



Jumeirah English Speaking School

## Health and Safety Policy

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## **1 STATEMENT OF INTENT**

- 1.1 This Health and Safety policy is a statement of the aims, objectives, principles and strategy for ensuring Health and Safety at Jumeirah English Speaking School.

## **2 AIMS**

- 2.1 It is the intention of JESS to provide a healthy and safe environment for learning and working, for the whole school community including students, employees, parents and all other people who come onto the school premises.
- 2.2 To ensure that all members of the school community understand and are aware of their responsibilities in maintaining a healthy and safe environment.
- 2.3 The success of this policy and the establishment of a healthy and safe environment relies on the cooperation of all persons, strong management and vigilant supervision.

## **3 ROLES AND RESPONSIBILITIES**

- 3.1 All members of the school community work towards the policy aims by
  - 3.1.1 Fully familiarising themselves with the school's Health & Safety Policy and their responsibilities.
  - 3.1.2 Being familiar with and adhering to instructions and guidance of safety within the school
  - 3.1.3 Using common sense at all times and to take responsible care for their own safety and that of others.
  - 3.1.4 Reporting unidentified potential hazards without delay.
  - 3.1.5 Ensuring that access and egress routes are clear, emergency equipment is not tampered with and that clear signage exists giving instruction in the event of an evacuation.
  - 3.1.6 Taking an active role in promoting a positive Health and Safety culture throughout the organisation.
  - 3.1.7 Being vigilant and good role models.

- 3.2 The Governors work towards the school's aims by
  - 3.2.1 Take reasonable steps to ensure that the school is following the Health and Safety Policy and Procedures through regular discussion at governor's meetings.
  - 3.2.2 Approving the whole school budget which includes policy requirements
  - 3.2.3 Work in close partnership with the Director and Senior Management to support approach to Health and Safety.
- 3.3 The Director works towards the school's aims by
  - 3.3.1 Approving the policy budget requirements.
  - 3.3.2 Ensuring compliance with the Regulatory Authorities.
  - 3.3.3 Ensuring there is an effective Health & Safety Policy in place and that staff are aware of their responsibilities and are adhering to them.
  - 3.3.4 Ensuring that there are procedures in place to respond to any emergency situation, including accident and incidents, and that these procedures are practised on a regular basis.
  - 3.3.5 Undertaking regular inspections of the site to ensure a healthy and safe environment is maintained.
- 3.4 Headteachers work towards the school's aims by
  - 3.4.1 Taking responsibility for the day to day implementation of the Health and Safety policy.
  - 3.4.2 Ensuring that assigned responsibilities are accepted and adhered to at all levels.
  - 3.4.3 Liaising with other Headteachers to ensure standardised procedures across all schools.
  - 3.4.4 Ensuring that emergency procedures are in place, accessible and understood.
  - 3.4.5 Undertaking routine inspections of the premises to ensure that equipment, buildings and grounds are safe, secure and well maintained.
  - 3.4.6 Managing and monitoring the day to day use of the school bus service (Secondary Headteacher).

- 3.5 Deputy Heads' work towards the school's aims by
  - 3.5.1 Developing guidelines and procedures to ensure the day to day implementation of the Health and Safety Policy and assigning responsibility.
  - 3.5.2 Communicating responsibilities to the assigned person and ensuring these responsibilities are accepted, understood and adhered to at all levels.
  - 3.5.3 Developing guidelines and procedures to allow day to day school activities to take place safely and that these procedures are communicated to the relevant persons.
  - 3.5.4 Developing guidelines and procedures for safeguarding children during school trips, residential trips and off-site events and ensuring these are communicated to the relevant persons.
  - 3.5.5 Developing guidelines and procedures to ensure that supply staff and volunteers are fully aware of the school's Health and Safety Policy and the implications for them whilst on the premises.
  - 3.5.6 Managing and monitoring First Aid trained personnel to ensure adequate coverage.
  - 3.5.7 Undertaking routine inspections of classrooms and teaching environments.
- 3.6 Assistant and Department Heads, Senior Teachers, Year Group Leaders, Senior Managers and Administrators work towards the school's aim by
  - 3.6.1 Developing written departmental guidelines on safe methods of working and teaching and that these guidelines are monitored and reviewed as required. Including but not limited to day to day routines, start and end of day safety checks of the working/teaching environment. Where departments are categorised as higher risk including Foundation Stage, PE, DT, Art, Drama, Music and Science these procedures should include precise instruction on protective equipment, risk assessments, specific emergency procedures and routine equipment inspection, including new installations and maintenance.
  - 3.6.2 Ensuring guidelines are current, accessible, accepted and understood by everyone within the department and communicated to other persons accessing or using the department facilities.
  - 3.6.3 Undertaking regular inspections of the department and raising Health and Safety awareness within the team.
  - 3.6.4 Ensuring that the guidelines and procedures in place for safeguarding children on school trips, residential trips and attending off-site events are communicated and adhered to.

