



# **Naul National School Health and Safety Policy**

**2019**

This policy contains the following policies

1. Safety Statement
2. School Accident and injury Policy
3. Critical Incident Policy
4. Supervision Policy
5. Administrations of Medicines Policy
6. Fire and Evacuations Policy
7. Emergency Closures Policy
8. School Tour Policy
9. Use of School Premises by outside groups policy

Drafted: April 2019

### **Naul National School Policy**

In accordance with the Safety, Health and Welfare at Work Act 2005, it is the policy of Naul National School Board of Management to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect students, visitors, contractors and other persons at the school from injury and ill health arising from any work activity. The successful implementation of this policy requires the full support and active co-operation of all staff, students, contractors and visitors to the school. It is recognised that hazard identification, risk assessment and control measures are legislative requirements which must be carried out by the employer to ensure the safety, health and welfare of all staff. The Board of Management of Naul National School, as employer, undertakes in so far as is reasonably practicable to:

a. promote standards of safety, health and welfare that comply with the provisions and requirements of the Safety, Health and Welfare at Work Act 2005 and other relevant legislation, standards and codes of practice;

b. provide information, training, instruction and supervision where necessary, to enable staff to perform their work safely and effectively;

c. maintain a constant and continuing interest in safety, health and welfare matters pertinent to the activities of the school;

d. 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;

e. consult with staff on matters related to safety, health and welfare at work;

f. provide the necessary resources to ensure the safety, health and welfare of all those to whom it owes a duty of care, including staff, students, contractors and visitors. The Board of Management is committed to playing an active role in the implementation of this occupational safety, health and welfare policy and undertakes to review and revise it in light of changes in legislation, experience and other relevant developments.

Signed: \_\_\_\_\_

Chairperson, Board of Management of Naul National School

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

## Safety Statement

The Board of Management brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires the co-operation of all employees. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes. A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

It is the policy of the Board of Management of **Naul National School** wishes to ensure that as far as is reasonably practical:

- ◆ The design, provision and maintenance of all places in the school shall be safe and without risk to health.
- ◆ There shall be safe access to and from places of work.
- ◆ Plant and Machinery may be opened safely in so far as is possible.
- ◆ Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health.
- ◆ Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees.
- ◆ Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees.
- ◆ Plans for emergencies shall be complied with and revised as necessary.
- ◆ This statement will be continually revised by the Board of Management as necessity arises, and shall be re-examined by the Board on at least an annual basis.
- ◆ Employees shall be consulted on matters of health and safety.
- ◆ Provisions shall be made for the election by the employees of a safety representative.

The Safety Statement includes the following

Safety, health and welfare policy

School profile

Resources for safety, health and welfare in the school

Roles and responsibilities for safety, health and welfare

Risk assessment

Emergency procedures, fire safety, first-aid, accidents and dangerous occurrences

Instruction, training and supervision

Communication and consultation

Accident and emergency procedures  
Supervision policy  
School Tour Policy  
Critical Incident Policy

The Board of Management of **Naul National School** recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business, and to the public.

The Board of Management of **Naul National School** undertakes to ensure that the provisions of the safety, Health and welfare at Work Act 1989 are adhered to:

### **Duties of Employees**

It is the duty of every employee while at work:

- (a) to take reasonable care for his/her own safety, health and welfare, and that of any person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.
- (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or other means or thing provided in pursuance or any of the relevant statutory provisions or other wise, for securing safety, health or welfare or persons arising out of work activities.

Employees using available facilities and equipment provided should ensure that work practices are performed in the safest manner possible (see section 9 of safety, health and welfare at Work Act 1989).

### **Consultation and Information**

It is the policy of the Board of Management of **Naul National School** to consult with staff in preparation and completion of hazard control forms, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in any future staff training and development plans.

### **Fire**

It is the policy of the Board of Management of **Naul National School** that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires likely to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) The Principal and Deputy Principal will ensure that fire drills shall take place at least once a term.
- (iii) Fire alarms shall be clearly marked.
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes.
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher who has an exit in her classroom must ensure it is kept clear.
- (vi) A plan of the school shows assembly points outside the school.
- (vii) Assembly areas are designated outside each building, and the locations specified.
- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The secretary/Principal, as appropriate, is responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.
- (ix) Principal shall be responsible for fire drills and evacuation procedures.
- (x) All recommendations made by a Fire Officer in addition to these provisions shall be implemented.

### Emergency Plans

An emergency is a situation which arises with little or no warning and causes or threatens death, injury, serious property damage or serious disruption to people and services. Examples include fire, explosion, collapsing buildings, notification, incendiary and bomb scares. The school has procedures in place for dealing with emergencies. Staff will be made aware of these procedures and regular practice drills will be undertaken. These activities are the responsibility of Edel McMahon (School Principal) or Sarah Watters (Deputy Principal).

Emergency Phone Numbers

999

Local Garda Station: Balbriggan Village

Emergency Evacuation Procedures: In the case of fire, or other emergency requiring evacuation of the workplace: The person discovering the fire should raise the alarm by informing the principal/secretary/ caretaker. They contact the emergency services. All persons must leave the building, and not collect personal belongings. All persons should go immediately to assembly areas located at the perimeter fencing. All

teachers will take a roll to identify any persons missing from the assembly area. No one should re enter the workplace until the emergency has passed.

### Emergency Drills

Emergency drills. The principal is responsible for ensuring that all staff and visitors are aware of the location of all the exits and emergency evacuation procedures. A fire drill will be carried out at least once a term. Location of Fire Extinguishers Fire Extinguishers are located on the corridors: East/West Fire Prevention is responsible for ensuring that this equipment is maintained in line with the required servicing intervals. Signs and Notices The school will ensure that all necessary signs and notices are displayed in our workplace. These will identify the locations and all exits and fire fighting equipment, as well as any danger zones or hazardous materials.

### **Hazards**

Hazards shall be divided into two categories. Those which can be rectified will be dealt with as a matter of urgency. Those that cannot will be clearly indicated and appropriate procedures listed beside them. All hazards shall be eliminated in so far as resources and circumstances allow

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

1. Wet corridors
2. Trailing leads
3. Typewriters, Computers
4. Projectors
5. Fuse Board
6. Electric kettles
7. Boiler house
8. Ladders
9. External store to be kept locked
10. Slabs around perimeter of school
11. Garden stores
12. Icy surfaces on a cold day
13. Windows opening out
14. Movement in an outside the set down area.

To minimise these dangers the following safety/ protective measures must be adhered to (see duties of employee pages 1-2 of this document): Pupils and parents also need to be vigilant.

- (a) Access to and operation of plant/equipment is restricted to qualified members of the staff, whose job function is that of running, maintaining, cleaning and monitoring particular items of plant in the course of their normal duties. Copies of this Safety Statement will be sent to all contractors prior to contract by the Principal/Board of Management. Any other contractors entering the school must be shown a copy of the schools Safety Statement and shall adhere to its provisions.
- (b) In addition all such plant and machinery is to be used in strict accordance with the manufactures instructions and recommendations.

