THE BRITISH ACADEMY
HEALTH AND SAFETY POLICY

The British Academy will endeavour to provide safe and healthy working conditions for employees and others who use the school.

We will refer to expert advice to determine and assess the risks to health and safety within the school.

Co-operation from everyone is required in order to achieve the objectives of the safety policy.

We have a responsibility to other persons using the school, other than employees e.g. pupils, students, visitors and contractors.

We are committed to ensure that adequate resources are put in place.

ROLES AND RESPONSIBILITIES:

The Governing Body
The governing body has a duty to ensure adequate Health and Safety standards are maintained on the premises under their control.

The Principal
Responsible to the Governing Body, the Principal is responsible for day to day management of Health & Safety.

The Classroom Teacher
The Class teacher is the manager of each child’s education and of the classroom itself. In terms of Health & Safety, the Class teacher is responsible (to the Principal) for the use and storage of materials that are potentially dangerous to the children as well as to themselves, helpers and visitors.

The Administrator
The Administrator will act as site supervisor and will ensure that the building will provide a safe and healthy environment for the children. The Administrator will ensure that cleaning employees maintain a clean and tidy building and grounds. Any minor repairs are completed via the Administrator and authorised contractors. Any equipment/hazardous substances are kept locked away from the children. All equipment is maintained regularly.
**AIM:**

The aim of our school is to create an atmosphere of carefulness both in and out of School; this is for all users of the school.

This carefulness includes:

- The ability of each individual to protect his/her self from risks to their Health and Safety
- Concern and consideration for the safety of others
- Knowledge of what to do in certain situations
- Alertness and control
- Cultivation of good habits

At The British Academy of Port of Spain children will be encouraged to develop healthy habits through good health and hygiene routines, for example, regular exercise and personal hygiene.

Children are to be taught to have care and consideration for others:

- In the classroom
- When using equipment e.g. scissors, tools, apparatus
- When moving around school
- When on educational visits

**ACCIDENTS:**

Accidents will occur. Most accidents in school are minor and can be dealt with by the Nursing Assistant. A fully equipped medical kit is kept in the Administration office, as is the school’s Accident Register, accident forms and a completed medical questionnaire for each child which includes a list of any allergies children may have. If the accident is more serious, the aim of the school is to get the child further medical attention as quickly as possible. Parents/Guardians will be notified immediately and if necessary an ambulance will be requested.

Accident forms will be completed for any accident requiring professional medical attention, or caused by any defect in the school or its equipment.
Accidents fall into the following categories:

- Fatal
- Major Injury
- Minor Injury

**Minor Injuries:**

Cuts, bruises, head trauma, fracture of bone in the foot or ankle, fracture of bone in the hand or wrist

- All incidents/accidents must be reported to the Principal and Administrator
- A record of the incident/accident is made in the medical book for minor injuries (including bumps on the head)
- The parent/guardian is contacted
- The Administrator must always be notified

**Major Injuries:**

Fracture of the skull, fracture of any bone in the arm other than a bone in the wrist, fracture of any bone in the leg other than a bone in the ankle or foot, amputation of hand or foot, loss of sight of an eye, any other injury which may result in the patient being admitted to hospital for more than 24 hours, unless that person is detained for observation.

- All incidents/accidents must be reported to the Principal and Administrator
- An ambulance is called for
- The parent/guardian is contacted immediately
- A record of the incident/accident is made in the Accident book

The extent of the injury may not be apparent at the time of the accident or immediately afterwards, or the injured person may not be admitted to hospital immediately. Once the injuries are confirmed or the person has spent more than 24 hours in Hospital, then the accident must be reported as a major injury.
SAFETY/HIV PROTECTION:

All staff must always wear disposable gloves when treating any accidents/incidents which involve body fluids. Any waste (wipes, cotton wool, paper towels etc.), is placed in a disposable bag, fastened securely and disposed of.

MEDICATION:

From time to time parents/guardians request that the school dispense medicines which need to be administered at regular intervals to children. These requests fall into 2 categories:

- Children who require emergency medication on a long term basis because of the chronic nature of their illness, e.g. asthma and epilepsy

- Children who are suffering from casual ailments (coughs, colds, headaches, etc.)

Generally no member of staff will administer medicine to children. Parents/guardians are responsible for the administration of medicine to their children and if the child needs a dose of medicine at lunchtime, the parent/guardian should come to the school to administer it. However parents may discuss this matter with the Nursing Assistant and once given written authorisation and /or sight of prescription it may be possible for medication to be given. All medicines must be kept in a secure place by staff.

Where long term need for emergency medication exists, the school will require specific guidance on the nature of the likely emergency and how to cope with it while awaiting paramedical assistance. Detailed written instructions must be sent to the school. If the emergency is likely to be of a serious nature, emergency contact numbers must be given where an adult is available at all times.

SMOKING POLICY:

- It is the policy of the Governing Body that The British Academy of Port of Spain is a no-smoking school

- Pupils are not permitted to smoke on the school premises

- Staff, parents/guardians or visitors are not permitted to smoke in the school, except for one designated area.
ALLERGIES/LONG TERM ILLNESS:

A record is kept of any child’s allergy to any form of medication (if notified by the parent/guardian), any long term illness such as Asthma and details of any child whose health might give cause for concern.

Signed: ___________________________  Signed: ___________________________
   Principal                           Administrator