- 3.6.5 Developing a system to ensure that new staff are introduced into the department, made aware of emergency procedures and to Health and Safety guidelines also that their responsibilities are understood and accepted.
  - 3.6.6 Ensuring that supply staff have access to sufficient information pertaining to the students in their care and the teaching environment to operate in a safe manner.
  - 3.6.7 Holding regular departmental meetings with Health and Safety as a regular agenda item.
  - 3.6.8 Undertaking routine inspections of furniture, equipment, toys, fixtures and fittings for signs of fatigue or failure.
- 3.7 Teachers & Teaching Assistants work towards the school's aims by
- 3.7.1 Ensuring they follow and adhere to departmental guidelines at all times, including those for trips, residential and events.
  - 3.7.2 Undertaking visual inspections of classrooms and teaching environments prior to use to ensure they are safe to be used for the purpose intended.
  - 3.7.3 Actively contributing to departmental meetings with regard to Health & Safety.
  - 3.7.4 Promoting Health & Safety amongst pupils ensuring they are conscious of their responsibilities in taking reasonable care for their own safety and that of others.
- 3.8 Accounts Manager will work towards the school's aims by
- 3.8.1 Supporting the Director with the budget requirements to provide a healthy and safe environment.
  - 3.8.2 Managing and monitoring contractual compliance of outside users.
  - 3.8.3 Managing and monitoring contractual compliance of school bus service.
  - 3.8.4 Ensuring that the school has all the necessary insurance in place at all times.
- 3.9 Operations Manager will work towards the school's aims by
- 3.9.1 Ensuring that, as far as reasonably practicable, the school environment is well maintained, clean, safe, secure and fit for purpose.
  - 3.9.2 Managing and monitoring of all contractors who access to the site and that they are familiar with all site rules including Health and Safety,

evacuation and lockdown procedures and that contractual obligations are met and adhered to.

- 3.9.3 Ensuring that storage of potentially dangerous equipment or materials is safe and secure.
- 3.9.4 Ensuring that the school fully complies with all Regulatory Authority requirements.
- 3.9.5 Developing emergency evacuation and lockdown procedures and ensuring these are accessible to all persons on the site.
- 3.9.6 Working with colleagues who have a responsibility to develop guidelines and procedures with an impact on Health and Safety to ensure they comply with the schools aims.
- 3.9.7 Undertaking site inspections and risk assessments in conjunction with the Director, Headteacher's, Deputy Heads, Assistant Headteacher's, Department Heads, YGL, teachers and administrators with regard to health and safety implications of the site or any school event or activity.
- 3.9.8 Liaising with the school's Senior Management Team through regular meetings with Health and Safety as an agenda item.
- 3.9.9 Managing the school's in-house facilities team.
- 3.10 Facilities Team will work towards the school's aims by
  - 3.10.1 Undertaking close supervision of maintenance contractors whilst they are on site.
  - 3.10.2 Undertaking routine checks and maintenance of buildings and equipment.
  - 3.10.3 Responding promptly to complaints and maintenance issues.
  - 3.10.4 Ensuring that the requirements requested to support the day to day running of the school are organised with safety as a priority.
  - 3.10.5 Undertaking training as required.
- 3.11 The Health Office will work towards the school's aims by
  - 3.11.1 Ensuring that all aspects of the health office comply with Dubai Health Authority (DHA) and Dubai Municipality (DM) regulations.
  - 3.11.2 Ensuring that 'Medical Alerts' with information regarding children at a higher risk are communicated to all relevant staff and that the provision to deal with an emergency is available, known and understood.