- (c) Where applicable Board of Management will ensure that members of the staff will have been instructed in the correct use of plant, machinery and equipment.
- (d) All machinery and electrical equipment are fitted with adequate safeguards.
- (e) Precautionary notices, in respect of safety matters are displayed at relevant points.
- (f) Ladders must be used with another person's assistance.
- (g) Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery
- (h) Board of Management will check that floors are clean, even, non-slip and splinter-proof.
- (i) Principal will check that PE equipment is stacked securely and is positioned so as not to cause a hazard.
- (j) Check that all PE equipment are in good condition.
- (k) An annual routine for inspecting furniture, floors, apparatus, equipment and fittings to be completed by the Board of Management Safety Officer and Staff Safety Representative.
- (l) Check that wooden beams, benches etc. are free from splinters and generally sound.
- (m) Check that vaulting horses, beams and benches are stable and do not wobble when in use.
- (n) Check that there are no uneven/broken/cracked paving slabs. Caretaker under Board of Management.
- (o) Will check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained. Board of Management Safety Officer.
- (p) Check that manholes are safe. Board of Management.
- (q) Check that all play areas are kept clean and free from glass before use.
- (r) Check that outside lighting works and is sufficient. Board of Management
- (s) Check that all builder's materials, caretakers' maintenance equipment, external stores etc are stored securely. Principal and Board of Management Safety Officer.
- (t) Check that refuse is removed from building each day and is carefully stored outside. Caretaker.
- (u) All video display units should have a screen in front of the computer.

**Note: A risk assessment of the school is carried out in the Spring of each school year using a similar template below. All risk assessments are place in the Health and Safety Folder held in the office.**

### **Constant Hazards**

Machinery, Kitchen equipment, Electrical appliances.

It is the policy of the Board of Management of **Naul National School** that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis at least annually by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance the user should check that:

- ◆ All safety guards which are a normal part of the appliance are in working order
- ◆ Power supply cables/leads are in tact and free of cuts or abrasions.
- ◆ Unplug leads of appliances when not in use.
- ◆ Suitable undamaged fused plug tops are used and fitted with the correct fuse.
- ◆ Follow official guidelines issued by the Health and Safety Authority.

### **Chemicals**

It is the policy of the Board of Management of **Naul National School** that all chemicals, photocopier toner, detergents etc be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

### **Drugs and Medication**

It is the policy of the Board of Management of **Naul National School** that all drugs, medications, etc be kept in a secure cabinet, locked at all times and the key kept in a separate and secure place and used only by trained and authorised personnel.

### **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

Members of staff and students are reminded:

- (a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- (b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

### **Highly Polished Floors**

It is the policy of the Board of Management of **Naul National School** that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors and surfaces being affected by frost in cold weather, and staff and pupils shall be told to use handrails when going up or down stairs. Step edges shall be fitted with clearly marked edges of a non-slip nature wherever practical.

### **Smoking**

It is the policy of the Board of Management of **Naul National School** that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

### **Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Staffs are asked to report broken glass to the Principal so that it may be immediately removed.

### **Visual Display Units**

It is the policy of the Board of Management of **Naul National School** that the advice contained in the guidelines on the safe operation of visual display units, issued by the Health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's will be studied and recommendations and directives implement

### **Infectious Diseases**

It is the policy of the Board of Management of **Naul National School** that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of Management will endeavour to minimise the risk by adherence to sound principals of cleanliness, hygiene and disinfection and have provided disposable gloves for use in all First Aid applications, cleaning tasks, etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

### **Reporting Accidents**

The school will comply with the requirements for reporting accidents and dangerous occurrences to the:

Health and Safety Authority 10 Hogan Place Dublin 2 Tel (01) 6147000

The person responsible for reporting accidents and dangerous occurrences is the School Principal. Any accident in the School which results in a worker or pupil being injured and unable to perform his/her normal duties for more than 3 consecutive days will be reported to the Health & Safety authority. Accidents will be reported by filling out the online Accident Reporting form the Health & Safety Authority website ([www.hsa.ie](http://www.hsa.ie)). Accidents will be reported promptly – fatal or potentially fatal accidents will be reported immediately, by telephone in the first instance, while non fatal accidents will be reported as soon as practicable, in most cases within two weeks of the occurrence of the accident. Dangerous occurrences will also be reported to the Health & Safety Authority using Form IR3 which can be downloaded from the publications and Forms Section of the Health and Safety Authority website ([www.hsa.ie](http://www.hsa.ie))

### **Pre-trauma preparation contains several elements in our school:**

- Creating a general school ethos which is conducive to crisis management;
- Creating a curriculum for coping;
- Creating a specific School Critical Incident Management Plan;
- Implementing the plan and training staff.

- An evacuation plan has been formulated C/F Fire safety and emergency evacuation policy and fire drill is practiced three times yearly as recommended.

### **Emergency contact Details:**

- Posted on school office notice board
  - Also contained in school Health and Safety policy folder.
  - Staff and board of management contact details kept in contacts folder
- All above updated as required by school secretary.**
- Pupil/ parent emergency contacts available in school register stored in school office

**Updated as needed and on enrolment of new pupils. Parents are notified to contact their class teacher should their emergency contact details change.**

### **Procedural Checks:**

We prepare, practice and maintain:

- Health and safety procedures, fire drills, procedure to deal with accidents/injuries
- We have sought child protection training for all personnel and are awaiting same.
- Procedures for dealing with bullying and discrimination (race, gender, disability, age, religion) See Abi guidelines.
- School trip and fieldwork safety guidelines and procedures.
- Critical incident management procedures from rescue through to recovery.
- Emergency contact address lists and telephone numbers for staff, pupils, BOM.
- Knowledge about other disaster management plans and procedures for our area e.g. plans by Gardai /police, hospitals, fire service, councils.

### **Safety Procedures:**

- We regularly check that buildings, playground equipment, fire exits, burglar/fire alarms, etc. are in good and safe condition. If repairs have to be undertaken, we see that they are attended to promptly.
- We ensure that systems are in place to admit visitors to the school, monitor entrances and exits as appropriate, are aware of the type of information required from a caller to the school before access is granted, exercise extra vigilance of strangers and irregular events around the school.
- Act promptly if we suspect anything out of the ordinary.

- Ensure systems are in place for school evacuation.-c/f fire drill.
- Are aware of what is happening in the community in as far as possible.
- Ensure procedures are in place for dropping off and collection of children at peak times. Regular monitoring of these procedures is crucial.
- Have a plan of the school – inside and, doors are identified, escape routes, toilets, alarm zones etc. Ensure every member of staff, key people and emergency service personnel, have copies of policies. Copies can be pinned up in key places around the school and key personnel i.e. BOM and safety personnel have copies of plans.

### **Social Safety: At Naul National School we:**

- Create an atmosphere where children, parents and staff feel they are personally and emotionally safe.
- Create shared understandings between parents, staff and pupils about values and codes of behaviour.
- Create and practice respect and inclusiveness for all members of the school community.
- Create consistency but act with flexibility, according to the circumstances.
- Create open lines of communication using external and internal resources.
- Are clear about boundaries, what is negotiable and what is not. Create awareness of consequences of actions.
- Keep an eye on the needs of different classes and the staff team.
- Build healthy, positive links between home, school and community.
- We do not avoid difficulties –we deal with them at an early stage and avoid problems developing.
- Create a spirit of inquiry – teachers are not expected to know everything, children and parents can find answers too and advice is sought as deemed necessary.

### **Creating a coping, supportive and caring ethos in the school:**

At Naul National School we contribute to the creation of a psychologically safe environment by:

- \_ Integrating issues such as grief and loss, communication skills, self esteem, coping s skills in our curriculum SPHE programmed,
- \_ Incorporating mental health issues into regular SPHE provision,

- \_ Creation of a physically safe environment (*Refer to school's Code of Behavior, Health and Safety Statement*),
- \_ Providing staff training and resources e.g. Child Protection Guidelines & Procedures (training for staff 2017)
- \_ Creating systems and procedures for the identification of students at risk,
- \_ Maintain and foster links with external agencies,
- \_ Provide support for staff, if required e.g. Employee Assistance Service (Free phone 1800 411 057).

