



## **HEALTH AND SAFETY POLICY**

### **RPE-PL-02**

<b>POLICY OWNER</b>	Education Quality and Accountability Office
<b>MONITORING AND EVALUATION</b>	Principal and Senior Leadership Team
<b>APPROVED BY</b>	School Board
<b>APPROVAL DATE</b>	
<b>DATE POLICY CAME INTO EFFECT</b>	
<b>PERIOD OF REVIEW</b>	1 year
<b>DATE OF NEXT REVIEW</b>	

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# 1 RPE Mission and Vision

## Mission

Richmond Park Education aims to provide an inclusive learning environment that **nurtures, inspires and empowers** the students to reach their full potential academically, socially, and emotionally. Through innovative teaching methods, engaging and challenging enrichment programmes, personalised attention, and collaboration with families and the community, we cultivate critical thinking, creativity, and a lifelong passion for learning.

## Vision

Vision of Richmond Park Education is to prepare the students to become compassionate, confident, and responsible global citizens who are equipped with the knowledge, skills, and values to thrive in an ever-changing world.

# 2 Introduction

This policy was prepared by RPE Education Quality and Accountability Office.

The School Board has agreed and ratified this policy.

This policy is to be read in conjunction with all other policies, as relevant.

# 3 Rationale

Health and safety is an important consideration for Richmond Park International School, Sarajevo (in further text - the School). We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence.

# 4 Aims

This document represents the Health and Safety Policy of the School, but it applies to staff who work in the central office of Richmond Park Education to support schools. Once signed, it supersedes any previously approved Health and Safety policy. The objectives of this document are:

- to set the general direction for health, safety and welfare in the School,
- to demonstrate the School's commitment to health and safety, including the safety of school staff, central office staff, pupils, visitors, volunteers, contractors and others in its schools, on school premises or when engaged in educational activities away from school premises,
- to set out the responsibilities of both the employer and employees (school and centrally-employed staff) for health and safety in the School and other locations, the organisation and arrangements for carrying out duties are defined in this policy to be consistent with relevant guidance on health and safety for schools, by DfE and by the local authorities in Bosnia and Herzegovina.

This policy is the lead document for health and safety within the School and applies to all staff, students, School Board members, visitors and others under its control.

## **5 Roles and Responsibilities**

### **School Board**

The School Board has devolved responsibility from the Richmond Park Education Board for approving this policy and ensuring it is implemented appropriately. The School Board will:

- ensure health and safety has a high profile,
- ensure adequate resources for health and safety are available,
- consult staff and provide training opportunities,
- monitor and review health and safety.

### **Education Quality and Accountability Office**

Richmond Park Education (EQAO) is responsible for updating this policy to ensure it reflects current working practices at the school and that any amendments are ratified by the School Board and are subsequently shared with staff, students, parents and carers in a timely fashion.

### **Principal**

Principal is responsible to:

- develop a health and safety culture throughout the school,
- take day to day operational decisions,
- ensure staff are aware of their responsibilities,
- update governing body,
- draw up health and safety procedures as needed,
- monitor effectiveness of procedures,
- appoint a Health and Safety officer and committee, including members of the primary school, secondary school, medical office.

### **Health and Safety Officer and Committee**

Health and Safety Officer and Health and Safety Committee are responsible to:

- monitor the implementation of the Health and Safety policy,
- undertake regular inspections of the school premises to identify any potential hazards,
- liaise regularly with the site management staff over identified hazards,
- conduct fire, earthquake and lockdown drills and monitor their effectiveness.

### **Staff**

All staff are responsible to:

- support the implementation of health and safety arrangements,
- take reasonable care of themselves and others,
- ensure as far as is reasonably practicable that their classroom or work area is safe,
- report shortcomings to the Campus Manager or Health and Safety Officer by email.

## **6 General Health and Safety Arrangements**

The school building, maintenance and medical procedures as well as kitchen hygiene and cleaning standards are strictly monitored by the local authorities.

