



Milton Keynes Education Trust

Kents Hill School

**Health & Safety
Policy**

Policy version	2
Date approved by Governing Body	November 2017
Review date	November 2018
Responsible officer	Headteacher

Health and Safety Statement

Statement of Intent

The Governing Body of Kents Hill School will take all steps within its power to meet its responsibilities under the Health and Safety at Work Act (1974) and other health and safety legislation relating to its activities.

This Health and Safety Statement describes our organisation and arrangements for the management of health and safety at Kents Hill School.

Organisation

Responsibilities of the Governing Body

The Governing Body will:

- formulate a Health and Safety Statement setting out in writing the responsibilities and arrangements for ensuring safety at Kents Hill School. The Statement will comply with: Codes of Practice and Codes of Safe Working Practice (all of which are kept in Kents Hill School's Health and Safety Manual) and be reviewed at least once a year;
- implement new arrangements as necessary;
- provide appropriate resources from within the school's delegated and devolved budgets to implement the arrangements set out in this Statement and, in particular, ensure that health and safety implications are taken into consideration when setting priorities (e.g. premises and equipment maintenance, staff training);
- receive from the School Business Manager, or other members of staff as appropriate, reports on health and safety matters and report to external bodies as appropriate, any hazards which are their responsibility;
- seek appropriate specialist advice from others on health and safety matters where the Governing Body is not fully competent or where additional advice could usefully be sought;
- promote high standards of health and safety at Kents Hill School .

Duties of All Employees

Most of the day-to-day responsibility for health and safety matters will be delegated to employees.

All employees should:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- co-operate with their employer in all matters of health and safety, so as to enable the law to be complied with;
- not intentionally or recklessly interfere with, or misuse, any equipment or fittings provided in the interests of health, safety or welfare;
- report to their line manager* any serious and immediate danger to health and safety;
- report to their line manager* any shortcomings in the arrangements for health and safety;
- follow instructions when using any machinery, equipment, dangerous substance or safety device;
- only use equipment when satisfied that they are competent to use it.

* the Headteacher will, as appropriate, report to the Governing Body.

Disciplinary action may be taken against anyone disregarding safe working practices.

Responsibilities

The Headteacher, with support from the School Business Manager and the Caretaker, will:

- have overall responsibility for implementing Kents Hill School's health and safety arrangements as assigned by the Governing Body;
- be the focal point for day-to-day references on health and safety and give advice or indicate sources of advice;
- stop any misuse of equipment etc. Specialist advice may be obtained from relevant advisory services;
- seek specialist advice on health and safety matters when necessary.
- arrange for any employee, or other person, strongly suspected of being drunk or under the influence of a prohibited substance during working hours to be escorted to a place of safety, and initiate disciplinary action as appropriate.

Health & Safety Inspections

The implementation and effectiveness of this policy will be evaluated as part of the Health and Safety inspections of the premises. These will take place at least once every term and are initiated by the School Business Manager. – **See Appendix 1**. The inspections will be scheduled in the calendar. The nominated person will conduct the inspection jointly with a representative of Governing Body if possible.

Provision of Information

The Headteacher is responsible for distributing all health and safety information received by the School and for the maintenance of a health and safety information reference system.

New employees will be informed of all relevant health and safety information as part of the induction process.

All health and safety documentation is kept in or with the Health and Safety Manual which is kept in the Staff Room and is readily available for reference by all employees. The exception is where information is more appropriately kept at a particular location, e.g. risk assessments for the use of hazardous substances.

All new health and safety information received will be copied. The original will be kept in the appropriate file. The Caretaker will decide on the circulation of each document. A copy of the information will also be displayed by the Caretaker for two weeks on the notice board in the Staff Room. The Health and Safety and the Law poster will also be displayed on this board.

Training

The Headteacher will ensure health and safety responsibilities are brought to the attention of employees as part of their induction training.

The Caretaker and School Business Manager will identify health and safety training needs in consultation with team leaders and individual employees. The Headteacher is responsible for the school's training plan.

Employees who feel that they have a need for health and safety training of any kind should complete the forms located in the Staff Room and notify the Headteacher. The Headteacher is responsible for reviewing the effectiveness of health and safety training.

Safety Representatives

An employee appointed as a safety representative by his/her association or trade union is required to inform the Headteacher. This person will be offered facilities in accordance with the Code of Practice.

Arrangements

Emergency Plan and Procedures

Kents Hill School's Emergency Plan aims to cover all potential emergency situations, e.g. medical emergency; severe weather; fire; bomb alert; dangerous intruder. The Emergency Plan gives detailed guidelines on the procedure to be followed in the event of an emergency.

In addition to the Emergency Plan, the following additional guidance exists:

Type of emergency procedure

Emergency Evacuation Procedure	Located in each area of school, above fire extinguisher. Also in Health and Safety Manual in Staff Room – See Appendix 2
First Aid Procedure	Located in Medical Room and Safety File in Staff Room

In the event of an emergency a responsible person is to take appropriate immediate action to ensure the safety of people, e.g. close doors, isolate services, call emergency services and summon the Headteacher to arrange follow-up action.

FIRST PRIORITY: In all hazardous situations it is the safety of people, their removal from danger, care and the application of first aid.

SECOND PRIORITY: Call the emergency services where necessary.

THIRD PRIORITY: Safeguard premises and equipment if possible.

The Business Support Level 3 is responsible for providing the emergency services with appropriate staff telephone numbers for out of hours use.

Fire drills are held termly and are initiated by the Headteacher.

Details of the positions of the water, gas and electricity isolation points are kept in the Health and Safety Manual in Staff Room.

The Health and Safety file is kept in the Staff Room.

Fire Prevention and Detection Equipment Arrangements

The Caretaker is responsible for ensuring the regular testing and completion of the record sheets of the following systems which are kept in the places indicated below:

System Type	Location of Test Records
Fire Alarm / Smoke/Heat Detection	Health and Safety Manual in Staff Room
Emergency Lighting System	Health and Safety Manual in Staff Room

The Caretaker is responsible for ensuring the recording of all visual inspection of firefighting equipment on a regular basis and in line with guidelines.

The Caretaker will arrange for ISE to conduct the annual test of firefighting equipment.

Hazard Reporting, Risk Assessment and Safety Signs

All employees and Governors should report hazards of which they become aware to the Caretaker by means of the communication book in his pigeon hole and verbally if possible.