**Through the curriculum we foster and promote the skills, knowledge and attitude for active coping in crisis management by developing the following:**

- Circle time Co-operative games
- Discussion and language activities
- Creative writing
- Projects, surveys, questionnaires
- Choice time
- Quiet time
- Drama activities
- Puppets
- Story
- Art
- Music
- Poetry
- Exploring pictures, photographs and visual images
- Creating posters, pictures, collages
- Exploring perspectives and bias
- Media education
- Peer problem-solving activities
- Creative thinking time
- Creative problem-solving

**Access to School**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and

his workmen shall not create any hazard, permanent or temporary, without informing the principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **Collecting Children**

- (1) All parent/guardians/carers in the interest of safety must obey all signs and procedures in the set down area upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school grounds when collecting children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises. Parents are not to drive into main school yard to collect.

### **Revision of This Safety Statement**

This statement shall be regularly revised by the Board of Management of **Naul National School** in accordance with experience and the requirements of the Health and Safety Act and the Health and Safety Authority.

Signed on behalf of the Board of Management:

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

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

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of BOM

Safety Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Nominee of staff

Policy statement in accordance with the Safety, Health and Welfare at Work Act 1989

### **Members of the Board of Management:**

Chairman: Tom Duff

Board Members:

Tom Duff

Edel McMahan

Sarah Watters

Seamus Hynes

Carmel O' Shea

Richard Joyce

Richard Davis

Safety Officer: Edel Mc Mahon

Staff Rep:

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989

# School Accident and Injury Policy

**Naul National School**

**Drafted: April 2019**



## **Introduction**

This policy was drafted in April by the whole school staff and it applies to all users of the school premises and all school related activities. A separate contract will be devised covering external agencies using the school premises outside of school hours.

## **Rationale**

The formulation of this policy enables our school to effectively –

- Provide for the immediate needs and requirements of students who have sustained either a serious or a minor injury
- Ensure that adequate resources and arrangements are in place to deal with injuries/accidents as they arise
- Ensure lines of communication with parents/guardians are in place if required
- Activate a known plan of action with which all staff are familiar

## **Roles and Responsibilities**

The overall responsibility for the day to day management of school supervision /routines rests with the Principal, Ms Edel McMahan. The class teacher is responsible for classroom supervision and teachers on yard duty are directly responsible for the supervision of pupils at break time. The schools Health and Safety Officer is Ms. Edel Mc Mahon .

The First Aid Officer is \_\_\_\_\_. The Fire Drill coordinator is Mrs. Sarah Watters..

## **School Ethos**

This policy re-enforces the elements of the school mission statement which advocates a safe and secure learning environment for each child and ensuring a duty of care at all times when the school is in operation.

## **Aims/Objectives**

- To ensure the physical safety and well being of all staff and pupils
- To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner

- To provide staff training and development and the effective use of outside expertise so that children have access to proper interventions
- To comply with all legislation relating to safety and welfare at work

### **Procedures**

Safety of pupils and staff is a priority for the Board of Management, and robust measures have been put in place to ensure no children or staff are put at risk

- A comprehensive school Safety Statement has been recently revised whereby all hazards are identified and remedial measures are outlined, if required – See above
- The school is insured under Allianz and pupil also are covered under AIG Insurance Scheme
- The provision of specialist First Aid Training for staff has been identified as a priority by Board of Management and staff are trained regularly (Last training was August 2018 for every member of staff)
- Each classroom teacher regularly instructs her class on issues relating to safety in the class/yard. Dangerous practices such as climbing trees, throwing stones, running fast in the Infant areas, engaging in “horseplay”, fighting etc. There are sanctions for these as outlined in the Code of Discipline Policy.
- Certain procedures are in place in the event of accidents
- There is always at least one teacher and two SNAs on yard at any one time but generally two teachers and two SNAs.

### **Minor Accident/Injury**

- The injured party is initially looked after by the teacher on yard duty.
- If deemed necessary, the child will be taken to the ‘sick bay’ which is inside the main school door.
- For minor (non-blood) injuries students from the senior classes (5<sup>th</sup> & 6<sup>th</sup>) will take care of the injured student.
- For major injuries the class teacher of the injured pupil will be notified and will then proceed to take care of the pupil.
- Medicines are administered as per the Schools Administration of medication Policy. Cuts are cleaned and bandages/plasters applied if deemed appropriate.
- The use of plastic gloves is advised at all times.

### **More Serious Accidents/Injuries**

- If considered safe to do so, the injured party is taken to the sick bay.
- Parents/guardians are immediately informed, particularly if there is a suspicion of broken bones/head or eye injuries.
- The child is kept under intense observation until parents /guardians arrive, with the emphasis on making the child as comfortable and as settled as possible.

### **Very Serious Injuries**

In the event of a very serious injury, parents/guardians are immediately contacted. If the opinion of the staff is that immediate professional help is required, the local G.P. or an ambulance is called, as deemed appropriate. On rare occasions the staff may agree that taking the child to Accident & Emergency in a private car is a more prudent option particularly in the case of rapid blood loss. Parents are kept informed of developing situations.

## **Categories of Injury / School Procedures**

### **Minor Cuts and Bruises**

#### **Method:**

In all cases of injury it is understood that there is at least one teacher on yard duty.

- Clean around cuts using antiseptic wipe/cloth, cleaning from the centre outwards
- Gloves are used at all times to reduce risk of spread of infection
- A check is carried out to locate small bodies which may be embedded in the wound
- Plaster, gauze or lint is placed on the wound
- Teacher observation is maintained
- Children are advised to show/tell parents
- In football gum shields must be worn.

## **Sprains/Bruises**

### **Method:**

- In the event of a sprain/bruise, the process of rest, ice, compress and elevate is implemented
- If in doubt, parent/s are contacted
- Teacher observation is maintained

## **Faints and Shocks**

- Lie the casualty down
- Raise the legs above the level of the heart
- Loosen any tight clothing
- Ensure there is fresh air
- Keep crowds away
- Reassure casualty when they recover
- Contact parents
- The event is subsequently recorded in the Accident Book

## **Severe Bleeding**

- Act instantly – Go, Go, Go!
- Set or lie the injured party down
- Press down on wound using gloves
- Lift (if possible) the injured part above the level of the heart
- Put a clean dressing over the wound and secure it firmly with a bandage
- If blood shows through the dressing then place another one over the first and bandage firmly
- Treat for shock
- GET HELP!
- Contact parents
- If very serious contact casualty immediately
- Record in accident book

## **Burns/Scalds**

- Immediately remove child from danger area
- Cool burnt area with cold running water

- Remove rings etc. and other tight fitting accessories
- Do not remove objects stuck to skin
- In the event of a minor burn use a special burn gauze

### **Unconsciousness**

- Ring for medical help
- Place child in recovery position
- Ring for parents
- Check for broken bones, neck or back injury
- If subject is not breathing, artificial respiration is applied
- Other children are kept away

### **Stings/Bites**

- Vinegar is used for wasp stings
- Bread soda is used for bee stings
- If case is serious/ parent/s are contacted

The First Aid Policy is based on collective teacher input. The teacher on yard duty is automatically assisted by others in the case of a serious injury.

### **Resources**

A First Aid Box is located in the main building in the old staffroom on the shelf . All staff are aware of this location. The contents of such boxes are replenished when deemed necessary. This is completed by the Principal under the advice of a local nurse.

