

**Big Rock Primary School Board of Trustees**  
**Policy**  
**HEALTH AND SAFETY POLICY AND PROCEDURES**

**AIM**

1. To ensure that Big Rock Primary School provides a safe environment for all children and staff
2. To actively and constantly improve a safe and healthy learning environment and workplace

***ITEMISED PROCEDURES***

**First aid and medication procedures**

- Any injury that requires staff attention will be recorded in the online medical register.
- If supervising staff is unsure of 'next step' after accident, consult with Principal or Deputy Principal.
- In case of emergency an Ambulance is called first, then parents.
- All head injuries are reported as soon as practical to a child's parent.
- All staff will have a current First Aid certificate.
- First Aid kits are to have contents checked each term by staff.
- All children will undertake First Aid training appropriate to their age every second year.

***Accidents and Incidents Reporting***

- All playground/class injuries that require treatment are recorded in the online register
- When children visit hospital after an injury an Incident Report form is completed by the responding teacher
- The Incident Report form is presented to Principal/Board Chair/Health and Safety sub committee
- Incident Report is reviewed and changes to improve safety are made where necessary
- All accidents and incidents that occur whilst on EOTC events can be added to the register electronically via phone app or added to the register upon return to school if outside of cell phone coverage area

***Administering of Medication***

- Parents are to notify the school and complete a Medicine Consent Form (attached) if a student requires medication while at school during school hours
- All staff to be advised of medication, student and dosage, and what the medication is for.
- Medication is to be kept in the staffroom fridge if needed and clearly marked, or Medical Room cabinet.
- When medication is administered, time, date and medication (as in the medication name) and dosage are to be recorded in a book kept for the purpose.
- When administering medicine, two staff members must be present or in the case of one staff member present an appropriate adult (i.e on an EOTC activity or school camp).

## **ALLERGIES MANAGEMENT**

- Identified allergies are recorded as part of child's enrolment.
- Parents are required to provide to the school a Doctor's medical report outlining the allergy/allergies and the treatment required in case of emergency.
- A Health Care Plan is completed in partnership with the family, Public Health Nurse, Principal and classroom teacher using the Doctor's report, when required by the GP, Specialist or family/whanau.
- Established Care plans are displayed in the classroom, Office (Not to public), First Aid Room and Staffroom.
- Classes which have children with identified allergies operate a 'no shared baking' policy without teacher permission.
- Teacher to notify parents of children with food allergies when any special class or school celebrations occur so parents can provide advice or alternatives where appropriate.
- In the case of 'severe' allergies the school seeks advice from the Ministry of Education Special Education
- Teachers to advise parents in case of any allergy incidents as soon as practical but must administer medication (anti-histamine or adrenalin without delay).
- Children with identified allergies up to the age of seven require parents/appropriate caregivers to attend school trips and camps as an added safety precaution.
- Appropriate medications are available at school and taken on any EOTC. events. (These are provided by the family and may include epi-pens, antihistamines and other medications)
- All teaching staff are trained in the usage of epi-pens as well as having comprehensive First Aid Training.
- Alternative baking materials are stored in the kitchen for use when classes are cooking as part of the school curriculum.
- Parents ensure that medications are updated as needed and the school has a current supply. The school should check these proactively at the start of Term One and Three

## **HAZARD REGISTER PROCEDURES**

The Principal in partnership with the Property Management sub-committee develops and maintains a School Hazard Register that:

1. Identifies all hazards within the school and risk management for each identified hazard
2. Provides a list of school approved tradesmen/companies to contact to carry out all repair work
3. Hazards dated as and when identified and when reduced or eradicated
4. Hazards identified on a continuum 1-5

- Copies of the Hazard Register are kept in the school foyer
- Children are advised of all hazards
- Students are advised to report any hazards that they identify to the duty teacher, classroom teacher or principal

## **SCHOOL PLANT SAFETY PROCEDURES**

### **SWIMMING POOL OPERATION AND SAFETY PROCEDURES**

#### **Water Testing**

- The water will be tested 3 times daily for chlorine content, alkalinity (pH level), temperature and clarity.
- A water sample will be taken to Southern Spas and Pools for testing once a week when possible. (Spas and Pools close for 10 days over Christmas)
- When necessary chlorine, shock treatment (lite) will be added so as to raise level to between 4-8. This will be based on manual test results. When manual tests show a chlorine reading of below 200, 900g of LITE will be added and the pool closed for a minimum of 2 hours. Ideally this will be done at night when the pool is closed.
- Pool will closed for treatment after a 'Code Brown' until it has been treated.
- All test results will be kept in the 'Pool Folder' in the pool pump shed.
- If in doubt Southern Spas and Pools will be contacted immediately and/or the pool will be closed.
- A water sample will be taken to Citilab three times per season for testing

#### **Key Holders**

- All pool key holders are required to sign a form with all conditions of use, failure to comply with conditions will result in key being returned

#### **Code Brown Procedures**

- All swimmers out and close pool
- Scoop any solid matter out and dispose of in toilet
- 'Hit' affected area with liquid chlorine or Janola
- Keep pool closed for 1 hour
- Test water
- Reopen pool

#### **Chemical Storage and Usage**

- All chemicals are stored out of direct sunlight in the pool pump shed
- Empty chemical containers are returned to Southern Spas and Pools
- Safety equipment is provided and used when using chemicals-(Chlorine, BP 100, 200 and 300, Lite)
- Chemicals are only used when pool is vacated

- The pool undergoes annual visit from DCC Health Inspector
- Emergency instructions regarding chemicals is kept in the pool pump shed, pool operators are made aware of this
- All pool operators undertake intensive, supervised training

#### **BOILER PLANT SAFETY PROCEDURES**

- The boiler undergoes annual maintenance and service from professional boiler engineers (C H Faul)
- The boiler is operated daily by appropriately trained staff members
- Children are not permitted in the boiler shed
- The boiler room is kept clear of junk at all times
- Only registered boiler engineers are used to carry out repairs