

**The protection of children is of the highest priority for Highfield C of E Primary School.**  
**Safeguarding is everybody's responsibility.**

# ***What safeguarding and child protection measures are there in school?***

The ethos of the school is one in which pupils are always valued, respected, listened to and taken seriously. Staff create and use opportunities to encourage pupils to communicate about issues that concern them. Appropriate support is available to all pupils.

The school promotes child protection and the safeguarding of children through the National Curriculum. (e.g. issues of personal safety, self-esteem, anti-bullying, racism, relationships and sex education and safe access to the internet)

The governing body reviews its policies and procedures annually and provides information to the Local Authority about them and how their other safeguarding duties have been discharged.

**Designated Persons for Child Protection** are Mr King (Head teacher and Mrs Smith (Deputy Head teacher). They undertake training every 2 years.

The school has secure arrangements to reduce the likelihood of allegations against staff, for example through an appropriate policy and training on physical intervention; a policy that explains the boundaries to professional behaviour and abuse of trust legislation.

The school has procedures in place that will be followed if an allegation of abuse has been made against the head teacher or a member of the school staff or volunteers.

The school is pro-active in establishing positive links with parts of relevant agencies, e.g. Education Welfare, Social Care and Health.



The Head teacher, Deputy Head teacher, Inclusion Manager and selected governors have undertaken safer recruitment training.

## ***Is my child seen by a nurse or dentist while at school?***

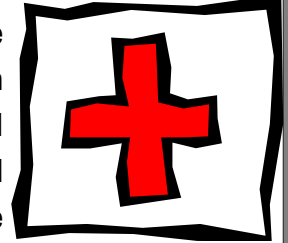
### **The school nurse:**

The school nurse will meet each child during the term that they become 5. She will contact parents, who are invited to attend the general health check if they wish. The school nurse also regularly visits school to monitor children identified as needing check-ups, and, if there is concern over health is shown she will contact you. No treatment is given.



### **First Aid:**

There is at least one trained first-aider in each department. If your child sustains an injury at school a First Aider will ensure appropriate action is taken.



All injuries requiring treatment are logged in the accident book by the person giving treatment and a letter is sent home

A first-aid kit is taken on an offsite activity.

### **The school dentist:**

Community health arrange for an annual dental inspection. Parents will be informed prior to visits. No treatment is given, but parents will be contacted if the dentist is concerned about dental health.

## ***What if my child is sick at school?***

**A record** is kept of the medical condition of all children and staff informed. It is important that parents tell the school of any medical condition their child has and to update medical records annually when asked but they also should inform the school of any significant changes in their child's condition.

**Breakfast** It is hoped that parents will send their child to school having eaten a breakfast and in a state of health able to cope with the school day.

**Sick at school** If a child is taken ill at school or has an accident, their condition will be assessed by a first-aider in the department and appropriate action taken. Staff have been trained in the administration of an epipen and there are school procedures which staff follow. If necessary parents will be contacted and advised that their child should be collected.

**Remember—Sick at home** If a child is unable to attend school because of illness the school should be informed daily preferably by phone or through a message left on the answerphone 023 8039 9703 and a parental note provided on the child's return.

**Children suffering from sickness and/or diarrhoea should remain at home for 48 hours after last bout .`**

### ***BE SMART AND STAY SAFE IN THE SUN***

**S**tay in the shade 11-3

**M**ake sure you never burn

**A**lways cover up – wear a t-shirt, hat and wraparound sunglasses

**R**emember children burn more easily

**T**hen use factor 15+ sunscreen



## ***What if my child needs medication?***



The administration of medication to children is the responsibility of parents. It should be noted that school staff are under no duty to administer medication to children. If it is agreed by the head or his/her nominated representative to take on this responsibility it is purely on a voluntary basis. These guidelines apply both in school and on off site visits undertaken as part of the curriculum. All staff working at the school are covered in respect of public liability.

### **Administering regular medication:**

There should seldom be the need for medicine to be administered to pupils during the school day. Pupils who are completing a course of treatment with antibiotics etc. can generally be given the medication before and after school hours. If a pupil is fit to come into school and requires medication to be administered at school parents must put the request in writing with information about the pupil's medical condition and the treatment required at school. A parent may be asked to come in to school to administer the treatment themselves.