- School cleaning and disinfection regulations are kept by the school nurse. Maintenance staff is responsible for posting caution signs on all freshly wiped wet surfaces.
- Smoking is not permitted anywhere on the school site.
- When contractors are on site, they are expected to follow school safety procedures.
- The Campus Manager or Principal will liaise with contractors as appropriate.
- A yearly check will be carried out by a member of the board, the Campus Manager and the Health and Safety Officer to monitor the upkeep of buildings and grounds.
- The School Board agrees to appropriate training for staff in relation to health and safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.
- All members of staff must pass a police clearance check and a certificate of integrity at the beginning of their employment.

### **Monitoring and Review of Health and Safety Arrangements**

- The yearly check will be used to prioritise needs and to inform planning.
- All staff will carry out monitoring on a day-to-day basis.
- The Campus Manager will monitor school grounds and premises daily.
- Monitoring by the Board will be via the Principal's Report.
- The policy will be reviewed annually.

## **7 Equipment**

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. The Senior Leadership Team should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second-hand equipment must be introduced to school without the agreement of the Principal.
- Electrical equipment, plugs and leads will be visually checked regularly.
- Any electrical equipment used outside must be attached to the electric supply through an Residual Current Device (RCD), and any lead should be covered by mats to allow safe passage over the wire.
- Fire-fighting equipment and alarm systems are maintained via annual contract.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

## **8 Use of Curriculum Resources**

We follow the safety guidelines with regard to Science, ICT, Technology, Art and PE. A copy of each is kept in the school office and also with the head of the department, who is responsible for disseminating the information to the staff and pupils. In addition, the following have higher risk aspects:

- **Science Labs:** reference should be made to the 'Science Lab Safety Rules' document (Appendix 1),
- **Art Room:** reference should be made to the 'Safety in Art and Design' document (Appendix 2),
- **Design and Technology, Robotics:** reference should be made to the 'Safety in Design and Technology (D&T)' document (Appendix 3),

- **Computer Labs:** reference should be made to the 'Computer Lab Safety Rules' document (Appendix 4),
- **Physical Education (PE):** reference should be made to the 'Sports Hall Safety Rules' document (Appendix 5)

### **Online Safety and Acceptable Use in ICT**

The school is dedicated to educating towards and providing a safe environment with respect to online safety, data protection and acceptable use. Online Safety Policy, Data Protection Policy and Acceptable Use Policy are extensions of this policy.

### **Clothing**

All children will change into suitable clothing for the activity in which they will participate - details of clothing are listed in the school handbook.

Teachers should, where possible, change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills or accessibility to a child should an accident occur.

### **Jewellery**

The wearing of jewellery and nail varnish is not permitted. More detailed information can be found in the School Code of Conduct Policy.

### **Lifting and Moving**

Each child is taught how to lift and move the small pieces of equipment (e.g. mats, benches). The big pieces of equipment (e.g. basketball board, volleyball poles, etc.) will be moved by the maintenance team.

## **9 General Safety**

### **School Building Access**

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building:

- Children may use the front and the side entrances.
- All visitors must report to the Security Officer at the gate, sign the visitor's log book, and receive and visibly wear a visitor badge for the entire duration of the visit. All visitors must sign out and return their visitor badges when leaving the school premises.
- Any adults on site who do not work in the school and who are not wearing a visitor's badge must be reported to the Security Officer.

### **Vehicles**

- The school site has a designated area for school buses to pick up and drop off students at the beginning and the end of the school day. The Bus Safety Policy is an extension of this policy.
- Parents and staff are requested to use designated parking spots in the campus.
- Delivery vehicles are expected to use the delivery area. Wherever possible, deliveries

- should be made once the children are safely in the building.
- Other trade vehicles should park safely and not block doorways, disabled parking or delivery areas.

### **Fire Safety**

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Safety Policy is an extension of this policy.

### **Evacuation Procedures**

Evacuation procedures, shown in Appendix 6 (and included in the Fire Safety Policy and the Fire Management Plan), are practised each term and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plans and are displayed on each floor. A sample of an evacuation plan is shown in Appendix 7.

### **Earthquake Safety**

The school will provide a safe and healthy working environment with respect to earthquake safety. The Earthquake Safety Policy is an extension of this policy.

### **Violent Threats**

Lockdown procedures and bomb threats procedures are detailed in Lockdown and Violent Threat Policy, as an extension of this policy.

