

APPENDIX A

FIRST AID

All members of staff – teaching and non-teaching – must be aware of the position of the First Aid Boxes. First Aid courses are provided from time to time by the Authority or other bodies and school staff should take advantage of these to update their knowledge whenever possible.

EMERGENCY PROCEDURES

1. If anyone should become ill or suffer as the result of an accident, first aid should be rendered, but only as far as knowledge and skill permit. The patient should be reassured and removed from danger.
2. All accidents should be reported in writing. Minor accidents should be recorded in the Accident Book, which is kept in the office. The supervising adult should record the nature of the injury, the date, time and action taken. More serious accidents should be reported in the Accident Book and an Accident Form completed.
3. Transport to hospital – The parents or next of kin must always be contacted, if this is possible and then the 999 Emergency service used. If the child / person is able to be transported by car, the driver must ensure he has the relevant cover on his insurance. Wherever possible someone should accompany the patient and driver.

The above procedures also refer to any adult who maybe present on the school site during school hours.

APPENDIX B

SUPERVISION OF CHILDREN WITH SPECIAL NEEDS

Some children suffering from particular medical conditions require special supervision in school. It is important that all staff are aware of these children and their needs. It is especially important that Supply Teachers are informed of the necessary procedures.

Asthma attack procedures are to be displayed in each class area.

The following procedure is devised to help teachers to undertake their responsibilities in this matter.

A form is to be completed indicating the medical condition, provision and medication, if any required.

This form will be revised each term and details confirmed annually with parents.

Copies of the form will be kept.

PUPILS' CLOTHING / JEWELLERY ETC.

1. General

The wearing of correct school uniform is to be encouraged at all times.

Basic uniform consists of:

Girls : Grey, flared or pleated skirt, pinafore dress or trousers
 White blouse
 School tie
 School pullover or cardigan
 White socks
 School dress in summer

Boys : Grey trousers – short trousers in summer preferred
 White shirt
 School tie
 School pullover
 Grey socks
 White short sleeved shirt or polo shirt in summer

Navy outdoor coats preferred.

Sensible school shoes should be worn – this excludes sling-backs, open-toed sandals and trainer-type shoes.

Long hair must be tied back at all times in the interests of health and safety.

The wearing of jewellery, such as bracelets, pendants, rings, ear-rings (except studs) is not allowed as these can present hazards in school and class teachers are responsible for seeing that this rule is observed. Wrist watches and a small crucifix or other religious symbol may be worn but will need to be removed for physical activities.

2. Physical Education

All pupils must wear appropriate dress for P.E. and games.

P.E. Gold tee-shirt, navy shorts, bare feet.

 If a child has an infectious foot complaint then plimsolls – not trainers – may be worn.

GAMES Netball skirts or football-kit may be worn, in school colours for the appropriate games, as may trainers. The wearing of a different pair of socks, for the games lesson, should be encouraged, to be washed on a regular basis along with the kit.

Watches and stud earrings

Watches and stud earrings must be removed for P.E. and games. If children are not capable of removing earrings without adult help then they must not be worn to school on P.E. / Games days.

St. Mary's Catholic School

**SCHOOL SWIMMING POOL PROCEDURES
June 2016**

All teachers and pool club supervisors must be familiar with the Pool Safety Operating Procedure (PSOP), including the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP). The following procedures are a summary relating to the school use of the pool:

All teachers or supervisors should have some knowledge of first aid treatment and be competent in the principles and practice of life-saving and resuscitation. They should at all times, if retrieval from the poolside is impossible, be prepared to enter the pool to go to the aid of a pupil in difficulty. Teachers and supervisors must know the location of the first aid kit (in the poolside cupboard), the contents of which must be regularly checked. A mobile phone must be available for use at the poolside at all times.

The teacher or supervisor must:

- Be present and give 100% supervision at all times – beware of being diverted from the poolside for any reason. Be first in and last out, **ALWAYS**.
- Be fully alert and competent to cope in any emergency.
- Be in a position to see the whole class (all the children) and teach from the side of the pool.
- Adopt a simple signalling system which pupils can understand e.g. one short blast on the whistle everyone stops at once and pays attention, two short blasts everyone gets out of the pool. The teacher must avoid overuse of the whistle and ensure obedience to all signals.
- Ensure that the number of Infant children in the pool during a lesson does not exceed a ratio of one adult to eight children. Two adults must always be on duty at the pool during Infant lessons.
- Ensure that the number of Junior children in the pool does not exceed a ratio of one adult to fifteen children. An adult does not need to be in the water.
- Ensure that a rescue pole and float are in place on the fence hooks.
- Ensure that swimming does not take place within an hour after a meal.
- Record the number of children using the pool on the whiteboard.
- Record any incidents or concerns on the whiteboard.

