



## Health and Safety Policy (For students, staff and volunteers)

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People involved in writing this policy	Senior Management Team, Senior School Improvement Officer (SSIO)
Consultation process	School teaching staff Parents School Nurses
Person responsible	Principal
Monitoring	SSIO, Principal, Deputy Principal, Senior Teacher, Teachers
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## **1. INTRODUCTION**

This policy identifies the key issues associated with health and safety in Lighthouse School and sets in place documentation to eliminate risks.

Employees have a responsibility to make sure they carry out their duties safely without risking themselves, students or visitors. They must also co-operate with others who have duties for health and safety by carrying out instructions and reporting unsafe practices.

This policy is linked to the following individual policies:-

Child Abuse Reporting  
Educational Visits  
Administration of Medicines  
Seizure Management  
Intimate care & toileting

## **2. A MAP OF Lighthouse School (Appendix 1)**

## **3. THE AIMS OF THIS POLICY**

- to ensure Lighthouse School is a safe, healthy environment for students, staff and volunteers
- to ensure that all staff and students are clear about agreed procedures to promote safety
- to put in place ongoing monitoring of health and safety practices

## **4. THE DUTIES OF ALL STAFF**

All staff and volunteers have a responsibility to:-

- be familiar with the safety regulations and guidance applying to their work
- use the correct equipment and tools for their work, and use safety equipment and protective clothing supplied where appropriate
- report any defects in machinery or equipment to the Deputy Principal, and or School's Executive Office
- not use specialized equipment unless they have received appropriate training
- develop a personal concern for safety, for themselves and for others, particularly newcomers
- avoid improvisation which entails unnecessary risks and work only to safety methods which have been laid down,

- report all accidents to the Principal/Deputy Principal, whether people are injured or not through the completion of a written incident report
- set a personal example

## **5. ACCIDENT AND INCIDENTS REPORTING PROCEDURES**

### **When to file an incident report:**

- When someone has sustained an injury
- When student has a seizure
- When serious offences (by adults or students) have occurred including:
  - destruction of property
  - verbal or physical threat
  - fighting (physical contact between at least two persons) with intention of hurting/inflicting pain (Different from rough playing)
  - stealing
  - use of corporal punishment i.e. hitting, slapping, calling students by derogatory names
  - possession of illegal substance or paraphernalia
  - possession of weapons
  - inappropriate sexual conduct
  - bullying
  - sexual harassment
  - leaving school premises without permission
  - open defiance of authority
  - lost or stolen items
- Any other extraordinary incident.

**Incidents must be reported, recorded on school's Incident Report form (Appendix 2) and submitted within 24 hours of the incident to the Principal.**

**With any accident where a student is injured, parents/guardians must be contacted by phone-call before the student leaves school that day and given a full explanation along with the first aid given. If parents/guardians are not reached, the emergency contact person should be contacted by phone-call. If this person is not reached, a text message should be sent to parents/guardians advising them to call the school immediately.**

**If the student is seen by the school nurse, the school nurse should be the person calling the parent to inform them of the accident.**

**If the student is not seen by the nurse, the teacher who witnessed the accident is to call the parents/guardians.**

## **6. ADMINISTRATION OF MEDICINES IN SCHOOL**

Medicines are administered to students by qualified nurses and authorized staff. Consent is obtained by parents who complete a form (this form is completed every time a new medication is administered) which is provided to all new parents or from the School Secretary informing the school what medicines their child needs (Appendix 3). The following procedures apply:

- only authorized staff administer medicines
  - the member of staff administering medicines checks:- - the recipient's name
  - prescribed dose
  - expiry date
  - written instructions provided on the label or container
- if there is any doubt about any of the procedures the member of staff will check before taking any further action
- staff record times they administer medicines in the written log form. These forms are available from school secretary (Appendix 4)
- medicines are stored in a secure locked cupboard/refrigerator
  
- Only prescribed drugs are allowed.
- Parent consent form must be signed before medication can be administered.
- Where medication is to be given three times per day, only the second dose to be given at school.
  