## **10 Supervision of Children**

**School Hours:** 8:30 h - 15:00 h (on Fridays until 14:20 h)

From 8:00 h, the Security Officer and duty teacher will supervise students in the school playground until 8:25 h. In the event that students arrive after 8:30, the students should report to the Security Officer before entering the class.

The Security Officer and school yard duty teacher will supervise students in the yard until 15:30 h. There will be no arrangements after 15:30 h, except for younger learners who have been signed up for extended care, where they will be supervised by the extended care teacher until 17:00 h.

**Office Hours:** 8:00 h – 16:30 h (for Principal, Secretary, DSL and Security Officer).

### **Duties**

A member of staff needs to be around the playground area to supervise children arriving for school. The initial bell rings at 8:30 h. The final bell rings at 15:00 h (on Fridays at 14:20 h). Students of Years 1-4 are supervised by their teachers as they leave the school.

At break times, members of staff are on duty. Staff should return to their classrooms in time for lessons to resume. Designated Senior Leader duty should walk through the school to determine if duty teachers are at their spots. Teachers who neglect their duty will be sanctioned as described in the Staff Conduct and Grievances Policy.

- **Outdoor Duty:** The members of staff on duty supervise the play area of the school (front yard, backyard and lateral sides) during the long breaks. Students should not be let out of



the school building during transition and short breaks. The bell should be rung promptly at the end of each break. In case of bad weather, the teachers assigned the outdoor duties will supervise the students inside the school.

- **Indoor Duty:** The members of staff on duty supervise the main gallery, hallways and corridors.
- **Meal Time Supervision:** The members of staff on duty in the school dining hall and canteen have responsibility for organising a proper lineup of the students. In the case of Years 1-4, teachers whose lesson precedes the meal time guide the students to the dining hall and supervise them. All staff have collective responsibility at meal time and should speak to children and support the duty staff whenever the need arises.
- **Bus Duty:** Security Officer and duty teacher supervise the gates and the school parking lot at the beginning and the end of the school (8:00-8:30 h and 15:00-15:30 h, on Fridays 14:45 h) making sure the students get on and off the buses safely and quickly.

All members of staff are responsible for making sure that their classroom is clear of children.

All teaching staff should be in their designated areas to receive the children as they come in the morning, after the first break and after lunch.

Any children working in classrooms or activity areas must be supervised by a class teacher.

The rota for duties is available on the staff room notice board, in hallways and on the School Google Drive.

Each outdoor and indoor area that requires supervision has a duty timetable chart, constantly updated and mounted in a visible place.

## **11 Medical Procedures**

### **Medical staff and trained personnel**

All staff members receive a health and safety overview at the beginning of the school year, including any updates to the Health and Safety Policy and a reminder of basic first aid training. A checklist is kept of which staff members have attended. A list of first-aid trained personnel is displayed in the staff room and is updated regularly. Also, the first aid kits have stickers with first-aid trained staff.

### **First Aid**

The school nurse is the School's lead appointed person responsible for first aid. First aid and medical treatment is available in the medical room from 08:00-16:30 h. In the absence of a school nurse, one of the first aid trained staff will take responsibility for the administration of first aid.

Official training on the first aid purveyed by the Red Cross is mandatory for all teachers of: natural sciences, ICT, Design and Technology, PE and primary school teachers in Years 1-4. The list of first aiders is displayed in the staff room and on all first aid kits, being updated regularly by the nurse or Health and Safety officer.

If advance care is deemed necessary during these hours, then appropriate arrangements will be made by the school nurse. This may include an ambulance, a specialist appointment or hospital care.

Further details are found in the First Aid Policy, an extension of this policy.

### **First Aid Kits**

First aid kits are available in science laboratories, in and outside the first aid room, in the sports hall, and in the kitchen. Additionally, one kit is available on each floor in the hallway. First aid kits should be taken on all school trips. The school nurse will discuss with the trip leader any pupils who are on the 'At risk list', and appropriate medications and necessary training will be given. The first aid kit is checked regularly by the school nurse, reading the expiration dates and replacing any used or out-of-date content.