- 3.11.3 Ensuring that there are stocked First Aid boxes at various locations around the school and these are checked on a regular basis.
  - 3.11.4 Ensuring that all medicines are kept in a locked cabinet within the Health Office and administration of these medicines is controlled.
  - 3.11.5 Ensuring that all accidents/incidents are reported and the appropriate documentation is completed and colleagues informed, including SMT.
  - 3.11.6 Ensuring that parental permissions are received for all students on site
  - 3.11.7 Ensuring that the Health Office is inviting and welcoming for students and parents.
  - 3.11.8 Ensuring confidentiality at all times.
  - 3.11.9 Liaising with parents regarding health issues.
  - 3.11.10 Liaising with colleagues where students are identified as 'at risk'.
  - 3.11.11 Promoting healthy living and lifestyle through the PHSE curriculum and advice to parents.
- 3.12 Students will work towards the school's aims by
- 3.12.1 Developing a growing awareness of health and safety.
  - 3.12.2 Being vigilant around the school.
  - 3.12.3 Adhering to the school's procedures and following instructions from staff members.
  - 3.12.4 Taking an active role in student councils where health and safety issues can be raised.
- 3.13 Parents will work towards the school's aims by
- 3.13.1 Ensuring that children attend school in good health.
  - 3.13.2 Supporting the curriculum, in particular PE by allowing their child to participate fully in all activities offered.
  - 3.13.3 Providing prompt information to the school about absences and illnesses.
  - 3.13.4 Providing support of the behaviour and discipline procedures within the school and the role of the teaching staff.
  - 3.13.5 Ensuring the school has up to date contact information and that any changes to details are communicated to the school.



- 3.13.6 Ensuring early contact is made with the school to discuss major changes in family circumstances or other issues that affect the welfare of their child.
- 3.13.7 Following the instructions of staff members during an emergency situation.
- 3.13.8 Ensuring that appropriate equipment and clothing is provided, including recommended footwear and PE kits.
- 3.14 All other members of the school community work towards the school's aims by
  - 3.14.1 Ensuring they comply with the school's Health and Safety policy at all times and follow the instructions of a staff member whilst on site.
  - 3.14.2 Familiarising themselves with emergency procedures of the site.
  - 3.14.3 Adhering to any contractual obligations they may have with the school.
  - 3.14.4 Operating any activity in a safe and secure manner.

## 4 HEALTH AND SAFETY ARRANGEMENTS

- 4.1.1 To ensure that a positive health and safety culture is established and healthy and safe environment is maintained the following arrangements are in place, these are reviewed regularly through a variety of methods including discussions, staff meetings, inspections and site walks.
- 4.2 As a precaution against fire and for smooth evacuation we have:-
  - 4.2.1 Civil Defence approved contractors who are appointed to maintain the firefighting equipment and the fire alarm system. Compliance is monitored internally by the Operations Manager and externally by Civil Defence. Periodic 3<sup>rd</sup> party inspections of the systems are carried out to ensure compliance and advise on new or best practice.
  - 4.2.2 Firefighting equipment including hose reels, extinguishers and fire blankets are positioned at recommended locations around the school premises. Both sites are inspected annually by Civil Defence and issued with a fire safety certificate to confirm compliance.
  - 4.2.3 The school is linked to 24/7 response, which is a direct link to the emergency services in the event of an alarm sounding.
  - 4.2.4 Access and egress routes are monitored to ensure they are always free from obstruction and clearly signed.
  - 4.2.5 Fire Procedures are displayed at various locations around the site, together with fire action posters advising the location and evacuation route with a 'you are here'.
  - 4.2.6 Evacuation procedures are practised termly, with at least one drill per year in conjunction with Civil Defence. Evacuation drills are reviewed and any issues highlighted are actioned promptly.
  - 4.2.7 Permanently on site there are 24/7 security with at least 1 person within the team fire trained plus 'live in' caretakers with in-depth knowledge of the buildings and systems.
  - 4.2.8 Fire training courses are being run as part of a rolling programme to staff.
  - 4.2.9 PAT testing of all portable appliances.
- 4.3 To secure the site and protect students, employees and visitors we have:-
  - 4.3.1 24/7 security by an external appointed company approved and licensed by Dubai Police and all reasonable steps have been implemented to prevent unauthorised entry.