- All medication must be hand delivered by the parent or designate to the principal, deputy principal, secretary, school nurse, bus warden or the child's teacher with the child's name and instruction for administering on the medication and a completed parent consent form.
- At no time should medication be sent to school with the student.
- A written log of when medication is administered is to be kept by the authorized staff and must include name of child, name of medication, dosage, time administered and signature of person administering.

- Deputy Principal must be informed of which students are taking medication and a central file of all students taking medication is to be kept by Deputy Principal.

## **7. CHILD PROTECTION/CHILD ABUSE REPORTING**

Lighthouse School follows the Child Abuse Protection Policy laid down by the Department of Education Services. New Staff receive training in this policy at their induction and refresher courses are given to other staff as needed.

By law, if a teacher or other school employees has a reasonable suspicion that a child has been or is being abused or neglected that person shall notify the Child Protection Officers (School Counsellor and Principal) as soon as practicable after he forms the suspicion.

For more information, please refer to the Department of Education Services Child Abuse Reporting Policy (Appendix 5)

## **8. EDUCATIONAL VISITS**

Educational visits are reported in line with procedures set out by the Ministry of Education and Department of Education in the Educational Visits and Field Trips (Excursions) Policy (Appendix #6) and Lighthouse School Field Trip Guidelines (Appendix #7). Teachers need to ensure they are aware of the forms to be completed which need to be agreed and signed by Deputy Principal and the Senior School Improvement Officer. A completion of a Department of Education Services form is required and should be submitted at least 2 weeks in advance for approval. (Appendix #8)

A teacher must always accompany students on a field-trip.

At all times, risk analysis must be completed when it comes to the following:

- Environment
- Transport arrangements
- Level of each students' capacity in relation to activities to be conducted
- Capabilities of the supervisor/supervisory team
- Involvement of external providers

- Supervision strategies
- Information to be provided to parents/guardians for their consent
- Communication strategies
- Emergency response planning
- Briefing for excursion participants.

## 9. EVACUATION PROCEDURES

### 9.1 Fire

Whilst it is hoped that a fire will never occur and that all staff will take care to reduce any risks there might be, it is essential that we are all prepared. All staff - including volunteers, work experience students, and parent helpers - should know what to do in the event of a fire; Fire drills will be at least three times a year at different times of the day. First drill will be preplanned with staff knowing when it will happen. No warning will be given for the other 2 drills, which must always be taken seriously by all staff. One will be early in September, one in second term and one in the third term. Lessons learnt from fire drills will be reported to the Deputy Principal and Facility Officer who has responsibility for the safety and well-being of pupils.

Fire alarms will be tested quarterly by service provider, and the maintenance of extinguishers and the fire alarm system will be checked once a year by the service provider. Staff should report any problems which could impinge upon the health and safety of pupils **IMMEDIATELY**, to the Principal, Deputy Principal or School Secretary.

Fire drill procedures are displayed in every room and members of staff need to read these procedures to ensure they are familiar with the evacuation procedures.

One of the biggest problems we have is knowing who is in the building at any one time. To help with this:-

- i. class registers must be completed in the morning and the afternoon by the teacher in charge of the group.
- ii. Staff should ensure they sign in and out of the building via the signing in register located in the foyer /reception area
- iii. Reception should ensure that all visitors are asked to sign in and sign out. All visitors will be issued with a visitor's badge

The above measures will ensure that in case of a fire staff know who is in the building and ensure that the school complies with the fire regulations.

Please refer to School's Fire Drills and Fire Plans (Appendix # 9)

## 9.2 Hurricane

As we live in a country that is located in the hurricane zone, annually, a hurricane preparedness plan is completed in May that includes specific actions/procedures to be completed at the different phases including the pre-disaster, alert, watch, warning and all clear. Staff must follow the specific actions as laid out. New staff receives instructions when they are inducted.