### **Contagious Illnesses**

Staff or parents should immediately inform the nurse upon diagnosis of a contagious disease. It is the school nurse's responsibility to inform parents in the appropriate year groups of the risk of infection. Appendix 8 shows a sample letter.

The School will strictly follow COVID-19-related updates from local officials in Bosnia and Herzegovina.

Any student with symptoms of contagious illness will wait for his/her parents in the school's first aid room.

### **Minor Illnesses, Accidents and Injuries**

Minor injuries in the classroom or playground should be dealt with by the member of staff on duty. Students requiring further attention should be sent to the medical room with a responsible friend or an available adult, or if the nurse is not available, then to the Secretary who will contact a first aider.

Students must ask permission from their class teacher or member of staff on duty before visiting the medical room.

If a student is seen by the nurse and any treatment or advice is given, then the student's details are entered into the health record book. The student's details and accident or illness need to be added.

When an injury takes place, the parents are informed by the school nurses immediately via a telephone call.

When students are considered too unwell to remain in school, staff will be informed, transport details arranged with parents and a letter sent home giving details of the student's condition as well as advice on the best course of action to be taken. In case parents are not available to take students from school and they decide to use a taxi, they should send an email to the official School email address.

In the following cases of illness, parents will be contacted, and arrangements made to send the pupil home:

- Fever - students with a temperature of 38 °C or above
- Stomach ache, upset stomach and diarrhoea

The school nurse shall tend to the pupil until their parents/carers arrive to take them home. Pupils should remain out of school until symptom-free, for a minimum of 24 hours.

### **Major Illnesses, Accidents and Injuries**

In case of a more serious injury or illness:

1. The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider or school nurse, if appropriate, who will provide the required first aid treatment.
2. The qualified first aider or school nurse, if called, will assess the injury, and decide if further assistance is needed from a colleague, or the emergency services (calling 124). They will remain on scene until help arrives.
3. The qualified first aider will also decide whether the injured person should be moved or placed in a recovery position.
4. If the qualified first aider judges that a student is too unwell to remain in school, parents/carers will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents/carers.
5. If emergency services are called, a member of staff will contact parents/carers immediately. Police will be called as necessary, due to local regulations. See Appendix 9 for more emergency contact numbers.
6. The qualified first aider and the member of staff present at the incident will complete the School Accident Report Form (see Appendix 10) on the same day, or as soon as is reasonably practicable after an incident resulting in an injury.

### **Availability and Administration of Medicines**

**First aid room** is the general store of first aid kits, first aid supplies and medicines within the school.

**NO MEDICINES SHOULD BE KEPT ANYWHERE WITHIN THE SCHOOL EXCEPT IN THE LOCKED CUPBOARDS IN THE MEDICAL ROOM.**

If a student is unwell, then they should be kept at home. If a student is fit to return to school but needs to finish a course of medication, this should be handed to the school nurse in a sealed envelope at the beginning of the day with administration instructions enclosed, and a consent form needs to be completed by the parents. The Medication Consent Form (see Appendix 11) can be obtained from the school nurse.

Certain commonly used medications (e.g. antipyretics) may be administered if parents label them as acceptable in the general Medical Information Form (Appendix 12) at the beginning of each school year. Medication can only be administered by the school nurse.

### **'At Risk List'**

Children who are at risk due to allergies or known medical conditions (especially chronic conditions) are placed on a list which is kept in the medical room. This list is continually updated when new information is provided by parents/carers.

At the start of the school year, it is the nurse's/doctor's responsibility to compile this list with the aid of information received from the pupils' medical forms (to be obtained from the School Secretary). When new pupils start school, the nurse/doctor will compile the medical forms as soon as possible.

The 'At Risk List' is then distributed to all staff members.

It is the nurse's responsibility to ensure that the relevant teachers are made aware of those children who have severe medical problems and may require attention while in school. Nurse is responsible to tend to the needs of students with chronic conditions (e.g., type 1 diabetes). Parents/carers are responsible to provide appropriate instructions and complete a consent form.

### **Medical Records**

Medical records are stored in the medical room for all students and for all staff within their official files with the School Secretary.