Safety and hygiene procedure with pupils:

At the pool all teachers and supervisors must ensure:

- That the mobile phone is on the hook by the poolside cupboard. (To be returned to the office after the last lesson of the day).
- That the pool equipment is on the poolside (to be returned to the pool equipment store after the last lesson of the day).
- Orderly behaviour at all times.
- That pupils are not allowed on the poolside without a teacher being present
- That running, pushing or chasing on the poolside does not take place
- That diving or jumping into the pool is forbidden at all times

- That during the lesson the pool surround is kept clear. Quick and unimpeded access to all sides of the pool may be needed
- That all pupils wear a swimming hat at all times
- That all children go to the lavatory and wash their hands thoroughly before using the pool
- That children wear shoes when walking from the class to the poolside
- That children who are unwell do not use the pool (and are aware that they should not use the pool within 48hrs of being sick and 14 days of having diarrhoea).

RESCUE PROCEDURES

CONSCIOUS CASUALTY can usually be rescued by applying the techniques of REACH or THROW.

REACH as far as you can with a life saving pole, your hand or a towel etc. Keep the body low; lie down if possible to avoid being pulled in yourself.

THROW a buoyant aid e.g. a float or a rope.

THE UNCONSCIOUS CASUALTY needs to be removed from the water quickly.

- Speed is essential the pupil may not be breathing.
- Enter the water and if necessary bring the victim to the surface and commence resuscitation **REMEMBER SECONDS COUNT.**
- Always be prepared to enter the pool to render aid to a pupil in difficulties, if poolside recovery is impossible.

IN THE CASE OF AN INCIDENT:

CLEAR THE POOL

PHONE 999

SEND A CHILD TO THE OFFICE WITH THE RED CARD (FOUND IN THE PLASTIC WALLET WITH THE MOBILE PHONE) ANOTHER ADULT TO PROCEED TO THE POOLSIDE TO GIVE ASSISTANCE.

GIVE FIRST AID UNTIL THE FIRST AIDER OR AMBULANCE ARRIVES.

SCHOOL ENVIRONMENT

It is the responsibility of all staff and pupils to be vigilant in matters relating to changes in the structure and environment of the school and to report any hazards immediately to the Headteacher.

It is the Headteacher's responsibility, so far as is reasonably practicable, to ensure that dangerous situations do not arise in and around the building and that safe and easy access and egress is afforded to all who use the premises.

The following points should be taken into account:

- Paths and play areas.
So far as is reasonably practicable, the surface of access routes, footpaths, steps, play areas and car parks should be even and kept clear of wet leaves, ice etc. Adequate stocks of rock salt should be available and applied to essential access points in icy conditions before the time that children begin to arrive at school – 8.30 a.m.
- Fences and Walls
Fences should be sturdy, free from rotted timbers and other defects such as torn netting and broken supports. Loose bricks should be removed and any damage reported to the Headteacher.
- Gates and Doors
Locks, catches and hinges should be maintained in full working order.
- Drains
Blocked drains must receive urgent attention to avoid health hazards.
- Obstructions
Overhanging branches must not be allowed to become obstacles. Dead and dangerous branches and trees should be reported to the Headteacher.
- Parking Area
Children should be warned of the dangers of the parking area, from teachers' cars, delivery vehicles and parents' cars and encouraged to use the paths and to go directly into the playground on arrival at school, remaining there until the bell goes. Children should not wait around the gates for parents but in the playground.
- Refuse
Children should not be sent unsupervised to this area to dispose of rubbish, or for any other purpose. Dangerous refuse, e.g. broken glass, should be suitably wrapped and the caretaker informed.
- Floors
Floors should be even, non-slip and as free from obstacles as possible – especially the cloakroom areas.
- Doors
Doorways should be free from obstructions at all times, particularly the fire doors in the hall. The mats must be stored so as not to block the exit and hall chairs must be stacked away from the passageway.

APPENDIX F

SUPERVISION OF CHILDREN ON OFFSITE ACTIVITIES

1. The teacher in charge of the activity should read the guidelines prepared by the Royal Borough of Windsor & Maidenhead dealing with offsite activities and make any accompanying adults aware of the necessary sections of the document. The advice in this document should be strictly followed.
2. Teachers organising outings should prepare information for parents and obtain their written consent.
3. First aid materials should be available at all times.
4. When transporting pupils by car, child locks should be secured and children should travel in the rear seats and no overloading of the vehicle should occur. If a child is under 135 cm then a named booster seat is required.
5. The driver's insurance policy should be valid and cover the carrying of children, if cars are used, whether teachers' or parents'. This means the insurance policy must include full passenger liability.

APPENDIX G

CARETAKING AND CLEANING

The responsibilities of the Cleaner in Charge to the Headteacher for the duties in relation to the use of school premises by staff, pupils, visitors and members of the public.

1. Provision and Maintenance of Plant and Equipment

The 'Cleaner in Charge' must take all reasonable care to ensure that the plant and equipment for which he / she is responsible is in safe working order and is in a hygienically clean condition. Unsafe equipment must be taken out of use until the necessary repairs have been carried out.

