



# **St. Joseph's Special School**

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Registered Charity Number: 20140210 Roll Number: 19520H

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## **Health and Safety Policy**

### **Rationale**

Pursuant to the Health and Safety Act 2005, other relevant legislation, standards and Codes of Practice, the Board of Management of St. Joseph's School endeavours to oversee, maintain, continually improve and review, as is reasonably practicable, high standards of health and safety pertinent to the activities of the school. It is their policy to protect the pupils, employees, contractors and visitors from injury or ill-health arising from any work related activity. All employees have both a duty and responsibility to take reasonable care to avoid injury to themselves and others and to actively co-operate to ensure statutory duties and obligations are fulfilled.

### **Aims and Objectives**

The aims of the policy are:

- to comply with all relevant health and safety legislation in so far as is reasonably practicable;
- to ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of staff, pupils, contractors and visitors using the premises and its immediate surrounds;
- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks;
- to provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;
- to formulate and implement effective procedures in the event of fire or other emergencies;

- to continually improve the system in place for the management of occupational safety, health and welfare, and review it periodically to ensure it remains relevant, appropriate and effective.

### **Roles and Responsibilities.**

#### Responsibilities of the Board of Management

It is the responsibility of the Board of Management:

- to be familiar with the appropriate legislation and codes of practices;
- to ensure there is a policy for the provision of health and safety throughout the school;
- to monitor and periodically assess the effectiveness of the Health and Safety Policy and ensure its enforcement throughout the school;
- to undertake an audit once per year and as far as is reasonably practicable to eliminate or minimize hazards highlighted;
- ensure that there is adequate insurance in place to cover the activities of the school;
- provide a safe place for all users of the school to work and study including a safe means of entry and exit.

#### Responsibilities of the Principal

The Principal has the responsibility for the day to day implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety Policy is implemented.

#### Responsibilities of the Health and Safety Co-ordinator

The Principal will appoint a Health and Safety Co-ordinator in the school. The Health and Safety Co-ordinator will be responsible for the day-to-day implementation of the Health and Safety Policy.

### **Responsibilities of All Members of Staff**

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and to avoid conduct which would put themselves or anyone else at risk.

Members of staff will:

- ensure that staff, students, visitors and contractors are following Health and Safety regulations effectively;
- ensure that all school machinery and equipment are in good and safe working order;
- outline how equipment, which may be specific to their subject department, is to be used;
- use the correct equipment, tools, and safety devices needed;
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- report any defects in the premises, school, equipment and facilities to the appropriate person. This may be the Principal, caretaker or Health and Safety co-ordinator;
- take an active interest in promoting health and safety in the school.

### **Responsibility of Caretaking Staff**

The care-taking staff will undertake any area of maintenance with which they are competent. They will report any defects in school machinery and facilities to the relevant person. This may be a subject teacher or the Principal. They may arrange for an external company to come onto the premises in consultation with the Principal.

### **Safety Education**

The DES has published guidance for schools on Safety Education. This guidance shows how the curriculum for Social, Personal and Health Education (SPHE) and CSPE can address the issue relating to personal safety.

One of the aims of SPHE is to enable students to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents

are transferrable to other issues.

There is DES guidance that sets out the general teaching requirements for health and safety in relation to practical subjects, information and communication technology, art and design, and physical education. Each relevant department is responsible for developing and implementing a safety statement in compliance with these guidelines.

### **Healthy Eating**

It is the policy of the school to encourage students to adopt eating habits that are conducive to a healthy lifestyle.

### **Health and Safety Arrangements**

#### Fire Safety

Appropriate procedures for ensuring that safety precautions are properly managed are formulated and disseminated to all the staff. The school's evacuation procedures are prominently displayed in all teaching rooms, offices, the hall and the staff room. Staff will be trained in the use of fire-fighting equipment. Fire drills will be undertaken at least once a term and a log book will be maintained of such drills.

Class or subject teachers bring their classes to the fire assembly points on the yard where class teachers call the register. The evacuation and safety of visitors and contractors is the responsibility of the person who they are visiting or working for.

The school has, and will maintain, appropriate fire detection and fire-fighting equipment. All such equipment will be checked annually by an approved contractor, records maintained and they will always meet statutory obligations. Exits will be clearly signed and kept clear from obstruction at all times.