- 4.3.2 A comprehensive network of CCTV's monitored by the security guards.
- 4.3.3 A combination of outside and inside parking is available. Inside parking is accessed via a security barrier and secure access operating on the staff entrance to the site.
- 4.3.4 All guards are equipped with 2-way radio's that enable them to communicate with each other, other locations and also directly with the contractors command centre.
- 4.3.5 Routine patrols of the internal areas of the school and the perimeter of the site. These are undertaken continuously by guards, with feedback to the Operations Manager. This is monitored using 'Guard Patrol System' installed at both sites which tracks the guard's movements around the school ensuring that all areas are checked frequently.
- 4.3.6 All visitors outside of the normal drop off and pick up times are requested to enter via the main gate and sign in with security who will issue a visitor's badge.
- 4.3.7 In addition to security there are 'live in' caretakers on site 24/7 to assist in the event of a breach of security.
- 4.3.8 Staff are requested to be vigilant at all times and encouraged to challenge any person not known.
- 4.3.9 All maintenance is undertaken outside the normal school day except in an emergency, in this case the contractor would be accompanied by security at all times.
- 4.3.10 All staff are requested to secure their personal belongings at all times and at the end of the day school valuables should be locked away.
- 4.3.11 All security guards have been issued with JESS Standard Operating Procedures (SOP's) which contain site specific information.
- 4.3.12 Site rules and information is provided for all users of the school premises.
- 4.3.13 An emergency plan and rapid response procedure is in place to deal with any emergency situation.
- 4.3.14 A lock down procedure is in place and practised to enable staff and students to be familiar with how they should respond to a threat. The procedure is displayed around the site.
- 4.3.15 A life guard present at the swimming pool during operational hours. The guard works alongside the teaching staff and sole responsibility is 'eyes on the pool'.

- 4.4 To keep students safe as they arrive and leave school we have:-
- 4.4.1 Parking restrictions operate around the perimeter of the school, this information is communicated to parents and they are urged to comply.
  - 4.4.2 Designated drop off zones.
  - 4.4.3 Pedestrian crossings at each gate which are patrolled by security and senior teaching staff at peak times.
  - 4.4.4 All school buses are limited to secondary students only for commuting to and from school and are available for all for school visits and trips. JESS school buses conform to all RTA regulations and are strictly monitored by teaching staff.
  - 4.4.5 There are cycle racks available at Arabian Ranches for use by children who live in the Ranches community. This is supported by safety campaigns including cycle checks, helmets being mandatory and cycling proficiency tests.
- 4.5 To ensure the school is clean we have:-
- 4.5.1 Outsourced all cleaning to an external company this takes place out of school hours and includes all areas of the school. A detailed scope of work is documented and monitoring is done in conjunction with the Operations Manager, the cleaning supervisor and the cleaning company account manager.
  - 4.5.2 MSDS (Material Safety Data Sheet) information is held for all chemicals used and all are approved for use in schools. The company uses the 'pro-mop' systems where cloths and mops are impregnated with the correct amount of chemical prior to being delivered to school, thus no chemicals are stored at site.
  - 4.5.3 The cleaning company operate in teams cleaning the school location by location, thus saving on electricity and keeping the site more secure.
  - 4.5.4 During school hours the cleaning company supply male and female cleaners whose specific duties are regular cleaning of the toilets on a rotational basis and other social areas such as staff and student common rooms.
  - 4.5.5 Any accidents involving body fluids are cleaned immediately by the caretakers using specific products designed to absorb the liquid.
  - 4.5.6 In the primary schools each year group has access to disinfectant and wipes for cleaning tables before and after snack time. They also have general cleaning equipment such as brush and pan to enable them to maintain a clean environment throughout the day.

- 4.6 To ensure that the maintenance of the site is maximised we have:-
  - 4.6.1 Outsourced the majority of site maintenance to reputable companies and each contract includes a detailed scope of work and preventative maintenance schedule. These contracts are monitored by the Operations Manager and the individual contract account managers with the support of the facilities team.
  - 4.6.2 A List of outsourced areas relating to Health and Safety is outlined in Appendix One
  - 4.6.3 Detailed service reports are submitted and cross referenced against the scope of work in the contract for compliance and effectiveness.
  - 4.6.4 All other maintenance is undertaken by full time in house staff.
- 4.7 To provide a healthy and safe environment whilst on the school premises and during all school related activities we have:-
  - 4.7.1 Close supervision of students at all times.
  - 4.7.2 Breaks and playtimes are monitored and supervised at all times by staff.
  - 4.7.3 Weather temperatures are monitored and dictate outside activities and play.
  - 4.7.4 All staff including volunteers are security approved.
  - 4.7.5 Daily registers are taken and absences monitored.
  - 4.7.6 Guidelines and procedures are in place for drop off and collection of children from the primary school.
  - 4.7.7 Guidelines and procedures are in place to ensure safety of students during school trips, Residential trips, events and activities.
  - 4.7.8 Health and Safety site walks and inspections are carried out at regular intervals.
  - 4.7.9 Department guidelines on safe methods of working in a teaching environment are adopted and adhered to.
  - 4.7.10 Design Technology department, which is deemed to be a higher risk, has enhanced safety measures in place such as additional ventilation and emergency stop system.