### **First Aid**

It is the policy of the Board of Management of **Naul National School** that a member of staff shall be trained to provide First Aid to staff and pupils.

(1) Notices are posted in office detailing:

- arrangements for giving first aid,
- location of first aid boxes,
- procedure of calling ambulances etc.....,
- telephone numbers of local Doctor, Gardaí, Hospital.

(2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately to the person responsible for

the hazard identified in the Statement or in the event that the accident/incident occurs in any other place to which that paragraph dealing with hazards does not relate to the Safety Officer. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of serious and major accidents and incidents by the Principal.

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#### **First Aid Treatment Area(s)**

The area assigned for the provision of First Aid treatment in our school is inside the main school door for minor injuries during break time and after break all First Aid will take place in the old Staffroom or the office if privacy is needed. Where practicable, inside the main school door will be a dedicated First Aid area or a place and we will make our best endeavour to equip this location with as many as possible of the following:

- Sink with running hot and cold water.
- Soap
- Tissues as needed
- Office table if needed
- First aid equipment
- Suitable refuse containers lined with a disposable plastic bag
- A chair
- A yard incidents book and accident folder is kept in the Staffroom
- A stainless steel bowl

The person responsible for ensuring that the first aid equipment and facilities are provided and maintained is Ms McMahan and Sarah Maxwell.

- Small roller bandages
- Large roller bandages
- Small conforming bandages
- Large conforming bandages
- Scissors
- Gauze swabs
- Triangular bandages
- Hypoallergenic tape
- Sterile pads
- Waterproof plasters

- Finger bandages and applicators
- Sterile Wipes
- Tweezers
- Sterile dressings with bandages
- Safety Pins
- Surgical Gloves
- Instant ice-packs
- J-clothes to put around ice-packs
- Cooling Jel for burns
- Frozen ice-packs in freezer of fridge
- Sun Cream
- 40 adhesive plasters
- 4 sterile eye pads (with bandage attached)
- 6 individually triangular bandages
- 6 safety pins
- 8 medium individually wrapped sterile unmedicated wound dressing (approx 10cm X 8cm)
- 4 large individually wrapped sterile unmedicated wound dressings (approx 13cm X 9cm)
- 4 extra large individually wrapped sterile unmedicated wound dressings (approx 28cm X 17.5cm)
- 10 individually wrapped wipes
- 1 paramedic shears
- 2 pairs of latex gloves
- 2 sterile eye wash
- sticking plasters
- Anti-histamine for Stings, etc.
- Tape
- Disinfectant (e.g.) Savlon
- Eye lotion (e.g.) Optrex
- Antiseptic cream
- Cotton Bandage
- Cream for First Aid treatment of Burns
- Antiseptic Wipes
- Scissors
- First Aid Chart

Disposable gloves must be used at all times in administering First Aid.

The Defibulator is checked once a week to see that it is working by a designated SNA team member

# Administration of Medicine Policy

Naul National School

Drafted: April 2019



This Policy was drafted according to DES, CPSMA, INTO and Allianz guidelines and advise:

- Non prescribed medication will neither be stored nor administered in our school. Where possible, the Board of Management request that medical practitioners would arrange times for medication so that they do not coincide with school time.
- No teacher at the school will be required to administer medicine or drugs to a pupil
- Any teacher at the school who is willing to administer medicines will only do so under strictly controlled guidelines as laid out by D.E.S, CPMSA, and I.N.T.O guidelines available in Health and Safety file, fully confident that the administration will be safe. Administration of medications at the school will be limited to emergency situations only where it is indicated by medical personnel. Teachers who does take responsibility for administering medicines takes on a heavy legal duty of care to discharge the responsibility correctly. Every reasonable precaution will be taken. Clear instructions about medicines requiring regular administration must be obtained and strictly followed.
- Ideally medication should be self administered where possible, under the supervision of authorised personnel at the school.

**The application form issued at Naul National School Primary School requires parents of pupils enrolling at the school to ensure that teachers are made aware, in writing of any medical condition suffered by any children in their class. Children who are epileptics or diabetics or who are prone to anaphylactic shock syndrome may have an attack at any time and it is vital, therefore, to identify the symptoms in order that treatment can be given by an appropriate person if necessary. In the event of pupils developing medical conditions requiring emergency/preventative medication while a child is attending school parents are requested to ensure that teachers are informed in writing.**

- Where children are suffering from life threatening medical conditions, parents should outline clearly in writing to the Board of Management the medical condition the child is suffering from, and what should and should not be done in

particular emergency situations, with particular reference to what might be at risk to the child

- The parent(s) of the pupil concerned should write to the Board of Management requesting the Board to authorise members (at least two and ideally three) of the teaching staff/SNA staff to administer the medication
- The request must also contain written instructions of the procedure to be followed in administering the medication including:
  1. Name, Address, Date of Birth, P.P.S Number of child,
  2. Details re. medical condition and symptoms,
  3. Actions if any required, and if so in what circumstances,
  4. Names of medications, and specifically stating name of emergency medications,
  5. Implications if medication is not given,
  6. Exact Dosage and who will be responsible for informing the school should there be a change in this prescribed medication,
  7. Indication for administration, contraindications to administration, and indication for repeating dosage if applicable,
  8. Procedure for administering medication,
  9. Requirements for storage of medication.
  10. Who will be undertaking training of staff in administering this medication?
  11. At what point would it be appropriate to seek medical assistance i.e. G.P and/or emergency services?
  12. When should parents and/or GP be contacted? What to do if unavailable?
- In the interest of the health and welfare of all, medical confirmation of emergency procedure/care and medication will be required by the Board of Management prior to enrolling the pupil at the school and the pupil will attend school when her safety is ensured,
- The Board of Management, having considered the matter, may authorise a teacher to administer medication to a pupil. If a teacher /SNA is so authorised she/he should be properly instructed by the Board of Management; this will be documented in the BOM minutes,
- A teacher/SNA will not administer medication without the specific authorisation of the Board,
- In administering medication to pupils, teachers will exercise the standard of care of a reasonable and prudent parent,

- Staff willing to administer emergency medication will receive training re administration, ideally from a medically qualified person as appropriate.
- The Board of Management will inform the school's insurers accordingly.
- The Board of Management will seek an indemnity from the parent(s) in respect of any liability that may arise regarding the administration of the medication.
- A written record of the date and time of administration, and other relevant documentation will be kept.
- It is the parent's responsibility to check each morning whether or not the authorised teacher/ SNA are in school unless an alternative arrangement is made locally, C/F Individual pupil care plan.
- Procedure will be documented in regard to each individual pupil and communicated to all relevant personnel, including procedure if staff are absent, school trips, outside of class environments, etc, as appropriate,
- Parents will be required to notify the school in writing if there is any alteration in the prescribed emergency medication,
- In emergencies teachers/SNA should do no more than is obviously necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.
- An individual emergency care plan will be drafted for pupils requiring emergency medications,
- Staff will receive training/ information sessions as deemed appropriate in specific conditions,
- Emergency contact details will be posted on the office notice board and in the pupils classroom,

**Storage of medications:**

- Arrangements will also be made by the Board of Management for the safe storage of medication and procedures for the administration of medication in the event of the authorised teacher's absence,
- Medications will be stored in a locked cabinet out of reach of pupils,
- Parents will be required to ensure that an adequate supply of required emergency medication is available at school at all times and that the medication is in date,
- All medication must be clearly in their original container, labelled with the child's name, date of expiry, contents, dosage, and instructions re storage,

- Medications will be reasonably accessible by staff,  
This policy is effective following ratification by the Board of Management.