The head or class teacher will:

- a) discuss the request with the school nurse if appropriate;
- b) discuss the implications with the class teacher and named first aider in the department;
- c) identify a volunteer with current appropriate training to administer the medication parents
- d) oversee the setting up of a system for administering and recording the treatment to ensure that:
  - the medication has clear written instructions on storage, dosage, time and variation
  - the medication is clearly labelled with the pupil's name
  - there is an expiry date for the medicine
  - the official medication record is completed when treatment is given
  - the medication is stored safely
- e) meet and discuss the above arrangements with the parents;
- f) regularly monitor the arrangements and liaise with parents as necessary;
- g) ensure that all staff are informed about the procedures in place for the pupil.

**Please find forms for completion on G6 and G7**



## ***What about head lice and threadworm?***

Head lice and nits can be effectively treated using medicated lotions or by wet combing, using a specially designed head lice comb. See **Head lice - treatment** for further information.

Threadworms are spread through poor hygiene. Usually, if one member of a household is infected, others will be too. It is therefore necessary to treat the entire household to prevent re-infection. Following strict hygiene measures for up to six weeks can help prevent infections returning. Treatment for threadworms is available from your GP or over-the-counter (OTC) from pharmacies.

## **Administration of medication to a pupil**

The school will give medicine to your child when you have completed and signed the form and the Head has agreed that the school staff can administer the medication.

| <b>Details of pupil</b> |  |
|-------------------------|--|
| Surname                 |  |
| Forename(s)             |  |
| Date of Birth           |  |
| M/F                     |  |
| Class/Base              |  |
| Address                 |  |
| Telephone number        |  |
| Condition or illness    |  |

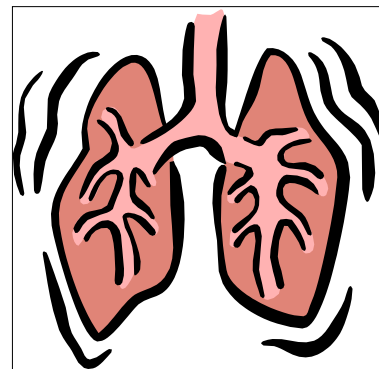
| <b>Medication</b>                                 |  |
|---|--|
| Name/Type of medication                           |  |
| For how long will your child take this medication |  |
| Day dispensed                                     |  |
| Dosage and method                                 |  |
| Timing  |  |
| Special precautions                               |  |
| Side effects                                      |  |
| Self administration                               |  |
| Procedures to take in an emergency                |  |

|                          |  |
|--------------------------|--|
| <b>Contact Details</b>   |  |
| 1. Name                  |  |
| Relationship to pupil    |  |
| Daytime telephone number |  |
| 2. Name                  |  |
| Relationship to pupil    |  |
| Daytime telephone number |  |

|  |  |
|--|--|
| <b>Declaration</b>   |  |
| I understand that I must deliver the medicine personally to the class teacher and accept that this is a service which the school is not obliged to undertake |  |
| Signature  |  |
| Date   |  |
| Relationship to pupil  |  |

|   |  |
|---|--|
| <b>School to complete this section</b>  |  |
| <p>I agree that _____ will receive the required medication as detailed above.</p> <p>The medication will be administered by _____.</p> <p>This arrangement will continue until the end of the course or until further notice is given by the school or parent(s).</p> |  |
| Signature   |  |
| Date  |  |
| Position  |  |

## ***My child has asthma— what should I do?***



### **Asthma**

- inhalers are kept in each classroom, clearly labelled with the pupil's name
- older Key Stage 2 pupils may keep inhalers with them, but staff must be informed by parents
- a record is kept when a pupil uses their inhaler



## ***My child suffers from an allergy — what should I do?***

There are some children who may suffer an allergic reaction to certain substances.

When parents have informed us, the names of these children are given to the class teachers. The children's photographs with details of their allergy are put on display in the staffroom/office and given to the lunch staff.

### **Epipens**

- Parents must provide epipens if these have been prescribed and give their consent for staff to administer the epipen in the event of an attack.
- Parents are responsible for replacing out of date epipens.
- A clearly labelled box containing epipens and procedure to follow is kept in an accessible place in the classroom.
- An offsite pack is kept with the class when the pupils are off the school site.

### **An important message to all parents:**

**Please do not send any food into school that contains nuts or kiwi fruit.  
Parents will be informed when there are other foods that may cause an allergic reaction in a pupil. We will request that these foods are not brought into school**