Refer to the Hurricane Preparedness Plan for more details. (Appendix # 10)

## 9.3 Earthquake

Whilst it is not very common for an earthquake to occur, we have experienced earthquakes in the past and to reduce any risks, it is essential that we are all prepared. Once a year, an earthquake drill is done. The Response procedure of duck, cover and hold is used. Each room has posted pictures of Duck, Cover and Hold at main entrance.

Please refer to the Earthquake Plans for more information (Appendix #11).

## 10. MISSING/LOST STUDENT IN SCHOOL

In the event of a student going missing/lost while in the care of the school, the school will put into practice procedures. These will ensure a systematic approach to find the student is taken and consideration is given to the levels of risk of the student. The Amber Alert procedure will be activated. In the event of a student being lost, we will ensure a search is made for the student as soon as possible, parents and authorities will be notified at the appropriate stage, and a high level of care will be maintained to other student while procedures are being followed.

- a quick search of all rooms, cupboards and all areas in school will take place
- whilst the initial search is being made, enquiries will be made to establish the last sighting and time of the student



- a timescale of fifteen minutes will be given before school will contact the police and report the situation
- the school will then telephone the parent/carer and report the situation

Please refer to **When A Child Goes Missing or Runs Away Intervention Plan** for more information (appendix # 12).

### **Outings Procedures**

School will attempt to minimize students being lost by ensuring they are properly supervised.

The procedures are:-

- the number of students will be counted and double checked on the bus prior to leaving
  - if a student is lost on the outing, staff will insist that all adults and students return to a meeting point
  - a count will be made to confirm all who are present. Staff will then be asked where they last saw the student
  - the teacher in charge will alert officials at the venue that there is a student missing and follow their advice
  - the police will be telephoned after ten minutes if the student is not found and informed of the situation, staff will follow their advice
  - School will be telephoned immediately to advise them of the situation.
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- Parents will be telephoned after ten minutes if student not found to advise them of the situation
  - Where possible, at the end of the outing/visit a member of staff will remain at the venue to assist in the search.
  - If student not found within 1 hour, the Principal will inform the Senior School Improvement Officer.

## **11. FIRST AID**

First aid materials/kits are available in all classrooms and the medical room at all times. An AED machine is also available and located at the Reception desk.

It is the responsibility of the class teachers to check their First Aid Kits to ensure that they are fully stocked and if not, Deputy Principal, School Secretary should be informed to restock kit.

A kit is also available in each of the school buses.

All staff receive First Aid and CPR training as needed.

Two staff members are identified yearly in September to be the First Aid Staff to be on call in cases of emergency.

### **11. 1 Dealing with Bodily Fluids:**

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs.

Staff assisting students with body fluid and or handling clothes soiled by incontinence, cleaning small spills should at all times wear disposable gloves which are available from the school secretary and are available in every classroom, and common areas including lunch room, and in the Playground bathroom. In addition to gloves, mask, and aprons, is recommended. Gloves used for this purpose should be put in a plastic bag, and sprayed with Lysol spray and disposed in a lined trash can, secured and disposed of daily.

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may not be immediately available (e.g. when wiping a runny nose, applying pressure to a bleeding injury outside the classroom, helping a child in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with disinfectant soap and water for a full three (3) minutes after direct contact has ceased. Clothing and other non-disposable items (e.g., towels used to wipe up body fluid) that are soaked through with body fluids should be rinsed and placed in plastic bags. If presoaking is required to remove stains, (e.g., blood, feces), use gloves to rinse or soak the item in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers. Contaminated disposable items (e.g., tissues, paper towels, diapers), should be handled as with disposable gloves.

Should an ungloved person have any contact with bodily fluids, the person having contact should wash his/her hands for a full three (3) minutes using disinfectant soap and water.

### **HANDWASHING PROCEDURES**

Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for approximately **20 seconds**.

Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.

### **DISINFECTANTS**

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill vegetative bacteria, fungi, tuberculosis bacillus and viruses. At Lighthouse School, Lysol spray and Clorox wipes are used.