#### Reporting Accidents

All accidents to staff, pupils and visitors must be reported in writing on the Accident Report Form. The completed form should be put on file in the Principal's office and a copy kept by the reporting staff member. The Principal will report on any accident at the next meeting of the Board of Management. Any incident involving a child will be notified on the day itself to the relevant parent/guardian ordinarily by the teacher. If an accident

is of a serious nature, i.e. a serious accident requiring medical treatment by a doctor or hospital, death, or a dangerous occurrence, the Principal will make a report to the Health and Safety authority and to the school's insurance company.

### First Aid

First Aid boxes are suitably marked and easily accessible. There are First Aid boxes in the First Aid room, the Woodwork Room, the Home Economics Room, in each of the shared areas, in the Staff Room and in the Secretary's office. Each First Aid box is stocked in accordance with guidelines issued by the Health and Safety Authority. The boxes will be audited and replenished on an ongoing basis by the School's Health and Safety Officer. A notice identifying the whereabouts of each First Aid box must be on display. The following contents are in a First Aid box:

- Card giving general First Aid guidance.
- Adhesive plasters – 40
- Sterile eye pads – 4
- Individually wrapped triangular bandages – 6
- Safety pins – 6
- Individually wrapped sterile unmedicated wound dressings - medium - 4
- Individually wrapped sterile unmedicated wound dressings - large - 8
- Individually wrapped sterile unmedicated wound dressings – extra large – 4
- Individually wrapped disinfectant wipes – 40
- Paramedic shears – 1
- Pairs of examination gloves – 10
- Pocket face mask – 1
- Water based burns dressing – small – 1
- Water based burns dressing – large – 1
- Crepe bandage – 3
- Sterile water where there is no clear running water - 2×500mls

First Aid kits are always supplied to all sports teams and to any tours leaving the school premises.

Information for school trips should include: a list of all the students/staff involved and the teacher in charge, a list of mobile numbers for the teacher in charge and other accompanying staff members, up to date medical information on students with allergies, epilepsy, etc.

Medication is never stored in the First Aid boxes.

### **Administration of Medication**

The teacher unions recommend that teachers do not take the responsibility for administration of any medicine, which if administered incorrectly or for any other reason, could have a damaging effect on the child. Where it is not feasible for the parent/guardian to make arrangements to come into school the Board of Management must be approached in writing if a pupil requires medication during school hours on a regular basis. This request must include:

- The name, address and telephone number of the child's parents/guardians.
- Emergency contact numbers or other contact numbers if the parents/guardians are unavailable.
- A letter from the family doctor stating the required procedures.
- An assurance that the child can self-administer the medication for certain conditions such as Diabetes, Asthma, etc.
- A written indemnity to the Board, in respect of any liability that may arise, regarding administration of the medicine.

The Principal, on receipt of such a request, will then administer medicines under strictly controlled guidelines, fully confident that the administration will be safe. In her/his absence a nominated teacher, who feels competent to do so, will administer the medication as instructed by the principal. The medicine will not be kept by the pupil but in a locked cupboard in the principal's office. Certain medicines, however, such as inhalers used by asthmatic children, must be made readily accessible at all times of the school day.

### **Critical Incidents**

The school has developed a Critical Incident Management Plan. The procedure to be followed will ensure the physical and psychological safety of both staff and students

during the normal course of a school day in the event of a critical incident. A critical incident may involve pupils, staff, the school or the local community. An emergency contact list is displayed in the staff room, the secretary's office and the Principal's office. The list is continually updated.

When a critical incident occurs accurate information is gathered from those present. The facts are established and the appropriate agencies are contacted. A meeting is convened with the principal and the key staff while supervision of the students is arranged. A staff meeting is held where a timetable is organised for the day. The staff and pupils are re-integrated and the pupils are informed of the incident. Contact is made with the affected family/families. Support is arranged for the staff and pupils.

### **Traffic Management**

Only staff cars, school buses, taxis dropping pupils to school, visitors on official school business and deliveries are allowed to drive into the school grounds during the day. The school provides on-site parking for all school staff. Parents/guardians, and staff who may need to leave early, are asked to park their cars on the lay-by adjoining the school. All motorists entering the grounds must drive slowly with the utmost care. They must follow the arrows, in a clearly marked one way direction, at all times.

#### Morning Procedure.

Staff are safely parked each morning by 9.00 a.m. to ensure the driveway is kept clear for the arrival of the school buses. As each bus arrives it parks in the designated drop off area. The children disembark from the buses one bus at a time. The children are collected and escorted into their classrooms by the bus escorts, the S.N.A's and the respective teacher. Most of the older children walk in to school unaccompanied. The bus drivers wait for five minutes until the pupils are safely in school.