- a) Cleaning staff and persons provided with cleaning materials and / or equipment must be made aware of their safe use.
- b) Equipment and materials must be stored in a safe, secure place and never left where children can have easy access.

2. Maintenance of the Establishment

a) Cleaning – It is the responsibility of the 'Cleaner in Charge' to ensure that cleaning standards are such that no health hazards are present – paying particular attention to toilets, washbasins and sinks.

b) Access and Egress – Attention must be paid that access and egress throughout the building and site is easy and without risk. Particular attention should be paid to the removal of obstacles such as trailing wires, effective doors, etc.

APPENDIX H

SCHOOL LETTINGS

1. The Governing Body is responsible for ensuring that the means of access or egress are safe for the use of hirers, and that plant or equipment used by hirers is safe. It follows, therefore, that if the Headteacher knows of a hazard in regard to access to school premises or equipment to be used by hirers, action should be taken to make hirers aware of these hazards.
2. Escape routes and exits should be clearly marked for the benefit of persons not familiar with the layout of the building.
3. The hirers of the building should be properly briefed about the position of telephones, escape routes, fire alarms and fire fighting equipment. Notices regarding the procedures in relation to action in the event of a fire should be fixed in a prominent place.
4. The Headteacher must be satisfied that hirers using any equipment or facility are familiar with its safe use and, if necessary, briefed accordingly.
5. A responsible person, acceptable to the Headteacher, should be present on the premises at all times during the period of the letting.
6. The Lettings Officer should ensure that arrangements are made for checking the security and condition of the premises and equipment used after vacation of the hirer or his staff.

APPENDIX I

CARE OF P.E. EQUIPMENT AND SAFETY IN P.E. LESSONS

P.E. and gymnastics in particular, is challenging in its nature and, therefore, the risk of accident is always there. Teachers should always be aware of this in exercising the supervision which the laws expects of them, that of a caring parent and qualified professional.

1. Accommodation

The floor of the hall should be clean and splinter-proof. Care should be taken that there are no drawing pins or staples on the floor, as far as is possible. The chairs should not present a hazard either by the way they are stacked or their placement.

2. Apparatus

All apparatus should be kept in good condition and should not be used if it is faulty in anyway.

The teacher who has responsibility for P.E. and Games equipment should check regularly the safety of fixed and portable apparatus.

Fixed equipment :

- a) Check bracing wires for stability and fraying at points of frictional contact.
- b) Check that castors are well oiled and contact surface free from grit.
- c) Check that the sockets on the floor are free from dirt.
- d) Check that securing bolts are firmly fixed to the apparatus.
- e) Check for splinters, cracks or warping in any wooded components.
- f) Check that the apparatus is fixed securely to the wall.

Portable equipment:

- a) Check that the wood is free from splinters and covers free from tears and not highly polished.
- b) Check that all rubber stoppers are firmly fixed and in good condition.
- c) Where sections interlock, check that there is no movement due to wear and tear.
- d) Check that mats are free from tears, fraying surfaces and foreign bodies – including pins and school lunch!
- e) Check balance benches and planks for splinters, absence of rubber buffers, faulty or missing hooks and warping.

Other teachers should be aware of all these possible faults and report any dangers immediately to the Headteacher.

3. Carrying Apparatus

A few safety rules to be used for classes putting out equipment. No child should put out equipment unsupervised.

- a) Apparatus must never be lifted over other children.
- b) Four children generally should be used to carry benches / planks etc. so that they can face direction in which they are moving.
- c) Apparatus should always be lowered gently to the floor to prevent damage to the floor, the apparatus and the children's feet!
- d) Apparatus, including mats, should never be dragged along the floor.

e) The teacher should check that the apparatus is secure before the children use it.

4. Supervision

Teachers should wear non-slip, low shoes in the P.E. hall, preferably actual plimsolls or trainers. Whenever possible, the teacher should be in a position where he/she can see all the pupils.

If a teacher is called out of the hall, for any reason, the children should be ordered off the apparatus and ideally escorted out of the hall.

APPENDIX J

GOOD HYGIENE PRACTICE

1. Cuts and Abrasions

All cuts and abrasions must be covered by a plaster. If the cut is very small the child may wash and plaster the cut under the supervision of an adult. No child may administer first aid to another child.

When dealing with larger cuts, plastic gloves must be worn and these along with any cotton wool swabs, must be wrapped up carefully before being placed in the bin.

2. Body Fluids

When dealing with nose bleeds or any severe bleeding, sickness or diarrhoea, a plastic apron must be worn as well as gloves.

Again any soiled tissues, gloves and apron must be carefully wrapped before disposal and any spillages cleaned with diluted disinfectant.

All necessary equipment will be stored in the classroom, lunch time first aid boxes and the medical room. If stocks appear to be getting low this must be reported to the teacher in charge of medical supplies.