The Caretaker is responsible for initiating a risk assessment and any remedial action decided upon, including where necessary the provision of safety signs to comply with regulations.

First Aid

A list of employees who have been trained to Emergency First Aid and Paediatric levels are displayed in the Medical Room, Staff Room and School Office. The list also forms part of **Appendix 3**.

For a current list of expiry dates for Epipen or other medical training, please see **Appendix 4**.

The School Administrator will liaise with the Headteacher with responsibility for CPD to arrange for refresher training before expiry of certificates and to ensure that sufficient new people are trained to administer first aid.

First Aid boxes are kept at the following points in the school.

Medical Room

Nursery

Kents Hill Care Club

Travelling first aid boxes are kept in the Medical Room. Teaching Assistants check the contents of these prior to any trip and are responsible for reporting any replacement need to the School Administrator. Teaching Assistants sign asthma pumps and epipens in and out in the book for this purpose in the medical room.

The Business Support Level 2 will make a termly check on the contents of boxes.

Use of first aid materials and deficiencies should be reported to the School Administrator who will arrange for replacement.

First Aid record books are kept in the medical room, Nursery and Care Club.

Details of contact numbers for the nearest hospital casualty department and other medical services are on the School Office wall.

Accident and Dangerous or Violent Incident Reporting

An employee who witnesses an accident or dangerous or violent incident, or to whom one is reported, must make an entry in an accident report book which is kept in the school office as soon as practicable afterwards.

Serious accidents or dangerous/violent incidents should be reported to the Headteacher as a matter of urgency. Where they are found to be caused by faulty plant, equipment, premises or unsafe systems of work they will be reported to the Headteacher. The Headteacher will act to change working practices or remove/isolate the hazard until the necessary modifications or repairs can be made. In the event of a serious accident the Headteacher will report the accident in accordance HSE procedures and also advise the Chief Executive at MKET.

Some accidents or “near misses” have to be reported to the Health and Safety Executive and within a certain timeframe - **See Appendix 5**. Any member of staff who thinks an accident or incident is reportable should notify the Headteacher or a member of the Senior Management Team immediately.

The Caretaker will look at the First Aid/Accident books half termly and bring to the Headteacher’s attention any concerns and trends. School staff will also notify the Headteacher if they are made aware of staff or pupil absence resulting from an accident or incident at school. Monitoring the use, accuracy of entries and follow up of incidents recorded in the Accident Books will form part of the termly Governor and Senior Management Team Health and Safety check.

Administration of Medicines – see Appendix 6

The Headteacher is responsible for deciding whether to agree to requests for the administration of medicines to pupils. Requests for administration of a medicine which is to be administered 3 times a day or less will only be authorised in exceptional circumstances. A significant exception to this will be for pupils attending twilight sessions in Kents Hill Care Club.

All medication requests must be signed by the Headteacher and the staff member(s) responsible for administering the medicine.

Records of requests for the administration of medicines to pupils, which the school has agreed to meet, are kept in a file in the Medical Room. All medications are kept in a cabinet in the medical room or, if required, in the Staff Room fridge.

The administration of medicines record book is kept in the Medical Room.

Site Security

The Caretaker is responsible for opening and securing the building as necessary. The procedure is set out (including disarming of intruder alarms where appropriate) in the safety file.

Entering and Leaving the Premises

During term time staff can access the building from 7.00am. Pupils using the Breakfast Club are allowed on site from 7.45am. The majority of pupils will arrive when school doors open at 8.50am and will leave at 3.00pm. Some pupils will remain in school for after school clubs and some pupils will remain in Twilight Club until 5.45pm at the latest.

All staff must sign in and out at the main school or Nursery Reception. Staff should have their identification badges with them at all times.

The car park gates will be locked by 8.40am and will remain locked throughout the day. Staff wishing to use the school car park can request a key from the school office. On exiting the car park, the gates must be locked to prevent unauthorised access to the school grounds, where pupils may still be participating in clubs.

Pupils should all enter the site via the footpath to the right of the school from the front. The gates will again be locked from 9.10am until 2.50pm and again from 3.10pm to prevent unauthorised access to the site during the school day and in the late afternoon.

Pupils arriving late should report to Reception.

Pupils leaving the site during the day should be signed out by their parent at Reception.

Intruders

An employee seeing an unidentified person on school grounds should act as follows: ask the person why they are on site/for identification and escort to Reception. If the person poses a threat, the member of staff/pupil should report to senior member of staff/Reception immediately.

Main Entrance – the doors should not be left open. If doors need to be propped open for deliveries etc., please make sure the entrance is supervised and closed immediately afterwards. All visitors must report to Reception on arrival for clarification of their visit. Staff and pupils should not let visitors into the building through these doors unless they are happy that this process has been completed.

Work Equipment

Specific Risks

The equipment below has been identified as likely to involve a specific risk to health and safety. The following therefore applies to its selection, use, repair and inspection. The Caretaker will ensure a risk assessment is carried out for the use of all the following and keep a log of all inspections.

	Person Responsible for Selection/Risk Assessment	Persons Authorised to Use/Operate	Persons Authorised to arrange inspection and Repairs	Frequency of Inspection by a suitably qualified person
Access Equipment (e.g. ladders, mobile access platform)	Caretaker	Caretaker	Caretaker	Annually
Caretaking and cleaning equipment (including hand tools)	Caretaker; Cleaner	All staff	Caretaker	Annually
Grounds maintenance equipment	Caretaker	Caretaker	Caretaker	Annually
PE equipment	Headteacher	Staff (qualified/trained where necessary) and supervised pupils	Caretaker in consultation with Headteacher	Annually

	Person Responsible for Selection/Risk Assessment	Persons Authorised to Use/Operate	Persons Authorised to arrange inspection and Repairs	Frequency of Inspection by a suitably qualified person
Science apparatus	Headteacher	Staff (qualified/trained where necessary) and supervised pupils	Caretaker in consultation with Headteacher	Annually
Technology equipment	Headteacher	Staff (qualified/trained where necessary) and supervised pupils	Caretaker in consultation with Headteacher	Annually
Art equipment	Headteacher	Staff (qualified/trained where necessary) and supervised pupils	Caretaker in consultation with Headteacher	Annually
Portable electrical appliances	Staff using equipment	Staff and supervised pupils	Caretaker	Annually
Disabled access equipment	Caretaker	Staff and authorised users	Caretaker	Annually

Roof Access

Only personnel authorised by the Caretaker will have access to the roof. Only trained contractors will be allowed to work on the sloped areas and must wear a safety harness and use the Mansafe system.