#### End of School Day Procedure.

At 2.35 pm the SNAs accompany the Junior School pupils to their buses in the designated area. The children who are collected are handed over to their parents/guardians at the school door. At 2.40 pm the Senior School children leave their classrooms. Those travelling on the public buses are supervised by their teachers until they leave the school premises. Those travelling on the school buses are supervised by the SNAs. The buses depart one at

a time once their quota of pupils and an escort are seated and wearing a safety belt. Staff cars do not exit the car park until all the buses have vacated the area.

### **Risk Assessment**

Risk assessment templates to help the school to identify hazards, assess risks and put measures in place to control the risks are used at regular intervals or when necessary throughout the school year. Check lists, audit tools, report forms and other templates to support the school in managing health and safety effectively are kept in the Principal's office.

It is the responsibility of all staff to report any hazards, risks or concerns. All incidents are reported in writing by the staff member/s involved and passed on to the Principal.

### **Review and Monitoring**

This policy will be monitored and reviewed by the Board of Management on an annual basis and when the need arises. The Board of Management will ensure that adequate training and support is provided for all staff.

This policy is a collaborative document and is disseminated to the school community.

Storage Procedures: In St. Joseph's School.

Ratified by: Board of Management, St. Joseph's School: **June 2019**

## Appendix 1

## Administration of Medicines in Schools Indemnity

**THIS INDEMNITY** made the day of \_\_\_\_\_ 20\_\_\_\_\_ **BETWEEN**  
lawful father / mother/Guardian of Name: \_\_\_\_\_  
(hereinafter called 'the parents') of the One Part **AND** for and on behalf of the Board of  
Management of St. Joseph's Special School situated at in the County of Dublin (hereinafter  
called 'the Board') of the Other Part.

**WHEREAS:**

1. The parents are respectively the lawful father and mother/Guardians of a pupil of the above school.
2. The pupil suffers on an ongoing basis from the condition known as\_\_\_\_\_.
3. The pupil may, while attending the said school, require, in emergency circumstances, the administration of medication.
4. The parents have agreed that the said medication may, in emergency circumstances, be administered by the said pupil's classroom teacher and/or such other member of staff of the said school as may be designated from time to time by the Board.

**NOW IT IS HEREBY AGREED** by and between the parties hereto as follows:

In consideration of the Board entering into the within Agreement, the parents, as the lawful father and mother /Guardians respectively of the said pupil **HEREBY AGREE** to indemnify and keep indemnified the Board, its servants and agents including without prejudice to the generality the said pupil's class teacher and/or the Principal of the said school from and against all claims, both present and future, arising from the administration or failure to administer the said medicines.

**IN WITNESS** whereof the parties hereto have hereunto set their hands and affixed their seals the day and year first herein **WRITTEN**.

**SIGNED AND SEALED** \_\_\_\_\_

(By the parents in the presence of).

**SIGNED AND SEALED** \_\_\_\_\_

(By the said in the presence of).

Appendix 2

**Record of Date and Time and Dosage of Medication**

DATE \_\_\_\_\_ TIME \_\_\_\_\_

BY WHOM \_\_\_\_\_

DOSAGE/DETAILS \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ (Parent/s)

Signed: \_\_\_\_\_ (Principal)

Signed: \_\_\_\_\_ (Chairperson, BOM)

Date: \_\_\_\_\_

Appendix 3

**Parental Form/Storage and Administration of Medicine**

The following are the procedures to be followed in storing/administration of my child's medicine.

The medicine is \_\_\_\_\_

It must be kept at all times \_\_\_\_\_ (accessible to class teacher, SNA, with child).

The correct dosage is \_\_\_\_\_

The following are the times this medicine should be administered \_\_\_\_\_

Please outline clearly when/how this medicine should be administered \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand that I will be responsible for ensuring that an adequate supply of medication is always up to date and available to the authorized staff.**

I have written to the Board of Management requesting it to authorise a staff member or members to administer this medicine in line with the above instructions

**I have signed the indemnification form and attached it to this form.**

My telephone contacts are \_\_\_\_\_ home \_\_\_\_\_ mobile

\_\_\_\_\_ work \_\_\_\_\_ other

Signed: \_\_\_\_\_ Parent/Guardian

Date: \_\_\_\_\_