This policy will be reviewed and amended as deemed appropriate in line with D.E.S. circulars/guidelines in the interest of health and safety

# **Fire Safety and Emergency Evacuation Plan and Policy**

**Naul National School**

**Drafted: April 2019**



**This policy was formulated by the staff in consultation with parent representatives, and BOM in April 2019**

**The aims of this policy are:**

- To prevent panic and ensure the safe and efficient evacuation of all the occupants of the school.
- To familiarize occupants with all exit facilities available.
- To train the mind to react rationally when confronted with a fire or other emergency at school or elsewhere.

**Fire Routine Procedure:**

- Alarm
- Call the fire brigade
- Evacuation
- Assembly
- Roll call
- Tackle the fire

**Raising the Alarm:**

- If a staff member or a child from 3rd class to 6<sup>th</sup> class discovers an outbreak of fire, they will raise the alarm at once by breaking the glass in the red boxes provided.
- If a child from Junior Infants to 2<sup>nd</sup> class discovers a fire they will inform the nearest teacher.
- The function of the fire alarm signal is to warn everyone in the buildings that an emergency has arisen and that drill procedure should be put into operation at once.
- The sounding of the fire alarm in any part of the buildings is the signal for the complete evacuation of both buildings.

### **Call the Fire Brigade:**

- All outbreaks of fire, however small will be reported to the Fire Brigade quickly by the fire safety officer.

### **Evacuation:**

- Pupils stand to attention in line in their classrooms.
- When instructed by their teacher as to the exit route to be followed, they will leave the classroom in single file.
- Classes will then proceed at a steady pace to the place of assembly, the teacher following at the rear with the class list, closing the door of the classroom and all doors of the escape route which will not be used again.
- Special arrangements will be made to deal with physically disabled children if in the school.
- No talking or laughing is permitted during the evacuation in order that any instructions given may be heard. Overtaking is not allowed.
- On reaching the fire-escape stairs, the children descend in single file using one side of the staircase only.
- Members of staff not in charge of pupils, on hearing the alarm, will go immediately to the assembly point.
- With the exception of a search for missing persons, no one must be allowed to re-enter a building to retrieve their clothing, books etc. until permission is given by the Fire Brigade or in the case of a drill, by the principal.

### **Assembly:**

- The place of assembly is to the left of the yard near the main entrance gate.
- At this assembly point, each class or persons stand together in a pre-arranged position.

### **Roll Call:**

- Immediately after the classes have arrived at the place of assembly, a roll call is taken. If anyone is missing, an immediate search by the staff should be made as far as is practicable, no place to which pupils have access being overlooked.
- The officer in charge of the Fire Brigade should be met on arrival by the fire safety officer and immediately informed whether or not all persons have been safely evacuated.

### **New Intake:**

On the first day of a school term all new entrants, staff and pupils, are shown all escape routes and alarm points and instructed in the fire routine procedure by the fire officer.

### **Notices:**

- Each fire alarm point is indicated conspicuously by a notice worded “FIRE ALARM”, followed by appropriate operating instructions.

### **Test Fire Drills:**

- Test fire drills are held 3 times per year.
- Drill will not be allowed to become stereotyped and where possible, we will alternate the exits and routes to be taken to provide against any fire eventuality.
- A record of all fire drills will be kept. This includes details of drills including date, time, weather conditions, time taken for evacuation, brief description of drill including any difficulties encountered and any other relevant information.

### **Fire Drill: evacuation routes:**

- Main Door – Junior/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup> and 6<sup>th</sup> classes
- 1st New Build – 1st Class and SET pupils.
- 2<sup>nd</sup> New Build – Senior Infants and office staff
- Resource teachers to exit with class they are working with at time of drill.
- Special needs assistants to exit with class they are working in at time of drill.

### **Attacking Fire:**

- Circumstances will dictate whether fire fighting operations should be attempted. Fire fighting must always be secondary to life safety.

- While small fires can often be dealt with immediately in the case of a sizeable fire, safe evacuation should be the primary concern.

### **Roles and Responsibilities:**

The fire safety officer is Sarah Watters and the BOM safety officer is Seamus Hynes

### **Fire Safety Management:**

**The main objectives of the fire safety officer is:**

1. To minimize the risk of fire.
2. To protect the means of escape.
3. To limit the spread of fire.

The main duties regarding fire safety management are to:

- Make hazard and risk assessments,
- Be responsible for fire safety drills,
- Have an emergency plan and put up fire notices,
- Check the adequacy of fire fighting apparatus and its maintenance,
- Consult with and implement recommendations of the local Fire Brigade,
- Conduct fire safety inspections,
- Ensure fire escape routes are unobstructed,
- Check that the fire detection and protection alarm systems are maintained,
- Include fire safety in the regular health and safety reports to the Board of Management.

### **Success Criteria and Review**

- Ensuring a safe child-friendly school yard
- Providing well organized and safe out of school activities
- Reinforcing school rules termly
- Reviewing supervision duties yearly
- Altering or adjusting procedures deemed to be inoperable

**Implementation**

This policy has been in operation since —April 2019 when it was ratified by the Board of Management

**References**

1. Insurance, Safety and Security in the school – Allianz

**Signed****Chairperson Board of Management****Date**\_\_\_\_\_

# Naul National School

## Critical Incident Policy

**Drafted: April 2019**



## Critical Incident Management Policy

This policy was drafted in April 2019 in consultation with staff, parent representatives, and the board of management of the school.

### **Introductory Statement;**

Naul National School aims to protect the well being of its students and staff by providing a safe and nurturing environment at all times. The Board of Management, through Principal Ms Edel McMahon has drawn up a critical incident management plan as one element of the school's policies and plans.

School management has a 'Duty of Care' to the school and will be responsible for overseeing the school community's response to an incident.

### **DEFINING A CRITICAL INCIDENT:**

- A critical incident is any incident or sequence of events which overwhelms the normal coping mechanisms of the school.

### **DIFFERENT TYPES OF CRITICAL INCIDENT:**

- 
- Disappearance of student from home or school.
  - Unauthorized removal of student from home or school. Death, major illness/outbreak of disease.
  - Sudden violent incidents in schools.
  - Major accidents at school or on school trip.
  - Assaults on teachers or pupils.
  - Arson and vandalism in school buildings.
  - Sexual, physical and psychological abuse.
  - Civil unrest, war.
  - Criminal incidents.
  - Major accidents, serious injury.
  - Suicide.
  - Major school re-organization
  - Fire, natural and technological disaster

### **Critical Incident Management Team; Key roles**

The in -school critical management team include:

- Team leaders, –Principal, Deputy Principal and Chairperson
  - Staff Health and Safety Representative–
  - Staff/Student and Parent Contact – Fire safety representatives\_\_\_\_\_
  - Media and community contact – \_\_\_\_\_
  - Administrators and team members – Board of Management and all staff members
  - Garda and agencies contacts- C/f emergency contacts no's
- These roles will be reviewed annually and/or subject to changes in personnel involved.

### **Responses To Critical Incidences:**

**The following guidelines determine the nature of the critical incidence and the level of response appropriate:**

- **Response Level 1:** the death of a student or staff member who was terminally ill.
- Death of parent/sibling; a fire in school not resulting in serious injury; serious damage to school property.
- **Response Level 2:** the sudden death of a student or staff member
- **Response Level 3:** incident: an accident/event involving a number of students; a violent death; an incident with a high media profile or involving a number of schools.