## 5 FIRST AID

### 5.1 For the provision of first aid for staff and students we have:-

- 5.1.1 A fully equipped Health Office which is staffed according to Dubai Health Authority (DHA) regulations.
- 5.1.2 Medical declaration forms and parental permissions are completed and submitted by parents.
- 5.1.3 Suitable and sufficient locked storage for medicines, clearly signed. The administration of medicines is controlled and documented.
- 5.1.4 Recognised First Aiders in the school to support day to day school life, events and activities.
- 5.1.5 First Aid boxes are available in various locations throughout the school. These are checked and stocked regularly.
- 5.1.6 Each student has an individual health record.
- 5.1.7 Medical inspections are carried out in accordance to DHA regulations.
- 5.1.8 Health Education is provided to students throughout the school year.
- 5.1.9 Medical alerts are issued to teachers/teaching assistants about students with specific medical conditions including appropriate action to be taken.
- 5.1.10 The Health Office staff instructs teachers/teaching assistants on the use of epipen.
- 5.1.11 Medical waste and sharps are removed from site by an approved contractor on a regular basis and according to the DHA regulations

### 5.2 For promoting personal hygiene we have:-

- 5.2.1 A full comprehensive PHSE programme to promote high standards of personal hygiene including the importance of flushing toilets and washing hands.
- 5.2.2 Provision that promotes good wash room hygiene which includes, regular cleaning of toilets throughout the school day, fragrant air misters in all washrooms, good quality and easy to use tissue/towel dispensers.
- 5.2.3 Sanitary bins for girls in cubicles in toilets accessed by girls in Year 5 upwards. Emptying & sanitizing is contracted to an approved contractor and takes place weekly during term time.

- 5.2.4 Sanitary products are available through vending machines at various locations in girl's toilets around the school and from the Health office.
- 5.2.5 Hand sanitizers are available at various locations around the school.
- 5.3 To promote 'Healthy Living' we have the following:-
  - 5.3.1 Guidance for parents on suitable packed lunch box contents in the form of 'fact sheets'.
  - 5.3.2 A clear 'no nuts' policy that is communicated to parents through a variety of methods.
  - 5.3.3 Bottled water available to all students at no charge.
  - 5.3.4 Water dispenser machines that have been through a 6 monthly sanitizing schedule.
  - 5.3.5 Chilled bottled water available from vending machines at various locations.
  - 5.3.6 A catering provision for staff and secondary students that is outsourced to a reputable contractor who is approved by Dubai Municipality and conforms to all the regulations of food control.
- 5.4 For accident/incident prevention, reporting and investigation we have:-
  - 5.4.1 A procedure for reporting accidents that is completed in conjunction with the health office.
  - 5.4.2 Vigilance by staff and students and prompt reporting of any potential risks or hazards to the operations manager.
  - 5.4.3 Prompt corrective action taken in light of reported potential risks, accidents or incidents and near misses.

## 6 LIST OF OUTSOURCED AREAS RELATING TO H&S

### 6.1 MEP (Mechanical, Electrical and Plumbing)

- 6.1.1 includes analysis of the chilled water in the air conditioning system and a monthly and quarterly maintenance and cleaning schedule.
- 6.1.2 DM approved specialist companies undertake sanitization of the AC ducts, sewerage and storm water drains on a continuous programme.

### 6.2 Pest Control

- 6.2.1 Pest Control of internal areas takes place quarterly with drains and external areas taking place monthly. Reports are submitted and are subject to Dubai Municipality (DM) inspection and company are DM approved.