High Level Exterior Working

All high level exterior work will be from a cherry picker. Staff required to use this equipment will receive training on its safe use.

Portable Electrical Appliances

The Caretaker and/or person ordering equipment are responsible for checking appliances upon delivery and before commissioning. No electrical portable equipment brought on to site from elsewhere should be used until it is PAT tested. Staff should not carry out any electrical repairs or alterations unless trained to do so.

Dangerous Parts of Machinery

The following machines are identified as having dangerous parts which rely on adequate guards or interlocking devices to ensure safety, e.g. glue gun, paper guillotines.

All staff will:

- ensure that equipment is used correctly and in accordance with instructions;
- ensure that pupils are not allowed to use equipment, unless under strict adult supervision;
- ensure that any health and safety concerns are reported to the Caretaker. They are responsible for reporting to the Headteacher any equipment which is not fitted with appropriate safety features (e.g. guards) or which is in need of maintenance to ensure safety, and for taking such equipment out of use in the meantime.

The Caretaker will:

- conduct checks to ensure that guards are functioning correctly and are in place when machinery with dangerous parts is being used by employees, and
- will take follow-up action (i.e. taking machines out of service) when necessary.

Curriculum planning, e.g. Educational Visits, Work Experience

Particular activities requiring the approval are identified as follows:

Educational visits involving high risk activities	Headteacher; Chair of Governors
Educational visits (not including overnight stay)	Headteacher; Chair of Governors
Work Experience	Headteacher

Dangerous Substances

Inventories of dangerous substances used are maintained by the following employees:

Person responsible	Type of substance
Caretaker	Cleaning & maintenance material

Manual Handling

The Headteacher and Caretaker are responsible for maintaining an audit of manual handling activities. They will bring forward proposals, where practicable, to avoid the activity, or to reduce the risk. The proposals will be implemented or included in an appropriate plan where they are dependent on the purchase of equipment. They are also responsible for monitoring safe systems of work where manual handling cannot practicably be avoided.

Personal Protective Equipment (PPE)

Where identified as necessary in a risk assessment, suitable PPE will be provided free of charge. All employees are responsible for informing the Caretaker or the School Business Manager as soon as they become aware of a need to repair or replace PPE which they use.

Maintenance of Premises and Housekeeping

During periods of severe weather, arrangements for maintaining safe access to, from and within the premises are determined by the Caretaker.

All corridors, passageways and gangways should be kept clear of rubbish and obstructions. The Caretaker will make a daily check. **All employees** are required to co-operate with decisions taken as a result of this check.

An employee encountering any damage or wear and tear of the premises, including safety signs, which may constitute a hazard should report it to the Caretaker via the book in his pigeon hole and, wherever possible, verbally.

Defective furniture should be reported to the Headteacher.

The Headteacher is responsible for ordering repairs.

Classroom and office recycling boxes – The BLUE boxes are for recyclable paper, plastics, card etc only and not for food waste. Please do not put food waste or other products in these bins. Only recyclable plastic and paper products should be put into the external PINK recycling containers.

Waste Management and Cleaning Arrangements

Waste is collected daily by the cleaners and the Caretaker will arrange for its safe storage in appropriately sited secure containers. All employees are responsible for reporting accumulation of waste, or large items of waste that require special attention to the Caretaker who will arrange for its disposal.

All employees are responsible for arranging the clear up of spillages which occur whilst they are in charge of the area concerned. Other spillages or leaks should be reported to the Caretaker who will arrange for it to be dealt with when available.

Hazardous materials or substances require special procedures for disposal

All employees are responsible for ensuring that hazardous substances are disposed of safely and in accordance with the appropriate risk assessment sheet. Advice may be sought from the Caretaker.

The Caretaker is responsible for informing the Waste Authority of any items of general waste to be collected but not covered by the general waste agreement.

An employee who is concerned that cleaning arrangements are causing a hazard which cannot be rectified immediately should report the matter to the Caretaker who will assess whether the arrangements can be changed.

Use of Premises Outside School Hours

The Headteacher and School Business Manager are responsible for co-ordinating lettings of the premises in accordance with the lettings procedure.

The Caretaker is responsible for informing other users of the building of the presence of any hazards which they may encounter and how the risks have been controlled, e.g. cordoning off, warning notice.

The Caretaker is responsible for checking that the premises are left in reasonable order by other users before locking up.

Visitors and Contractors

All visitors and contractors should report on arrival to the Office Administrator who will:

- identify a contact person;
- issue an identification badge;
- provide them with relevant health and safety information;
- remind them of their responsibilities and duties to the school community;
- take details of DBS checks.

Visitors will be required to sign the visitors' book.

All staff are required to notify Reception of the name, organisation, date and time of any visitors they are expecting.

The school will normally use approved contractors. The Caretaker is responsible for vetting the firm to ensure that it is competent and capable of undertaking the work and complies with relevant legislation, including the Health and Safety at Work Act (1974) and Child Protection procedures.

Responsibility for liaison with contractors, and for matters set out in Appendix 3 of the Code of Practice on the Control of Contractors and the LMS Handbook Section P4, is allocated as follows:

Building Cleaning	Caretaker
Building Maintenance and Improvements	Caretaker / School Business Manager
Grounds Maintenance	Caretaker / School Business Manager
Catering	Clerical Assistant

The risk assessment for the cash handling arrangements in the school is undertaken by the / School Business Manager and kept in her office.

Supplies (Purchasing / Procurement and Deliveries)

The Governing Body will comply with the Code of Safe Working Practice on the Purchasing and Procurement of Supplies and Deliveries.

The following employees are authorised to place orders for supplies and/or to accept gifts or donations to the School. They must satisfy themselves that the supplies and arrangements for their receipt and use do not compromise the health and safety of employees, pupils and visitors. They will also assess any revenue implications of the necessary maintenance of donated items.

Name	Type of Orders
Headteacher	Gifts/any order
School Business Manager	Any order

No Smoking signs will be displayed around the site wherever appropriate and determined by the Caretaker.

Vehicles

The Caretaker is responsible, in conjunction with **the driver**, for ensuring that vehicles kept or hired by Kents Hill School are operated in accordance with the law.

Employees who are required to use their private vehicles for official business are responsible for gaining authorisation from a member of the Headteacher (prior to the first use of any vehicle).