### **Determining what supports should be sought depending on the level of critical incidence; i.e. level 2 & 3;**

**In the event of a serious incident at the school the following support agencies may be contacted as deemed appropriate:**

- **Educational Psychological Service, Social Services, Health and Welfare agencies** that have expertise in dealing with the impact of critical incidents. These however, are most likely to work with the most badly affected individuals. Their skills complement and support but will not replace what teachers can do for all the children, especially those not needing specialist help.
- **Other community professionals** – the clergy who already have an important role in our school. GPs, health visitors, voluntary groups, fire and police service personnel may be contacted as appropriate.

**Short term actions – Day 1**

<b>Task</b>	<b>Name</b>
Gather accurate information	
Who, what, when, where?	
Convene a CIMT meeting – specific time and place clearly	
Contact external agencies	
Arrange supervision for students	
Hold staff meeting	
	All staff
Agree schedule for the day	
Inform students – (close friends and students with learning difficulties may need to be told separately)	
Compile a list of vulnerable students	
Contact/visit the bereaved family	
Prepare and agree media statement and deal with media	
Inform parents	
Hold end of day staff briefing	

**Medium term actions – (Day 2 and following days)**

<b>Task</b>	<b>Name</b>
Convene a CIMT meeting to review the events of day 1	Team leader
Meet external agencies	
Meet whole staff	

Arrange support for students, staff, parents	
Visit the injured	
Liaise with bereaved family regarding funeral arrangements	
Agree on attendance and participation at funeral service	
Make decisions about school closure	BOM

**Follow-up-beyond 72 hours**

<b>Task</b>	<b>Name</b>
Monitor students for signs of continuing distress	Class teachers
Liaise with agencies regarding referrals	
Plan for return of bereaved student(s)	
Plan for giving of 'memory box' to bereaved family	
Decide on memorials and anniversaries	BOM/Staff, parents and students
Review response to incident and amend plan	Staff/BOM

**AGENDA FOR MEETING WITH CRITICAL INCIDENT MANAGEMENT**

**TEAM/KEY STAFF:**

- Share full details of the event.
- Agree on the facts. These will need to be relayed in a clear, appropriate and consistent manner by all staff to the students.
- Discuss what agencies have been contacted and whether there are additional ones that should be informed.
- During major incidents phone lines may become jammed. Agree on which phone line is to be kept open for outgoing and incoming emergency calls.
- When a number of external agencies are involved in a response, co-ordination will be needed and procedures will need to be agreed. An agency such as NEPS may take on this role.
- Plan procedures for the day.

- Discuss issues relating to school routine, including school closure. **Remember it is important to maintain a normal routine when at all possible.** It is recommended that the school timetable runs as normal. This will provide a sense of safety and structure which is comforting for many students. Teachers should give students the opportunity to talk about what has happened and temporarily shelve all academic activities if necessary.
- You may wish to consult students about what to do if there is an event scheduled such as a trip, concert, and match. This should reduce the likelihood of students being angry later on as a result of any school action or in-action.
- Discuss **how to break the news to relatives and close friends and who should do this (remember that they must always be told separately).**
- Discuss how to break the news to the rest of the students. Class groups are often best rather than large assemblies.
- Discuss how to identify vulnerable students.
- If there are students of various nationalities and religions in the school, this needs to be taken into consideration in organizing prayer services, attendance at the funeral etc. Parents of different religious or national group may need to be consulted.
- Plan a whole staff briefing (including ancillary staff). This may need to be done in two groups depending on the arrangements for the supervision of students.
- Agree the text of a letter to be sent to parents.
- Discuss how to deal with the media. Prepare a media statement, if appropriate. This can be faxed or emailed to media representatives who make contact with the school. It may also be used if an interview is requested.
- Delegate responsibilities to the appropriate critical incident team member or key personnel
- Discuss which room(s) will be available to external agencies
- Decide whether a quiet room should be made available for students. This is a place that students can go if they are having difficulty remaining composed in the classroom. Depending on the age of the students it should have tissues, a few stuffed toys, cushions, drawing and writing materials and appropriate information leaflets from 'Resource Materials for Schools'. It is generally recommended that this is available for the week following the incident and that its use is then reviewed. Students should sign out of their regular class and sign to the quiet room for a certain time. The room should be supervised to ensure student safety. A very distressed student may need individual support. This might be offered by a member of the SEN team or other staff member. A similar room could be set up for staff.

- Discuss the issue of consent for students who may need to be seen by the psychologist and arrange for the consent form to be photocopied and sent to parents.
- Where a request is made that a student be seen by the psychologist prior to having a signed consent form, telephone the parent or carer to obtain verbal consent. If it isn't possible to make immediate contact, the principal, in consultation with the psychologist, would then make the decision in the best interest of the student. This should take precedence over procedural matters. If a student is seen without consent, parents should be contacted as soon as possible by the school.
- A record should be kept of all students seen by school staff and agencies external to the schools. One person should be appointed to collate the lists regularly.
- Agree the next meeting time for the critical incident Management Team/Key staff.
- Agree a time for a follow up staff, meeting at the end of the day. This gives an opportunity for the principal to update staff on any developments. It also allows time for preparation for the following day. Lastly, it gives staff a chance to share their experience and to wind down after the day.

**Note:** In the case of a major accident, meetings may be held in a location away from the school involving key personnel from schools and other agencies. Care would be taken that staff with appropriate experience and authority remain in the school to facilitate an effective response. The principal might consider delegating someone to go to such a meeting as, if she decided to go she may not be available for critical decisions in the school.

### **Record keeping;**

**In instances of critical incidences all relevant documentation pertaining to emergency procedures followed, accident report forms, advice sought, given and followed, outcomes etc. will be documented and stored for seven years or longer as deemed appropriate by the board of management.**

### **Relevant Resources;**

- Responding to Critical Incidents – Guidelines for Schools and Resource Materials for Schools, NEPS, 2007
- Responding to Critical Incidents – Resource Materials for Schools, NEPS, 2007

- When Tragedy strikes – Guidelines for Effective Critical Incident Management in Schools, INTO
  - CPSMA Management Board Members’ Handbook, 2007
- All above stored in school office in health and safety file. All staff is aware of these documents and their availability.

Websites

DES – NEPS	<a href="http://www.education.ie">www.education.ie</a>
Health and Safety Authority	<a href="http://www.hsa.ie/osh">www.hsa.ie/osh</a>
Allianz ( <i>Church and General</i> )	<a href="http://www.cg-online.ie">www.cg-online.ie</a>
INTO	<a href="http://www.into.ie">www.into.ie</a>

**This policy was ratified by the Board of Management of Naul National Primary School and is effective from date of ratification.**

**It will be reviewed regularly by the Board of management of Naul National School as necessitated by new legislation.**

**Signed** \_\_\_\_\_  
**Chairperson board of Management**

**Date** \_\_\_\_\_

**Naul National School**

**Supervision Policy**

**Drafted: April 2019**



# Supervision Policy

## Introduction

This policy was drafted by the staff at Naul National School in consultation with parent representatives and the Board of Management. It applies to all staff and children during school hours, break times, and on all school related activities.

## Rationale

*Circular 18/03: “Rules 121(4) and 124(1) of the Rules for National Schools and Section 23(2) of the Education Act 1998 oblige teachers to take all reasonable precautions to ensure the safety of pupils and to participate in supervising pupils when the pupils are on school premises, during school time and/or on school activities. Accordingly, the responsibility of all teachers individually and collectively to provide a duty of care at all times towards the children in the school in which they teach, including periods of supervision, is not changed.”*

Legislation such as the Health Safety and Welfare at Work Act and recent Court judgements have placed a “duty of care” and accountability on schools that must be underpinned by a policy covering all possible eventualities.