### **LAUNDRY INSTRUCTIONS FOR CLOTHING SOILED WITH BODY FLUIDS**

The most important factor in laundering clothing contaminated in the school setting is elimination of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 2 cup household bleach to the wash cycle. If the material is not colorfast, add 2 cup of non-hypochlorite solution to the wash cycle.

Soiled clothing is to be washed using the washing machine in the Janitor Rm 216. Soiled clothes should not be washed in the laundry room used for teaching purposes and the laundering of all other laundry.

#### **11.2 Seizure Management:**

When a child has a grand mal seizure the school follows a procedure as laid out in the Seizure Management Policy (appendix # 13). In September of each school year, Parents are required to complete a form outlining the procedure to be used in case their child has a seizure. A comprehensive list of all students who have been diagnosed with seizures is updated by School Secretary and any special instructions to follow are noted. This list is distributed to all staff and list is also posted in the staff-room and other common areas within the school.

Students diagnosed with seizures must receive Doctor's clearance to participate in swimming activities and a form is sent to parents in September for this to be completed. (Appendix 14)

Staff receive annual training in seizure management facilitated by school nurses and is held in the first term of the school year.

### **11.3 Communicable Diseases:**

**The school has a statutory obligation to eliminate communicable diseases from school.**

#### **Guidelines:**

If there are grounds to believe that a student has a communicable disease the student may be precluded from school.

If the Principal believes there are reasonable grounds that a student is not clean enough to attend school or may have a communicable disease, the student may be required to have a medical examination.

In the event of the student being precluded, the parents, appropriate health authorities and the Department of Education Services will be informed.

Appropriate action is required to be taken by the parent to address the issue.

The precluded student may return to the school after medical authorities have cleared the student of the communicable disease.

### **11.4 Allergies**

At the beginning of each school year in September, parents are required to complete a form listing any allergies their child has and the response to be taken in case the child has an allergic reaction).(Appendix15) In cases of serious anaphylactic reaction, an epi-pen is housed in a secure cabinet by the Secretary's desk child and the school nurse if on campus will administer and if she is not present one of the two identified staff members will administer.

Staff receive annual refresher on using the epi-pen.

## 12. School attendance and school illness:

The Public Health Department from the Health Services Authority Guidelines on illness and school attendance lays out the guidelines:

### Guidelines:

1. A child with **chicken pox** should remain home until all lesions are crusted over, about 5-7 days
2. **Conjunctivitis (pink eye)** - a) **Bacterial** - child should remain home from the time his/her eyes become red and draining until 24 hours after commencing antibiotics.  
b) **Viral** - contagious for 5-7 days
3. **Diarrhea and/or vomiting** - child should be kept at home until he/she is symptom free for 24 hours.
4. **Temperature** of 100 degrees Fahrenheit or above - child should be kept home until he/she is symptom free for 24 hours.
5. **Throat infection** - child should be kept home until 24 hours after commencing antibiotics.
6. **Ear infection** - child can be in school 24 hours after commencing antibiotics; and pain is not severe to prevent child from participating in activities
7. **Pediculus (Head lice)** - child can be in school once treatment has started, however he/she should be excluded from activities likely to cause exposure to other children
8. **Ringworm** - child can return to school once treatment has started, however should be excluded from activities likely to cause exposure to other children
9. **Impetigo** - Child should be kept home until treatment has started and all the lesions are crusted over.
10. **Cold & Flu** - if symptoms are mild, child can be in school. The child should be kept home if/she generally does not feel well, has a persistent cough or is congested. Child should be kept home until fever has subsided for 24 hours.

## 13. INTIMATE CARE/PERSONAL HYGIENE

- staff who provide intimate care are trained to do so (including Child Protection and health and safety training in moving and handling) and are fully aware of best practice
- all students who require intimate care are treated respectfully at all times
- staff are supported to adapt their practice in relation to the needs of individual students taking into account developmental changes such as the onset of puberty and menstruation

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- there is careful communication with each pupil who needs help with intimate care in line with their preferred means of communication (verbal, symbolic, etc)

Please refer to the school's Intimate Care and Toileting Policy (appendix #16,17,18) for more details.