Kents Hill School has insurance for members of staff who use their cars for business use. It covers school staff, including full and part-time staff, Governors, and volunteers using their private cars off site on authorised school business, including off site journeys on behalf of the school and when transporting pupils providing they have a full current driving licence and is not disqualified from holding or obtaining such a licence. The cover is provided on a comprehensive basis, for a financial year. Any member of staff who does not have their own business cover, must contact the School Business Manager before using their car for authorised Kents Hill School business.

Examples of when this cover would apply are:

- taking a pupil to hospital/home in an emergency
- travelling to a meeting or conference in relation to school business
- transporting pupils to a school event, on behalf of the school, e.g. school visit or sports event
- INSET courses
- staff delivering or collecting goods / products
- transporting a pupil to school following an attendance-related home visit.

It does NOT cover an employee commuting to and from Kents Hill School.

The School Business Manager is responsible for maintaining a list of authorised drivers of Kents Hill School vehicles who have passed the appropriate test.

Bullying / Harassment

The school's policy on behaviour (including bullying) is kept on the website and on the One Drive.

Records of bullying incidents and action taken are kept by the Headteacher.

Insurance

As part of MKET we are insured with Zurich insurance for Public Liability and Buildings and Contents. In addition to this KHCC is insured with Morton Michel.

Audit, Review, Performance Measurement and Action Plan

The Governing Body is responsible for carrying out an annual review of the Health and Safety Policy and its implementation.

Employee absence statistics (i.e. non-confidential) for the purposes of performance measurement are kept by the Headteacher and reported termly to the Governors' PFF Committee

Appendix 1

Health & Safety Inspection Schedule

Term	Inspection Areas	Scheduled Date
Autumn	Completion of Health and Safety Audit	29-11-2017
	House keeping and general environment	
	All buildings and grounds on the Kents Hill site.	
	Staff Welfare	
Spring	Completion of Health and Safety Audit	08-05-2017
	House keeping and general environment	
	All buildings and grounds on the Kents Hill site.	
	Staff Welfare	
Summer	Completion of Health and Safety Audit	20-07-2017
	House keeping and general environment	
	All buildings and grounds on the Kents Hill site.	
	Staff Welfare	

Inspection Checklist

Guidance Notes on using this checklist

This safety checklist has been designed to assist the conduct of regular Health & Safety walkabout inspections of Kents Hill School. It is by no means an exhaustive list but a useful tool to be used as a prompt during the inspection.

This checklist can be used alongside the Health and Safety Audit.

Definitions

- **Machinery** –Carpet cleaner
- **Tools/Equipment** – Includes hand tools (e.g. hammers, chisels etc), Buffer machines, Polishing machines, strimmers and PE equipment.
- **Hazardous Substances** – Substances that are covered by the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (substances classified as very toxic, toxic, harmful, corrosive or irritant. These can be identified by their warning label and orange pictogram but there are other substances such as dusts to consider).
- **Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)** Kents Hill School has a handbook that gives guidelines, risk assessments etc. for Science and Design & Technology subjects.
- **Off Site Activities** – Any activity that takes place beyond the school site (e.g. trips, visits, sports fixtures); details can be found in the “Off Site Visits” Manual.
- **DSE** – Display Screen Equipment such as computers, laptops etc.

Kents Hill School Health & Safety Inspection Checklist

1. MANAGEMENT SAFETY SYSTEMS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
1.1	IS THERE A HEALTH & SAFETY POLICY (SIGNED & DATED BY THE CHAIR OF THE GOVERNING BODY) THAT HAS BEEN REVIEWED IN THE LAST YEAR?	****			POLICY LAST REVIEWED JAN 16. NEEDS TO BE SIGNED BY THE CHAIR OF GOVERNORS
1.2	DOES THE POLICY HAVE STATEMENT OF INTENT, ORGANISATION (ROLES AND RESPONSIBILITIES) AND ARRANGEMENTS SECTION?	Y			
1.3	IS THERE A SYSTEM WHEREBY ALL DEFECTS FOUND WITH EQUIPMENT / PLANT / PREMISES ARE NOTIFIED TO MANAGEMENT AND TAKEN OUT OF SERVICE?	Y			
1.4	ARE RECORDS KEPT OF STAFF INDUCTIONS AND STAFF TRAINING?		Y		
1.5	ARE EMERGENCY PROCEDURES CLEARLY DISPLAYED (E.G. FIRE PROCEDURE, FIRST AID ARRANGEMENTS)?	Y			
1.6	IS THERE A SYSTEM TO RECORD ACCIDENTS AND INCIDENTS?	Y			
1.7	ARE ALL RELEVANT ACCIDENTS AND INCIDENTS TO PUPILS, EMPLOYEES AND OTHERS REPORTED USING APPROVED ACCIDENT REPORTING BOOK?	Y			
1.8	ARE SITE SPECIFIC RISK ASSESSMENTS COMPLETED AND REVIEWED IN THE LAST 12 MONTHS (E.G. CURRICULUM AND NON CURRICULUM, ONE OFF EVENTS, CARETAKING DUTIES, EXTENDED USE OF SCHOOL ETC.)	Y			EXTERNAL RISK ASSESSMENTS IN THE VISITS FOLDER IN THE MAIN OFFICE
1.9	IS HEALTH AND SAFETY INFORMATION GIVEN TO CONTRACTORS AND VISITORS WHEN THEY ARRIVE ON SITE?	Y			
1.10	ARE THERE FORMAL ARRANGEMENTS IN PLACE TO DISCUSS HEALTH & SAFETY MATTERS WITH OTHER USERS/GROUPS/OTHER OCCUPANTS OF THE SITE?	Y			
1.11	ARE GUIDELINES FOLLOWED FOR ALL OFF SITE ACTIVITIES? (E.G. RECORDING OF RISK ASSESSMENT RECORDS OF PRE -SITE VISITS)	Y			
1.12	HEALTH & SAFETY POSTER DISPLAYED AND ADDRESSES COMPLETED?	Y			