## Relationship to the Characteristic Ethos of the School

This policy is in keeping with the school ethos of providing a safe and secure environment for learning for all pupils and the wider school community.

## Aims and Objectives

- To develop a framework that effectively ensures, as far as is practicable, the safety of children while at play on the yard or while engaged in school related activities.
- To observe and monitor behavioural patterns outside the confines of the classroom.
- To contribute to effective school management and comply with relevant legislation.

## **School Procedures**

### **Arrival at school**

- Teachers assume a duty of care at 9.20am. The Board of Management informs parents annually in writing that the school does not accept responsibility for pupils dropped off earlier than 9.20am.
- As pupils arrive at the school premises they line up in their designated lines.
- In wet weather pupils are required to wait in the school shed while awaiting official school opening.
- A nominated teacher will officially open the school to receive pupils at 9.20am each morning and pupils enter in the line in an orderly line.
- The class teacher/or a substitute teacher will be in her/ his class at 9.20am. to receive pupils.
- Classes officially begin at 9.20 am.
- Front security doors are locked to the outside at 9.30am.

### **Yard supervision**

- It is the policy of the school to supervise the school yard at all times during regular breaks i.e. 11.00am to 11.10am, 12.30pm to 1.00pm.
- A Rota for supervision is drawn up by the principal in consultation with all staff and this Rota is displayed on the staff room notice board calendar.
- Rules of the school yard are reviewed and revised as necessary and communicated to children regularly in their classroom c/f school rules- Code of Discipline policy.
- Teachers taking a course day can swap supervision duties with a willing colleague.
- If a teacher is unexpectedly absent a volunteer colleague will assume his/her duties in a reciprocal arrangement.
- At least 1 Special Needs Assistant is on duty during breaks. While these Assistants provide individual supervision for designated Special Needs children, they can act in an observing and reporting capacity, bringing instances of misbehaviour to the attention of the teacher on yard duty. The schools anti-bullying/discipline policy covers incidents of misbehaviour.
- If parents indicate a worry about a particular child on the yard all teachers rostered for yard duty are informed of the concern so that the particular concerns can be addressed satisfactorily.

- Children with injuries/complaints are dealt with by the teacher on yard duty. Simple assistance can be designated to a senior pupil (5<sup>th</sup> /6<sup>th</sup> classes e.g. Escorting a pupil to wash/ comforting).
- Accidents that require further adult attention (i.e. involving the teacher on yard duty leaving the yard will be dealt with by class teacher who will be called from break. If class teacher is on yard duty either one of the SET teachers will rotate attending to the pupil. Children are not permitted to report directly to the staff room if there is an incident on the yard. C/f Special care procedure for individual pupils in the school.
- First Aid boxes and Accident Report books are kept as a matter of procedure (See Accident and Injury Policy).
- . Teachers on yard duty remain with the classes in their lines until the class teacher collects from the line at end of break and unresolved complaints will be communicated to class teacher to follow up on issues, e.g. behaviour issues/ incidences requiring further observation / follow up.

### **Dismissal of Pupils**

- Infant day ends at 2pm. (12 :20 midday for the first days of term communicated to parents in writing).
- All other classes in the school finish at 3pm.
- Half days end at 12.00pm, parents are notified in writing of such closures.
- Junior pupils are accompanied for collection by their class teacher (Juniors – Senior Infants).
- Pupils exit in a single file via the front gate only onto the school lane.
- If children remain uncollected after 2.00pm/3.00pm, the school always ensures that a duty of care is provided until a parent/guardian calls.

### **Special Provisions**

1. On out of school activities such as games, swimming, tours, back up provisions are organized to ensure adequate levels of supervision are in place. The level of supervision is usually one adult per 15 children with individual teachers in charge of specific groups.
2. If a teacher is called from his/her classroom to meet with a parent, another member of staff will be requested to cover. However, it is school policy to request parents to make appointments to avoid disruptions to teaching.

3. On wet days children remain in their classes under the normal supervision Rota. Children from senior classes assist the class teachers. Neither SNAs nor pupils are left in sole charge of a class- there is always a teacher on duty.
4. When visiting teachers such as P.E., Music, Dance, take over a class, the class teachers remain with the visiting teacher.
5. The school Safety Statement lists all hazards on the school yard and supervisors are accordingly briefed.
6. Parents may request that their children be allowed leave during the school day due to health commitments etc. The school is currently in the process of designing a 'permission template' to cover all such activity, including written confirmation that the pupil is the responsibility of the parent for the duration of the out of school activity.

Prepared by representatives of the Board of Management, in consultation with parents and teachers in accordance with the safety, Health and Welfare Act at Work Act 1989

# Emergency Closures Policy

Naul National School

Drafted: April 2019



The school policy on emergency closures was drafted as a whole school exercise involving parents, pupils, staff and Board of Management.

### **Rationale**

The need for the school to devise a policy on emergency closures is primarily due to

1. Inclement weather, such as heavy snowfalls, high winds etc.
2. Unscheduled failures in electricity supply which is needed to heat the school.

### **Relationship to School Ethos**

Naul National School strives to provide a child friendly, secure environment catering for all the needs of all students as far as is practicable and where respect is fostered in a culture which values diversity and difference

### **Aims and Objectives**

- To provide for the welfare of all pupils while on the school premises
- To ensure a safe, child friendly school environment is available to all children
- To conform with Health and Safety legislation

### **Procedures**

#### **Heavy Snowfall**

In the event of a heavy snowfall, the Principal shall consult with the Chairperson of the B.O.M. as soon as is feasible, and a decision is made as to whether it is in the interests of all parties to close the school.

If it is decided to close the school, the school authorities will communicate to all parents via text message.

If the snowfall is prolonged over a number of days and the school is closed indefinitely parents will be informed of when school will reopen.

#### **Disconnection of Services**

Where water or electricity services to the school are to be disconnected, a week's notification is normally given to the school authorities. This enables the school to furnish the parent body with the relevant advance warning of possible closures in writing and via text message.

### **High Winds / Thunderstorms**

The procedures in place for heavy snowfall are generally replicated in the event of storms / lightning i.e. parents and are contacted via local radio and informed that the school will remain closed. If the school has already opened and is in operation when high winds etc. occur and remaining on the premises is a risk to all, teachers will remain on the premises until all children have been collected by parents / guardians.

### **Critical Incident / Death**

In some instances the school might remain closed for pupils in the event of a critical incident or death of a staff member, B.O.M member or pupil. Parents are informed of such closures either by letter or phone whichever is appropriate. In this particular instance, the school may remain open to staff and B.O.M or Parents Representatives if issues such as church services, Guards of honour, readings or counselling is required (See Critical Incident Policy).

### **Please note**

All half days and in-Service closures are notified to parents ideally at least one week in advance.

### **Roles and Responsibilities;**

Emergency closures place particular responsibilities on various personnel within the school. The in school management team will liaise to agree actions and roles and each class teacher will be responsible for the pupils in his/her care.

### **Ratification, Implementation and Review**

The policy was ratified by the Board of Management on \_\_\_April  
2019\_\_\_\_\_.

It will be reviewed in the light of unplanned events that lead to unscheduled school closures.

### **Signed**

Chairperson Board of Management

# School Tours/Excursions Policy

Naul National School

Drafted: April 2019



**Introduction:**

This policy was drawn up by the staff and circulated to the Board of Management and Parents representatives for observations and feedback.