### 6.3 Water Tank Cleaning

- 6.3.1 Water Tank Cleaning takes place bi-annually and water analysis by an independent DM approved contractor takes place quarterly on all water storage tanks. A full report is submitted after cleaning which contains before and after photographs. Full water analysis reports are also submitted.
- 6.3.2 In line with Dubai Municipality regulations the contract includes full microbiology tests by an independent third party company after each clean for Legionella, Streptococci, Ecoli, Heterotrophic Plate and Aeruginosa.
- 6.3.3 All reports are subject to regular Dubai Municipality (DM) inspection and the company is DM approved.

### 6.4 Swimming Pools

- 6.4.1 Swimming Pools are cleaned 6 days a week with more detailed cleaning undertaken during school holidays.
- 6.4.2 The contractor undertakes daily water analysis for temperature, PH levels, chlorine which is checked against Dubai Municipality acceptable parameters. In addition a full water analysis is undertaken every 2 weeks and submitted to Dubai Municipality for compliance.
- 6.4.3 An independent third party undertakes a full water microbiological analysis every 2 months which is also submitted to Dubai Municipality for compliance.
- 6.4.4 MSDS (Material Safety Data Sheet) information is held for all chemicals used at school and a sand filled safe storage area, which is locked at all times, is provided on site. The company provide their employees with the appropriate PPE (Personal Protective Equipment) for use at school.



## 6.5 **Water Fountains**

6.5.1 All water fountains and streams are subject to routine cleaning schedules and testing by the same company.

## 6.6 **Landscaping and Grounds**

6.6.1 A full time gardener is assigned to each site 6 days a week; he is supported by a full team of gardeners and irrigation specialists on a weekly basis.

6.6.2 Grounds and plant growth are monitored by the Operations Manager to ensure that pathways and signs do not become obstructed.

## 6.7 **LPG (Low Pressure Gas)**

6.7.1 only applicable to Arabian Ranches Science and DT departments.

6.7.2 LPG bottles are contained in outside housing which is locked at all times and clearly signed. Quarterly tests include testing for leaks and pressure fluctuations. Gas sensors are located in all relevant classrooms and there is 24 hour call out in the contract in the event of a gas detector sounding.

6.7.3 The LPG supply is interfaced with the School's fire alarm system and automatic gas cut off would activate should the alarm sound.

## 6.8 **Waste Disposal**

6.8.1 daily refuse collection takes place 7 days a week; the cleaning company will segregate the general waste supporting the recycling programme.

6.8.2 Medical waste is collected on a weekly basis during term time.

6.8.3 Any waste identified as hazardous is disposed of in line with Dubai Municipality regulations and collection by appointment via an approved contractor.

6.8.4 JESS is a member of CLEAPPS and teaching staff refer to COSHH data sheets for appropriate waste disposal.

## 6.9 **Equipment**

6.9.1 Various pieces of equipment within the schools are under preventative maintenance contract such as the dumb waiter in science to ensure minimal risk through fault.

## 7 MANAGEMENT OF ANAPHALAXIS

### 7.1 Identify and communicate

7.1.1 All class teachers have a medical alerts list shared with them annually.

7.1.2 Termly electronic communication of children at risk sent to staff.

7.1.3 Those at risk will be shared on the staffroom medical alert list.

### 7.2 Train staff

7.2.1 All members of staff are trained annually by the school nurse about anaphylaxis and the administration an adrenaline auto-injector.

7.2.2 All staff are aware of the location of emergency medication.

### 7.3 Storage of Epipens

7.3.1 Each child should have two Epipens in school both should be out of the reach of children.

#### 7.3.2 Primary

a) 1 stored in in a lockable cabinet in the health office.

b) 1 stored in a designated area of the relevant year group.

#### 7.3.3 Secondary

c) 1 stored in in a lockable cabinet in the health office.

d) 1 carried by the child.

7.3.4 Each epi-pen is stored in a plastic wallet that also contains the name of the child, her/his photograph, and a copy of the child's individual plan that has been written by a doctor.

7.3.5 The health office keeps details of epi-pen expiry dates.

### 7.4 Help Prevent

7.4.1 A no nut policy in school;

7.4.2 No food sharing policy;

7.4.3 Adult supervision at meal times;

7.4.4 To reduce cross contamination of food allergens, teachers have an awareness of seating arrangements during snack times. Tables are always cleaned/decontaminated before/after snack.