2. FIRE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
2.1	HAS A FIRE RISK ASSESSMENT BEEN COMPLETED / REVIEWED WITHIN THE LAST 12 MONTHS?	Y			DATE OF LAST REVIEW: MARTIN RUDD 2014
2.2	EVACUATION NOTICES POSTED IN EACH CLASSROOM AND FIRE ACTION NOTICES ADJACENT TO CALL POINTS?	Y			
2.3	FIRE DRILLS CONDUCTED TERMLY AND RECORDED?	Y			DATE OF LAST DRILL: OCTOBER 2016
2.4	FIRE EXTINGUISHERS SUITABLE, IN PLACE AND TESTED ANNUALLY? (DATE WILL BE IDENTIFIED ON FIRE EXTINGUISHERS.)	Y			
2.5	EMERGENCY EXITS / ROUTES CLEARLY SIGNED AND UNOBSTRUCTED?	Y			
2.6	FIRE ALARM CALL POINTS TESTED WEEKLY AND RECORDED?	Y			
2.7	FIRE ALARM AUDIBLE IN ALL AREAS?	Y			
2,8	EMERGENCY LIGHTING TESTED MONTHLY?	Y			
2.9	FIRE DOORS (INTERNAL AND FINAL EXIT) OPERATIONAL AND UNOBSTRUCTED?	Y			
2.10	BOILER ROOM AND ELECTRICITY CUPBOARD AREAS KEPT FREE OF COMBUSTIBLE MATERIALS?	Y			

3. HOUSEKEEPING & GENERAL ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
3.1	ARE WORK AREAS & WALKWAYS FREE FORM RUBBISH AND OBSTRUCTIONS?	Y			
3.2	IS FLOORING IN GOOD CONDITION AND FREE OF SLIP / TRIP HAZARDS (E.G. NO DAMAGED CARPETS, DOOR MATS, OR VINYL FLOORS)?	Y			
3.3	IS THERE A REGULAR CLEANING SCHEDULE (INC. CLEANING OF WINDOWS, EMPTYING OF WASTE BINS ETC)?	Y			
3.4	ARE ITEMS THAT ARE STORED AT HEIGHT ACCESSIBLE, SECURE AND SAFE? (E.G. FILES/FOLDERS ON SHELVES)	Y			
3.5	ARE WALLS / WALL COVERINGS CLEAN AND IN GOOD CONDITION (E.G. PAINT NOT FLAKING, NO DAMP ETC)?	Y			
3.7	TEACHING AND COMMUNAL AREAS CLEAN AND TIDY?	Y			
3.8	LIGHTING ADEQUATE	Y			
3.9	FURNITURE IN GOOD CONDITION	Y			
3.10	HANDRAILS SECURE	Y			
3.11	WINDOWS OPENING ONTO EXTERNAL WALKWAYS / PLAY AREAS RESTRICTED / BARRIERS IN PLACE	Y			
3.12	GLAZING FILMED / SAFETY GLAZING TO BS 6206 IN VULNERABLE AREAS? (E.G. PANES >250MM WIDE IN OR ADJACENT TO DOORS, PE AREAS ETC)	Y			
3.13	NO SMOKING SIGNAGE IN PLACE AT ENTRANCES?	Y			
3.14	STORAGE SAFE AND SECURE, ACCESS RESTRICTED TO AUTHORISED PERSONS	Y			
3.15	WASTE CONTAINERS ADEQUATE AND EMPTIED REGULARLY	Y			

4. ELECTRICAL / GAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
4.1	ARE PORTABLE APPLIANCES (ITEMS WITH A PLUG) TESTED BY A QUALIFIED PERSON / HAVE A STICKER TO IDENTIFY THEY HAVE BEEN TESTED?	Y			
4.2	ARE PLUGS, SOCKETS, SWITCHES ETC IN GOOD CONDITION (NOT BROKEN, CRACKED OR LOOSE ETC/) AND CHECKED PRE-USE BY STAFF?	Y			
4.3	FIXED WIRING INSPECTED IN LAST 5 YEARS AND REMEDIAL ACTIONS COMPLETED?	Y			
4.4	EMERGENCY SHUT OFFS CLEARLY IDENTIFIED AND FUNCTIONING	Y			5 POINTS: PE STORE, BOILER ROOM, MATHS CUPBOARD, STOCK CUPBOARD AND MEDICAL ROOM NURSERY.
4.5	GAS SUPPLIES TESTED ANNUALLY BY GAS SAFETY SCHEME REGISTERED ENGINEER	Y			STERLING ENGINEERING
4.6	LEADS AND CABLES ARE NOT STRAINED/CAUSING TRIP HAZARDS?	Y			
4.7	THE USE OF EXTENSION LEADS IS KEPT TO A MINIMUM, NOT OVERLOADED AND NOT 'DAISY CHAINED'. (NOTE: ONLY DOUBLE INSULATED/FUSED EXTENSION LEADS SHOULD BE USED)	Y			

5. TOOLS / EQUIPMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
5.1	IS THERE A SYSTEM IN PLACE TO VISUALLY INSPECT ALL TOOLS & EQUIPMENT USED WITHIN THE SCHOOL AT REGULAR INTERVALS?	Y			SITE MANAGER
5.2	ARE TOOLS & EQUIPMENT (INCLUDING LADDERS) STORED SECURELY & OUT OF REACH OF UNAUTHORIZED PERSONS?	Y			
5.3	HAS TRAINING AND INSTRUCTION BEEN GIVEN TO THE RELEVANT MEMBERS OF STAFF IN THE SAFE USE OF TOOLS & EQUIPMENT?	Y			
5.4	LADDER REGISTER AND CHECKLIST IN PLACE AND REVIEWED TERMLY?	Y			
5.5	IS THERE SUFFICIENT ACCESS EQUIPMENT TO ALLOW STAFF MEMBERS TO REACH HIGH AREAS SAFELY?	Y			
5.6	OPERATING INSTRUCTIONS AVAILABLE AND DISPLAYED ADJACENT TO MACHINERY (WHERE APPROPRIATE)?	Y			
5.7	IS THERE SUFFICIENT EQUIPMENT TO ASSIST WITH MANUAL HANDLING TASKS? (E.G. TROLLEYS, SACK TRUCKS, HOISTS)	Y			