**Rationale**

The need for this policy arises due to children being exposed to a wide variety of different experiences while on school outings, and the necessity to have a framework for good practice in place to cover all eventualities.

**Aims:** School tours will be arranged cognisant of:

- The need to match the venue and experience to the age/ stage of development of the children,
- Presenting the children with a new environment in which they can observe, investigate and relate their findings to their own environment,
- Ensuring that all practical possibilities are covered in reducing the exposure of children to risk on outings.
- Providing an enjoyable educational experience for all children.

**Policy Content**

It has been the policy of the school over the years to organise separate tour dates and destinations for Junior and Middle/ Senior Classes and in some years all pupils in the school have travelled to the same venue on a school tour.

The tours are structured in such a way as to provide an educational aspect in addition to entertainment and recreational value. It is school policy to assign individual groups of 15 children approx. to individual teachers/adults. This becomes possible as Special Education Teachers and/or SNAs accompany mainstream classes on school outings.

Parental consent for outings is sought. Permissions are stored by the class teacher. While we encourage all pupils to attend on school tours/ outings, parents who do not wish their child to travel on a particular tour may contact their class teacher, and arrangements will be made for the pupil to be supervised at school.

**Tours will be arranged at the discretion of the class teacher.**

**Transport in consultation with the Principal**

The transport organiser of the tour will ensure that:(a) Tenders are sought for all tours(b) A form of transport, appropriate to the distance and the numbers travelling will be chosen.(c) The bus Company/suppliers and drivers accept the following conditions.

**Conditions of Hiring:**

(a) All transport supplied will be suitable and well-maintained. Teachers have the right to refuse any bus they find unsuitable for their outing. If the bus proves unsuitable a replacement will be supplied or the money refunded.

(b) The driver will be used to dealing with children and have a thorough knowledge of and follow the itinerary and timetable for the tour. The driver is responsible for the safety of the children while they are travelling but teachers have the right to intervene if it is felt the safety of the children is compromised

(c) The group will have access to the bus for the full day.

(d) If the weather conditions are unfavourable the group will have the use of the bus for sheltering or for eating lunch.

(f) Buses will be left as they were found

**Cost:**

The teachers will ensure that the cost of the tour is reasonable and represents value for money. All children will be actively encouraged to save towards the cost of the tour.

Spending money: Teachers travelling together will agree and notify their group of the upper limit on spending money. This will be based on age and venue.

**Venue:**

Tours will be booked well in advance and will generally take place in the 3rd term. Teachers will be conscious of the likely “busier” days when booking and aim for optimal conditions.

Classes may travel together as determined by venue and transport arrangements. Where more than one class travels, one teacher will accept the role of “leader”.

Teachers will ensure that venues are suitable for pupils with special needs.

Teachers will be “au fait” with venue, with particular reference to educational opportunities afforded, and services available (phone, toilets, emergency facilities). Where no phone facilities exist, the leader will have a pre-arranged plan to deal with emergencies.

**Provision for when bus in delayed on return to school:**

Parents will be given an approximate time for return to school and collection of pupils at the end of the tour. In instances where the leader envisages that the tour will be delayed by more than a half an hour a teacher/adult (nominated in advance of the tour) will be at the school collection point to inform parents about the delay and expected arrival time.

**Weather Conditions:**

Rain and head gear will be essential for all children and a change of clothes may be necessary, depending on the venue.

**Uniforms:**

School tracksuit is worn on school tour unless otherwise stated and notified to parents.

**Reports:**

Where problems arise either with venue or transport teachers will report back to the transport/tour organiser who will in turn discuss it with the Principal.

**Conduct on Tours:**

Pupil’s behaviour on tours will comply with the standard set down in the School’s Code of Discipline. In certain circumstances parents may be asked to agree to a contract on behaviour.

Where it is felt that a child's conduct would pose a safety risk or inhibit the educational benefit for self or others, the teacher may refuse the child permission to travel. Parents will be advised of this in advance. In instance where pupils have specific medical needs that may require emergency attention a parent may be requested to attend on school outings.

- **Children must obey their supervisors at all times.**
- **Children must remain seated while the bus is in motion.**
- **Children must remain with their allocated grouping and supervisor at all times.**
- **Children will line up in their individual groups on disembarking from the bus.**
- **Roll calls/head counts are taken when children return to the bus after each segment of the tour.**
- **Treats may be allowed (at teacher's discretion) on school tours and in line with the schools Healthy Eating Policy.**

#### **Safety and Supervision:**

Teachers will be extra vigilant when taking children out of the school. Special attention will be paid to: Road Safety, Behaviour on bus, Risks posed by particular venues (e.g. adventure playgrounds etc.).

#### **Informing Parents:**

Teachers will ensure that Parents are given sufficient notice of:

(a) Itinerary & Timetable

(b) Cost

(c) Special clothing necessary and packed lunch (no glassware).

#### **EDUCATIONAL TOURS/OUTINGS:**

##### **Points to consider**

Proposed date

Proposed arrival and departure times

Proposed itinerary

What activities are planned for the centre(s) visited

Cost

What arrangements have been made for disabled children, children with medical needs (if any in class)?

What alternative arrangements been made in the event of inclement weather?

Organiser:

**Success Criteria**

- Positive experiences for all
- Children having a safe enjoyable experience
- Teacher/Parent Satisfaction.

This policy was ratified by the Board of Management, Naul National School, on \_\_\_\_\_ and is effective from this date.

**Review;** Further reviews will be conducted in the light of experience.

**Signed :** \_\_\_\_\_

Chairperson Board of Management

# **Policy re Hire and Use of School Premises by outside Groups**

**Naul National School**

**Drafted: April 2019**



External group use of the school premises for whatever purpose is dependant on compliance with the following directions:

1. Evidence of appropriate insurance including public liability is provided in writing to the Board of Management (unless the BoM agrees alternative arrangements).
2. The nature of the activities for which the school is hired is in keeping with the general educational aims and/or ethos of the school.
3. The standard and quality re-organisation, discipline and instruction (where it applies) is in keeping with the professional standard of the school.
4. Where it applies, the quality of care towards and responsibility shown to children involved in specific activities is in keeping with that of the school.
5. The supervision of children attending extra curricular activities is the responsibility of the teacher/instructor present on behalf of the group/individual hiring the school. This includes the supervision and care of the pupils waiting beforehand and waiting to be collected afterwards.
6. Responsibility rests with the group/individual who is hiring the school for communicating with parents about:
  - A. Starting/finishing dates and times
  - B. Cancellations, re-scheduling etc
  - C. A contact phone number should be provided to parents
7. The teacher/organiser present on behalf of the group/individual hiring the school is responsible for:
  - Ensuring that the school's no smoking status is upheld
  - Turning off lights
  - Returning equipment and furniture to proper storage point
  - Re-arranging classroom/hall furniture
  - Any necessary cleaning
  - Setting the alarm system and locking the school (where applicable)
8. The agreed school hire charges can be paid by cheque by a single annual instalment to the Board of Management, agreed at Board level and communicated on an annual basis. It may be easier to pay weekly.
9. The school reserves the right to use the hall/room for its own purposes, should the need arise.
10. The BoM will periodically review the hire of the school premises.
11. Statement is required from all groups using the premises that the people in contact with children on the premises outside hours are fully Garda Vetted in line with Archbishop's House Child Protection Policy.

**Ratification, Implementation and Review**

The policy was ratified by the Board of Management on \_\_\_\_\_.

**Signed**

**Chairperson of BoM**