**13.1 Rules for bathroom and Food Hygiene.** The importance of good hygiene routines at all times cannot be overstated. Always obey the rules which follow. Teachers should always ensure that there is a list of rules in the changing area.

### **Bathroom Hygiene**

For your protection and to prevent cross-infection, always wear disposable gloves and disposal aprons, and dispose of these after attending to each individual child's needs. Wash hands after attending to student **for at least 20secs.**

### **Changing students:**

1. Spread new sheet of blue roll or disposable blue pads on changing table/surface.
2. Dispose of the dirty pamper in the pedal garbage bins.
3. Clean child with wipes/bathroom tissue. Dispose of the tissue or wipes.
4. The changing table/surface area must be sprayed, cleaned and dried, using disinfectant provided by school (Lysol spray/Clorox wipes) after each use by member of staff as decided by classroom teacher.
5. Potties must be washed and dried after use. This is done by school's janitorial cleaners.
6. Toilet handles, seats, toilet chairs and the floor area must be cleaned after each class toileting session, or at regular intervals. This is done by school's janitorial cleaners
7. At night, disinfect all surfaces and dry them. Wash and dry the potties, and store them upside down. This is done by school's janitorial cleaners
8. Ask individual teachers for their modifications of this sequence.
9. Record student's daily changing times on a schedule

### **Bathing a student:**

1. Two staff members at all times.
2. Parents called to request their assistance and notify them in cases of emergency
3. When not an emergency, parental consent sought

## **14. Food Hygiene/Microwave Usage**

Please obey the ten golden rules below:

1. Always wash your hands before handling food and after using the toilet.
2. Tell the Principal or Deputy at once of any skin, nose, and throat or bowel trouble.
3. Ensure that cuts and sores are covered with water proof dressings.
4. Keep yourself clean and wear clean clothing.

5. Do not smoke in a food room. It is illegal and dangerous. Never cough or sneeze over food.
6. Clean as you go. Keep all equipment and surfaces clean.
7. Prepare raw and cooked food in separate areas. Keep food covered, and either refrigerated or piping hot.
8. Keep your hands off food as far as possible.
9. Ensure waste food is disposed of properly. Keep the lid on the dustbin, and wash your hands after putting waste in it

In the classroom, all eating utensils should be washed with dishwashing detergent and cleaned daily.

At all times, students are to be supervised when using class microwaves. Food transported from the classrooms and Home -Science room should be covered with a fitted lid, or paper towel or saran wrap.

#### **15. Cleaning Toys/Equipment:**

1. **Toys:** Toys that students put in their mouths, should be wiped down with watered down bleach (10z to 1 gal) or soap and water once per day-end of day. This is to be done by member of the class staff as designated by class teacher
2. **Resting mats/therapeutic mats:** Cleaned at least once daily (morning/or afternoon) with Lysol spray/Clorox wipes. If a student messes the mat, it should be cleaned immediately. This is to be done by member of the class staff as designated by class teacher.

Once per month, mats are thoroughly cleaned by school cleaners.

#### **16. Visitors Policy:**

- Only visitors who have legitimate business to attend to at the school are allowed.
- Visitors must register at the reception desk **and receive a visitors badge.**
- Visitors are expected to behave in a respectful manner at all times.
- Except in the case of emergency, parents are asked to make an appointment to meet with the teacher outside of protected teaching and learning time.
- Small children must be supervised and managed at all times.
- Visitors must be modestly dressed.
- No loitering, smoking or drinking allowed.
- The use of threatening, abusive or indecent language, destruction of property, and any form of violence or assault will not be tolerated.



- Visitors must leave promptly when their business is completed.

### **17. MOVING AND HANDLING:**

Refers to the measures that must be taken to eliminate or reduce the risk of injury and sets out guidance for the Moving and Handling of students and loads.