6. D&T, SCIENCE / ART AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
6.1	MAINTENANCE / SERVICE RECORDS AVAILABLE FOR EQUIPMENT (CHECKED BY COMPETENT PERSON IN PAST 12 MONTHS)	Y			DATE OF LAST INSPECTION: 14.06.16
6.2	MACHINERY SAFELY POSITIONED AND ALL MOVING PARTS GUARDED OR HAVE A BARRIER TO PREVENT CONTACT? (THE HEAD OF DT WILL BE ABLE TO ASSIST IN THIS AREA IF NEEDED)	Y			
6.3	ARE THE MACHINES CLEAN? (FREE OF EXCESSIVE OIL, DUST ETC)?	Y			
6.4	ARE THE EMERGENCY STOP BUTTONS CLEARLY MARKED AND EASILY REACHED?			Y	
6.5	IS THERE PERSONAL PROTECTIVE EQUIPMENT AVAILABLE AND IS IT CLEARLY LABELLED, EASILY ACCESSIBLE AND WELL MAINTAINED? (E.G. GOGGLES, DUST MASKS)			Y	
6.6	SAFETY RULES DISPLAYED IN WORKSHOPS			Y	
6.7	PREP ROOM, WORKSHOPS, LABS ETC. LOCKED WHEN NOT IN USE			Y	
6.8	ARE THERE BLUE MANDATORY SAFETY SIGNS DISPLAYED NEAR WORKSHOP MACHINERY (E.G. GOGGLES MUST BE WORN)?			Y	
6.9	IS MACHINERY THAT CAN ONLY BE OPERATED BY PERSONS OVER 18 YEARS OLD SECURED TO PREVENT UNAUTHORISED ACCESS? (E.G. ISOLATED BY KEY, LOCKED IN SEPARATE AREA)			Y	
6.10	HAVE WRITTEN RISK ASSESSMENTS BEEN COMPLETED FOR EACH PIECE OF MACHINERY?			Y	
6.11	HAVE FUME CUPBOARDS BEEN TESTED IN THE LAST 14 MONTHS?			Y	
6.12	ARE EYEWASH FACILITIES EASILY ACCESSIBLE AND KEPT STERILE?	Y			
6.13	CLEANING STAFF AWARE OF POSSIBLE HAZARDS WITHIN DEPARTMENT			Y	

7. HAZARDOUS SUBSTANCES		Y	N	N/A	COMMENTS / ACTIONS NEEDED
7.1	IS THERE A CENTRALLY HELD COSHH FILE WITH UP TO DATE (AUDITED IN THE LAST 12 MONTHS) INVENTORY OF CHEMICALS AND DATA SHEETS?	Y			IN THE HEALTH AND SAFETY MANUAL AND THE CLEANERS CUPBOARD
7.2	ARE HAZARDOUS SUBSTANCES STORED IN A LOCKED ROOM / CUPBOARDS?	Y			OWNERSHIP IS WITH BUSY BEES OUR CLEANING CONTRACTORS
7.3	ARE SUBSTANCES USED IN SCIENCE SUBJECTS STORED / USED IN ACCORDANCE WITH THE CLEAPSS GUIDANCE AND HAZ-CARDS?			Y	
7.4	IF CHEMICALS HAVE BEEN DECANTED INTO OTHER VESSELS (E.G. SPRAY BOTTLES), IS THERE A LABEL TO IDENTIFY THE CONTENTS?	Y		Y	SCHOOL DO NOT BUT CLEANING CONTRACTORS DO. THESE ITEMS ARE KEPT LOCKED IN THEIR CUPBOARD.
7.5	ARE ALL CONTAINERS CLEARLY MARKED WITH SAFETY LABELS (E.G. IRRITANT, FLAMMABLE)?	Y			
7.6	INVENTORY OF CHEMICALS AND MATERIAL SAFETY DATA SHEETS AVAILABLE?	Y			
7.7	MAX OF 50L OF HIGHLY FLAMMABLE LIQUIDS TO BE STORED IN WORKROOM WITHIN METAL CABINET			Y	
7.8	ARE PYROTECHNICS AND SMOKE EFFECTS STORED ACCORDING TO CODE OF PRACTICE?			Y	
7.9	BOTTLES > 1L STORED AT LOW LEVEL	Y			

8. FIRST AID / MEDICATION		Y	N	N/A	COMMENTS / ACTIONS NEEDED
8.1	FIRST AID BOXES IN APPROPRIATE PLACES AND MAINTAINED, NO UNAPPROVED CONTENT (MEDICINES ETC.)?	Y			
8.2	DOCUMENTED SYSTEM FOR ADMINISTRATION AND SECURE STORAGE OF MEDICATION? (WRITTEN PERMISSION FROM PARENTS AND DOSAGE SHEETS FOR ANY MEDICINE ADMINISTERED)	Y			
8.3	TRAINING FOR EPI-PENS / MEDICAL PROCEDURES UP TO DATE? SHOULD BE CARRIED OUT ANNUALLY	Y			
8.4	SYSTEM FOR ACCEPTANCE OF MEDICINES IN PLACE AND SECURE STORAGE USED?	Y			
8.5	EYEWASH FACILITIES EASILY ACCESSIBLE AND KEPT STERILE?	Y			
8.6	MEDICINES (INCLUDING EPI-PENS ETC) STORED APPROPRIATELY	Y			

9 .WELFARE		Y	N	N/A	COMMENTS / ACTIONS NEEDED
9.1	CLEAN DRINKING WATER AVAILABLE AND LABELLED AS SUCH?	Y			
9.2	SELDOM USED WATER OUTLETS IDENTIFIED AND FLUSHED WEEKLY?	Y			
9.3	IS THERE A SUITABLE AREA FOR STAFF MEMBERS TO REST AND EAT? (CLEAN, WITH SEATING)	Y			
9.4	ARE THERE SUFFICIENT, CLEAN TOILETS (INCL. WASHING FACILITIES SOAP, HOT WATER AND DRYING FACILITIES)?	Y			
9.5	ARE THERE FACILITIES FOR STAFF MEMBERS TO CHANGE CLOTHES / STORE CLOTHES?		Y		ONLY IN THE STAFF TOILETS
9.6	WATER TEMPERATURES ADEQUATE (MAX 43°C IN AREAS WHERE VULNERABLE PUPILS MAY COME INTO CONTACT)	Y			

10. GENERAL WORK ENVIRONMENT		Y	N	N/A	COMMENTS / ACTIONS NEEDED
10.1	ALL DSE (COMPUTER) USERS IDENTIFIED AND WORKSTATIONS ASSESSED?		Y		
10.2	HAVE THERE BEEN COMPLAINTS BY STAFF MEMBERS REGARDING LIGHTING, HEATING AND VENTILATION WITHIN THE SCHOOL?	Y			
10.3	HAVE THERE BEEN ANY COMPLAINTS BY STAFF OF A LACK OF SPACE TO CARRY OUT WORK SAFELY?		Y		
10.4	NO SMOKING SIGNAGE IN PLACE AT ENTRANCES?	Y			
10.5	ADEQUATE SPACE FOR SIZE OF CLASS AND ACTIVITIES CONDUCTED?	Y			
10.6	LIFTS CERTIFIED 6 MONTHLY AND MAXIMUM LOADS MARKED			Y	