7.4.5 Cookery classes are not held in classrooms where there are children with allergies;

7.4.6 Children are encouraged to wash their hands after handling food.

7.4.7 Those with epi-pens identified on all risk assessments and the appropriate protocols followed;

**7.5 School must:**

7.5.1 keep one epi-pen in the Health office at all times, & one in the classroom/central area

7.5.2 On a school trip ensure both the health office and classroom/central area epi-pen supplies accompany the child

7.5.3 ensure that epi-pens are in date and stored securely

7.5.4 ensure all staff are trained in the use of an epi-pen

**7.6 Parents must:**

7.6.1 Sign a consent form at the beginning of the school year (see Appendix Two: Consent Form)

7.6.2 Provide an allergy action plan signed by their child's Doctor

7.6.3 Provide a prescription signed and dated by their child's Doctor

7.6.4 Provide two in date epi-pens for school at all times

## 7.7 Responsibility table:

<u>Activity</u>	<u>Responsibility</u>
<u>School Day (Year 7 to Year 13)</u>	<u>One epi-pen with Student &amp; one with Nurse in Health office</u>
<u>School Day (FS1 to Year 6)</u>	<u>Teachers / Nurse</u>
<u>Specialist lessons</u>	<u>Specialist teacher / Nurse</u>
<u>Before school club (6:30-7:30)</u>	<u>Teacher in charge of club</u>
<u>After school club (2:30- 3:30)</u>	<u>Teacher in charge of club / Nurse</u>
<u>After school club (3:30- 4:30)</u>	<u>Teacher in charge of club</u>
<u>Non-JESS run clubs (2:30- 3:30)</u>	<u>Teacher in charge of club / Nurse</u>
<u>Non- JESS run clubs (3:30- 4:30)</u>	<u>Teacher in charge of club</u>
<u>Off-site club after school clun (2;30- 3:30)</u>	<u>Parent</u>
<u>Off-site sports fixture where parents provide transport</u>	<u>Parent</u>
<u>Off-site sports fixture where school provide transport</u>	<u>Trip organiser / Nurse</u>
<u>Outside user programme</u>	<u>Parent</u>
<u>School trip where school provide transport</u>	<u>Trip organiser / Class teacher/ Nurse</u>
<u>School trip where parents provide transport</u>	<u>1. Trip organiser / Nurse at the event 2. Parent for transporting</u>
<u>Residential school trip</u>	<u>Trip organiser / Class teacher/ Nurse</u>
<u>School event (during school day)</u>	<u>Event organiser/ Class teacher/ Nurse</u>
<u>School event (out of school day)</u>	<u>Parent</u>

**8      CONSENT FORM FOR EMERGENCY ADMINISTRATION OF  
ADRENALINE AUTO-INJECTOR**

<u>Pupil Name:</u>	<u>DOB:</u>	<u>Age:</u>	<u>Class:</u>
<u>Allergy to:</u>	<u>Asthma:      Yes/No</u>		
<b><u>EMERGENCY CONTACT DETAILS</u></b>			
<u>Mother's Name:</u>		<u>Home Tel: _____</u>	
<u>Father's Name:</u>		<u>Home Tel: _____</u>	
<b><u>CONSENT</u></b>			
<b><u><i>I authorize JESS SCHOOL STAFF to administer an adrenaline auto- injector in the event of a severe allergic reaction. For after school sports fixtures or activities that occur offsite after 1415 and where my child is not being transported by the school, it is my responsibility to ensure that the home supply of Epi pens are available for my child. This consent is valid for the school year 2016-2017.</i></u></b>			
<b><u>MEDICAL INFORMATION</u></b>			
This medication is prescribed by my child's physician, Dr. _____			
to be given in the case of an allergic reaction: (please give details)			
<b><u>MEDICAL CONSENT / INFORMATION UPDATE</u></b>			
<b><u>I will provide the school with 2 Adrenaline Auto Injectors, one of which will be kept in my child's classroom and the second will be kept in the Health Office. I will inform the School Nurse of any changes or up-dates to my child's Medical Alert status. I agree that it is my responsibility to make a record of the expiry dates of both classroom and Health Office adrenaline auto- injectors and ensure that they are replaced before expiry.</u></b>			
<u>Name of parent (print):</u>			
<u>Signature:</u>		<u>Date:</u>	