Please refer to the Lighthouse School Manual Handling Policy (Appendix #19) for more details.

### **18. SCHOOL BUSES**

**Due to COVID-19 students are expected to wear masks on school buses for a large majority of our students except for those students who are non-verbal or limited verbal skills who are unable to communicate the need for mask to be removed.**

#### **Bus Drivers:**

##### **Before setting off:-**

- Conduct a pre-drive safety check before every journey: - lights, tyres, steering and brakes (appendix # 20).
- Never allow passengers to board until the vehicle is at a complete standstill, and safely parked by an adjacent pavement or other traffic-free area.
- Ensure children are supervised when boarding vehicle, especially if using rear door. Plan which passengers will sit in the front seats and by the doors.
- Do not exceed the carrying capacity of the bus
- Make sure everyone is sitting and using seat belts where applicable.
- Ensure ambulant disabled passengers are seated safely and comfortable and passengers travelling in wheelchairs are safely restrained.

##### **During the Trip:**

- Do not allow boisterous play of any kind. Refer to School bus rules (appendix #21).
- Do not use cellphones whilst driving
- Do not allow passengers to operate doors.
- If there is delay during the trip, have Bus Warden contact the school so that information can be passed to parents.
- Children must not be left unaccompanied on the bus.
- If there is a risk of fire, evacuate vehicle and move occupants to a safe place.
- If you have to stop in an emergency or bus breaks down while on the road, only stop on the hard shoulder and as far away from passing traffic as possible.

##### **Trip's End:**

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- supervise children when leaving, especially if using rear exit.
- never allow passengers to leave until vehicle is at a complete standstill and safely parked.
- take care when reversing if children are nearby

### **'Never' Points (Don'ts)**

No small student should ever ride in the front of the bus and older students may only do so with the permission of the driver.

- **never** carry unofficial passengers - for example, hitch-hikers/friends/family.
- **never** make unofficial trips.

### **'Always Points'**

- wear your seatbelt.
- ensure that all passengers wear their seatbelts and that children use booster seats where necessary.
- keep to the speed limit.

### **Accident Procedure**

- Always stop in the event of an accident.
- Call 911 then the school

### **In the event of a Breakdown**

- Call the school

## **19. SCHOOL SECURITY**

All teachers will be issued with a key for use with the main school entry door. Staff **MUST** notify either the Deputy Principal or School Secretary if they lose their key. Staff must not put any labels on the key as if they are lost they could be associated with the school. Staff must not make extra copies of keys. All teachers are issued a security system code and must be used when entering/leaving the building on the weekend or any other time when school is closed and there are no security officers at work. Staff must enter/exit the school building through the main school entry door.

A termly health and safety inspection will be undertaken by the Principal and Deputy Principal and Facility Officer.

This policy will be reviewed annually.

Appendices:

- #1 - Map of Lighthouse School
- #2 - Incident Report
- #3 -Parent Consent Form for Administering Medicaton
- #4 - Administering of Medication Log
- #5 - Department of Education Services Child Abuse Reporting Policy
- #6 - Ministry of Education Policy: Educational Visits and Field Trips (Excursions)
- #7 - Lighthouse School Field Trip Guidelines
- #8 - Department of Education Services Arrangement for School Trips
- #9 - Lighthouse School Fire Drills and Fire Plans
- #10 - Hurricane Preparedness Plans
- #11 - Earthquake Preparedness Plans
- #12 - When a Child goes missing or runs away Intervention Plan
- #13 - Lighthouse School Seizure Management Policy
- #14 - Permission to participate in swimming activities
- #15 - Lighthouse School Medical Emergency Information Sheet and Consent Form
- #16 - Intimate Care Plan
- #17 - Provision of Care
- #18 - Lighthouse School Intimate Care and Toileting Policy
- #19 - Lighthouse School Manual Handling Policy

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#20 - Bus Safety Checklist

#21 - School Bus Rules