11. OUTDOOR AREAS		Y	N	N/A	COMMENTS / ACTIONS NEEDED
11.1	ARE PATHWAYS / WALKWAYS STABLE UNDERFOOT AND WITHOUT SIGNIFICANT TRIP HAZARDS? (E.G. NO POTHOLES, NO RAISED /SUNKEN SLABS)	Y			
11.2	PEDESTRIAN ROUTES CLEARLY DEFINED AND SEGREGATED FROM VEHICLES?	Y			
11.3	IS OUTDOOR SPORTS EQUIPMENT INSPECTED TO ENSURE SAFETY AND CLEANLINESS BEFORE IT IS USED?	Y			
11.4	EXTERNAL LIGHTING ADEQUATE?	Y			
11.5	GATES AND FENCING ADEQUATELY MAINTAINED?	Y			
11.6	FRAGILE ROOF SURFACES IDENTIFIED BY SIGNAGE ON SITE?			Y	
11.7	ACCESS TO LOW ROOFS RESTRICTED?		Y		
11.8	SCHOOL RECEPTION CLEARLY SIGNED?	Y			
11.9	EXTERNAL STORAGE / WASTE BINS SECURED AND LOCATED AWAY FROM BUILDINGS?	Y			
11.10	ADEQUATE ACCESS FOR EMERGENCY SERVICES	Y			

12. OTHER ISSUES OBSERVED DURING INSPECTION		COMMENTS / ACTIONS NEEDED

INSPECTED BY:
 (Print name)

DATE INSPECTED:

SIGNATURE:

Appendix 2

Emergency Evacuation of the Building

Fire Notices

Notices are displayed in each room near the exit. Missing notices should be reported to the Main Office.

Evacuation Procedure

The alarm is a loud continuous bell. The bell will continue to sound until it is safe to re-enter the building. Even if the alarm stops sounding, nobody should re-enter the building until told it is safe to do so by a senior member of staff.

In the event of the alarm sounding, the class should be **silent** so they can listen to staff instructions.

The teacher should instruct the class on the route to be taken. This should be the same as that detailed on the fire notice if this is still a safe route. If this route is no longer safe, the teacher should decide on an alternative route and communicate this to pupils. If there is more than one member of staff in the room, one should take the lead. If there is only one member of staff, a responsible pupil should be assigned to lead the class to the Assembly Point.

Disabled pupils, staff and visitors should take the nearest appropriate exit, which may differ from the rest of the class.

Personal belongings are to be left in the building.

ALL staff are responsible for ensuring that ALL pupils leave the building silently and in an orderly manner. To do this effectively staff must be vigilant, intermingle with the pupils and challenge anyone who is not behaving appropriately. All staff should model appropriate behaviour to pupils by leaving the building in silence and leaving personal belongings behind.

During lessons

Pupils will assemble in the area allocated to the class they are in when the fire alarm sounds..

Teaching Assistants will assemble in the area allocated for the location of the session they are supporting.

All members of staff must actively help with the supervision of pupils in the area where they are assembled.

Classes are to line up ***in silence***.

Teachers should check that all pupils in their class are accounted for by doing another head count. Teachers are to take responsibility for the behaviour of pupils in their areas during an emergency evacuation of the building and follow up any issues.

Office staff will be responsible for taking the grab bag with them. The Grab bags will contain up-to-date class lists, 1st Aid kit and other emergency supplies.

At break, lunchtime and before or after school

Pupils should walk quickly and in silence to their assembly point on the playground.

If the assembly areas are deemed unsafe by the teacher due to their proximity to the building, teachers will instruct their class to follow them in silence to a safe place.

Responsibilities

Responsibility	Person responsible*
Grab Bag, including up-to-date class lists	Business Support Level 2
Checking pupils' toilets	Learning Support Assistants
Checking adults' and disabled toilets in main school	Headteacher
Checking adult/disabled toilets in Nursery	School Business Manager
Opening car park gates	Business Support Level 3
Visitors' Book and late/signing in/out books (main school)	Business Support Level 2
Signing in/out books (Nursery)	School Business Manager

* or another member of the office staff in their absence

Visitors should go to the same Assembly Point as the person they are with. Visitors who are not with a member of staff when the alarm sounds should go to the main playground.

The Headteacher will assess the situation and if the Emergency Services have been called ensure that the gate is open and someone is on hand to direct the Emergency Services upon their arrival.

No adult or pupil must ever re-enter the building. If an adult or pupil cannot be accounted for, the emergency services must be notified immediately upon their arrival.

Fire Safety Precautions

Fire Notice Signs

All rooms should have a laminated red Fire Notice near to the point of exit / light switches. These must not be removed or interfered with. If a room is without a fire notice sign inform the Main Office immediately.

Appendix 3

First Aid and Paediatric First Aid training Information, including a list of up to date trained officers, is kept in the main office.

Appendix 4

Epipen and other medication training record Information, including a list of up to date trained officers, is kept in the main office.

Appendix 5

Guidance from HSE information sheet for schools

Some incidents that happen in schools, or during education activities out of school, must be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). These Regulations require employers and other people to report accidents and some diseases that arise out of or in connection with work. This information sheet gives practical advice to schools on what they need to report and how to do it.

Who should report?

The duty to notify and report rests with the 'responsible person'. This may be the employer of the injured person; a self-employed person; or someone in control of the premises where work is carried out. See the HSE website <http://www.hse.gov.uk/services/education> for more information on who the employer is in different types of schools.

What needs to be reported?

Under RIDDOR you must report the following work related accidents, including those resulting from physical violence, if they injure either your employees, or self-employed people working on your premises:

- accidents which result in death or major injury must be reported immediately (see 'Reportable major injuries' below); and
- accidents which prevent the injured person from continuing at his/her normal work for more than three days must be reported within ten days.

You must also report, in writing, any cases of work related ill health affecting your employees that a doctor notifies you about (see 'Reportable diseases' below).

