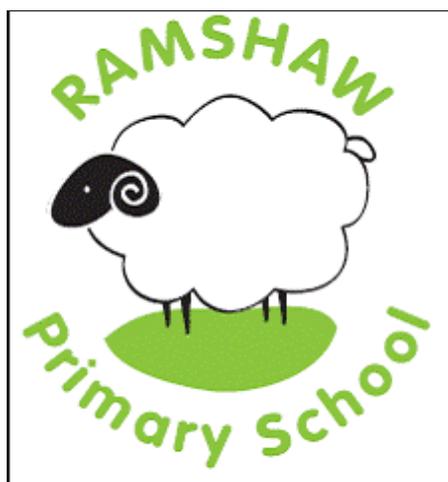


Ramshaw Primary School



Health & Safety Policy

L. Sturrock Head Teacher

R. Watt Chair of Governors

Reviewed November 2025
Date of next review November 2026



RAMSHAW PRIMARY SCHOOL

IN-SCHOOL POLICY ON HEALTH AND SAFETY

In order to maintain a high standard of safety it is necessary to:-

Ensure that all guidelines are easy to understand and follow.

Report all potential hazards to the Head Teacher and the Health and Safety Representative. Upon being made aware of these reports the Head or the Health and Safety Representative should take immediate action to have the hazard removed by notifying the appropriate department.

No animals, which could prove to be potential health and safety hazards should be kept on the premises.

Duty of Care Statement:

At Ramshaw, we believe that all children have the right to be treated with the same care and dignity as we would expect outside of school. Staff have a consequent Duty of Care which promises;

- We will listen to children.
- We will maintain best practice safeguarding policy and procedure.
- We will keep the environment safe
- We will keep children safe on line
- We will protect children from bullying
- We will try to stamp out racism
- We will ensure that only trained staff can use positive handling with children
- We will risk assess potentially harmful/ dangerous situations and activities
- We will provide basic first aid to children who have hurt themselves and let parents know either by letter and/or by phone that an accident or injury has happened
- We will supervise and maintain full supervision of children who are unwell and make contact with you to let parents know
- We will remind parents at all events and performances that any photographs taken are not to be shared on social media.

Accidents

In the event of an accident the following procedures should be followed:-

The First Aid equipment is located in the office medical cabinet.

All accidents **must** be reported to the Head Teacher/ Deputy Head Teacher

Either the Head Teacher, or the First Aid person (Mrs. Stewart), will take responsibility for the administration of any necessary first-aid.

Simple abrasions and minor injuries may be satisfactorily dealt with by school staff, after consultation with the Head Teacher is necessary.

More serious injuries are to be dealt with by the First Aid person, the Head Teacher, or in the absence of the Head, the most senior member of staff.

Gloves (plastic) must be worn at all times when treating open wounds or injuries involving blood flow.

In injuries involving the head or a limb or limbs, a letter **must** be sent to the parent informing them of the circumstances causing the injury and its extent. This type of injury and action taken, should be logged and kept in the Medical File.

Accident reports should be completed and sent to County Hall as per instructions and a copy kept for the school records.

Emergencies

Ascertain severity of injury.

Decide whether the injury can:

- a) Be dealt with in school, or needs
- b) A doctor or
- c) Hospital treatment.

Remember Head or Senior member of staff act in loco parentis.

If child should be taken to hospital don't waste time, Contact Emergency Services immediately or arrange to transport child to hospital personally.

Notify the parent and arrange for them to either come to school or go directly to the hospital, depending upon the severity and urgency of the injury.

Medication

No medicine of any description should be allowed in the school without obtaining the Head's consent.

Any medication for Asthma or related complaints should be clearly labelled with the child's name and the type of medication. The child should have access to the medication at all times and should take it with them to the field or outside sporting activity. Pupils should be able to self-administer this kind of medication. Forms relating to the administration of medication related to Asthma are kept within the medical file in the Head Teacher's room and should be completed by parents where appropriate (**Appendix A**).

Except under extenuating circumstances, if the parent requests the administration of medication at school, the Head Teacher should ask the parent to complete the necessary forms requesting administration of the medicine (**Appendix B**).

Any medication allowed into the school must be kept in the Head Teacher's room (except as above).

Head Lice

Any cases of head-lice should be reported to the Head Teacher, who will notify the school nurse, and distribute the County leaflets explaining how parents may treat the head lice.

No head inspections are allowed.

If infestation recurs further advice should be sought from the Authority.

P.E. and Swimming

Children should at all times wear appropriate clothing during the lesson. The wearing of jewellery during P.E. and swimming lessons is forbidden, and should never be encouraged or allowed under any circumstances. Should the parent, for some reason, insist that the said jewellery is worn, then they should be asked to sign a Form of Indemnity (**Appendix C**).

Supervision

No child/ren should be allowed to remain in the classrooms at playtimes or during lessons without being properly supervised.

When playing in the yard the children should not be allowed to play around the cars. At no time should they be allowed outside the school gates unless accompanied by an adult.

At all times the children should be encouraged to move around, both inside and outside, the school in an orderly manner.

Should the need arise for the children to assist in the movement of chairs and tables, P.E. apparatus etc. they should only do so under the strictest

supervision. Every precaution should be taken to ensure that any piece of apparatus is handled in the safest manner possible.

Fire Drill

Regular fire drills are carried out to familiarise the children and staff with requirements in the event of fire. This minimises or eliminates a panic reaction, thus resulting in a safer exodus from the building.

Upon hearing the fire bell instruct all children to leave what they are doing and line up quickly and quietly at the classroom door.

The class teacher should instruct the pupils to leave the classroom in an orderly manner and vacate the building via the nearest or indicated exit.

The class teacher should be the last one to leave the classroom and should carry the Class Register for checking the children, unless it has been returned to the office – when it will be brought out by the head Teacher.

All classroom doors should be closed as the class teacher leaves the room to help contain the fire.

Toilets and cloakrooms should be checked for ‘stray’ children.

Once in the yard the children should line up in classes and a head count taken. Should any child/ren be missing the register should be immediately called to ascertain which child/children.

It would be expected that the school be evacuated in 2 to 3 minutes.

A formal risk assessment is undertaken annually by the Head Teacher; however, all staff should be vigilant at all times.