Dangerous occurrences are specified events which may not result in a reportable injury, but have the potential to do significant harm. A full list is given in *A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.

Reportable major injuries

These include:

- fracture other than to fingers, thumbs or toes
- any amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- a chemical or hot metal burn to the eye or any penetrating injury to the eye;
- any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to:
 - hypothermia, heat-induced illness or unconsciousness;
 - resuscitation or requiring admittance to hospital for more than 24 hours;
- loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - acute illness requiring medical treatment; or
 - loss of consciousness;
- acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Reportable diseases

These include:

- certain poisonings;
- some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis /acne;
- lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- infections such leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- other conditions such occupational cancer; certain musculoskeletal disorders; decompression illness; and hand-arm vibration syndrome.

Who do I report to?

All accidents, diseases and dangerous occurrences must be reported to the Headteacher who will, if necessary, report to the Incident Contact Centre (ICC).

What about pupils and other people who are not at work?

You need to report an accident that happens to someone who is not at work, e.g. a pupil or visitor, if:

- the person involved is killed or taken to hospital; and
- the accident arises out of or in connection with the work activity.

Like fatal and major injuries to employees, you must notify these accidents by following the procedures given above.

How do I decide whether an accident ‘arises out of or is in connection with work’?

An accident will be reportable if it is attributable to:

- organisation (e.g. supervision of a field trip; activities the teacher organised);
- plant or substances (e.g. lifts, machinery, experiments etc);
- the condition of the premises (e.g. loose carpet tile on stairs).

What about sports activities?

Accidents and incidents that happen in relation to curriculum sports activities and result in pupils being killed or taken to hospital for treatment are reportable.

Playground accidents

Playground accidents due to collisions, slips, trips and falls are not normally reportable unless they happen out of work or in connection with work, e.g. because of:

- the condition of the premises or equipment;
- inadequate supervision.

What records must be kept?

Kents Hill School must keep a record of any reportable death, injury, disease or dangerous occurrence for three years after the date on which it happened. This must include the date and method of reporting; the date, time and place of the event; personal details or those involved; and a brief description of the nature of the injury, event or disease.

Where can I find out more?

You can find full details of accident-reporting requirements in ‘*A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and RIDDOR explained: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.*’ Also see website <http://www.riddor.gov.uk/>

Appendix 6

Administration of Medicines Policy

1. Aim of Policy Statement

- To support regular attendance of all pupils;
- To ensure staff understand their roles and responsibilities in administering medicines;
- To ensure parents understand their responsibilities in respect of their children's medical needs;
- To ensure medicines are stored and administered safely.

Where pupils are unwell and not fit to be in school, and where they are still suffering from an infection which may be passed to others, they should remain at home to be cared for and looked after.

The school is committed to ensuring that pupils can return to school as soon as possible after an illness, (subject to the health and safety of the school community) and that pupils with medical conditions are supported. This policy statement sets out clearly a sound basis for ensuring that pupils with medical needs receive proper care and support in school.

2. Prescription Medicine

- Medicines should only be brought to school when essential (where it would be detrimental to the pupil's health if the medicine were not administered during the school day);
- All medicines should be taken directly to Reception by a responsible adult;
- Medicines will only be accepted in the original container as dispensed by a pharmacist and with the prescriber's instructions for administration;
- The medicine should be clearly marked with the pupil's name;
- The appropriate dosage spoon should be included with all medicines sent to school;
- Any medicine administered will be recorded by the staff member in the Medication Book in the Medical Room;
- Medicines will only be accepted for administration in school on completion of the appropriate form by a parent or carer.

3. Non-Prescription Medicines

- We will also administer non-prescription medicines if necessary. They must also be handed in at the office by a responsible adult and they will not be given to pupils without prior written permission from parents as above;
- They should be clearly marked with the pupil's name;
- Pupils must not carry medicines themselves for self-administration during the day. The medicine must be collected from the Medical Room and taken under the supervision of an adult;
- Any non-prescription medicine administered will also be recorded in the Medication Book in the Medical Room;
- We will not give paracetamol or ibuprofen routinely as their primary use is to control raised temperature for which a pupil should be at home;

- We do allow cough sweets, but these can only be taken in class with the teacher's permission and must be kept in a high cupboard out of reach of pupils.

4. Roles and Responsibilities of School Staff

- Staff are expected to do what is reasonable and practical to support the inclusion of all pupils. This will include administering medicines or supervising pupils in self-administration;
- All medicines are stored in the Medical Room or Staff Room fridge, if necessary;
- Asthma reliever inhalers and epipens are kept in the Medical Room;
- Staff must complete the 'Medication Book' kept in the office each time medicine is administered within school time;
- Relevant staff are trained annually on how to administer Epipens.

5. Parents' Responsibility

- In most cases, parents will administer medicines to their children themselves out of school hours, but where this is not possible, parents of children in need of medication must ensure that the school is accurately advised about the medication, its usage and administration. Parents must complete the parental agreement form kept in the office before a medicine can be administered by staff;
- Requests for administration of a medicine which is to be administered 3 times a day or less will only be authorised in exceptional circumstances. A significant exception to this will be for pupils attending twilight sessions in Kents Hill Care Club;
- Primary school pupils may be able to manage their own medication, under adult supervision but again, only with parental agreement given through the appropriate paperwork as above;
- Parents are responsible for ensuring that all medication kept in school e.g. asthma pumps, Epipens, are kept up to date;
- Parents are responsible for notifying Kents Hill School of all medical conditions affecting their child and informing the school of any change in medical circumstances, e.g. if a child is deemed to be no longer asthmatic.

6. Long Term and Complex Needs

Where a pupil has significant or complex health needs parents should give full details on entry to school or as the pupil first develops a medical need. Where appropriate, a health care plan may be put in place involving the parents and relevant health care professionals.

(See also Medical Conditions Policy)

7. Safe storage of Medicines

The school is responsible for ensuring that all medicines are stored safely.

- Medicines should be stored in the supplied container, clearly marked with the pupil's name, dose and frequency of administration;
- Medicines are stored in the Medical Room; unless an exceptional agreement is reached with the parent and/or healthcare professional;
- No medicine is kept in a locked cupboard to ensure swift and easy access;
- Where medicines need to be refrigerated they will be kept in the Staff Room fridge.

8. Managing Medicines on School Trips

On school visits the trip leader is responsible for consulting with the parents of any pupil who may need to take medication to ensure appropriate arrangements are put in place.