All pupils must have a Medical Information Form (Appendix 12) completed on admission, which can be seen and downloaded from the school's website. The school nurse/doctor must liaise with the School Secretary and Form Tutors to collect medical forms and follow up with parents who have not returned them to the school. When completed, the medical form is stored in the filing cabinets in the medical room. Each pupil has a folder whether the medical form has been completed or not. An annual summary of the medicals performed that year by the doctor is included at the front of each class group.

### **Mandatory Medical Checks**

Local authorities mandate a medical check of Year 2 and Year 8 students at the municipal hospital by the designated paediatrician. Parents are responsible for taking children to the hospital for the check. Pupils are authorised not to attend classes on the check day.

### **Vaccinations**

The organisation and administration of compulsory vaccinations are done by family doctors outside the school in accordance with current legislation in Bosnia and Herzegovina.

At present, this includes: MMR - Year 1 (second dose) and diphtheria-tetanus - Year 8.

### **Hair Checks**

The school nurse is responsible for checking students' hair for head lice after each school holiday. If any head lice are found, the parents must be informed, and the student is to go home, and treatment commenced. Treatment can be bought from pharmacies without the need for a prescription.

The student can return to school after 3-4 days, but must be seen by the school nurse/doctor before re-entering the classroom. If any head lice or eggs are still found, the parents are advised to continue with combing to attempt to remove the eggs. If there is an isolated case or small number of students, the nurse may treat them using the nit comb at school, after informing the parent/guardian.

## **12 Staff Health and Welfare**

### **Safety**

All staff members have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. A ladder/stepladder must be available for use (see maintenance). Both staff and students should take care when moving or lifting equipment. If in doubt, seek help (see notes about PE in the Section 8 of this policy). Workplace Safety Policy is an extension of this policy intended for staff.

### **Health**

Both staff and students should be mindful and use the facilities provided in case of extreme weather conditions:

- extremely hot and sunny weather: drink plenty of water, stay under the shade and wear caps,
- extremely cold weather, heavy rain, hail and strong winds: dress appropriately and stay inside the school, be mindful of the slippery frozen surfaces in the school area

Maintenance staff should act promptly to secure the frozen surfaces by using mats, sand or salt. They should also put caution signs to mark all potentially slippery surfaces. In case of heavy snowfall, Campus Manager and Principal are responsible for arranging snow clearance and removal services.

### **Violence**

Staff should always take steps to minimise the possibility of violence in school (see the Staff Handbook and the Behaviour Policy). Parents who are known to be violent or aggressive might not be allowed to enter the school premises.

## **13 Student Health and Welfare**

Bullying and any form of discrimination are not tolerated and must be reported immediately to the Form Tutor, Deputy Principal, DSL and/or other relevant people. For more detailed information, please consult the Anti-Bullying Policy and Behaviour Policy.

Smoking, substance abuse and alcohol are totally prohibited in school. Any student suspected of using them in school must be reported to the respective Form Tutor and Senior Leadership Team.

Personal information of students must be carefully handled and stored. Any document that needs to be discarded and has the student's personal information (name, phone number, address) must be shredded.

Pictures of the students posted on the school website or display boards around the school must follow the GDPR regulations.

Any signs of abuse (physical, emotional, sexual abuse) on a child must be reported to the Designated Safeguarding Lead, following procedures described in the Safeguarding and Child Protection Policy.

## **14 Off-Site Activities**

Any visit or trip off-site must be approved by the SLT and the Director after the risk assessment is conducted by the Head of Enrichment or the respective organiser. Off-site trips might be cancelled according to the risk assessment outcome.

For any visit to take place off the school site, a letter home requesting permission is required (check Trips and Educational Visits Policy to find the form). Also, at the start of the year, parents are asked to give emergency contact names and phone numbers to be used in an emergency.

If the party is travelling on two or more coaches, it should be clear on the official list of children and adults who are travelling on which coach.

Each adult on the visit should have a copy of the list, and a copy should also be left with the driver at the front of the coach.

The child-to-adult ratio recommended for the activity must be met. Each trip and educational visit must include two adults, one of which is the teacher in charge of the trip/visit. The child-to-adult ratio is 1 adult for 15-20 students. Therefore, a minimum of two adults is sufficient to organise a trip/visit for up to 40 students. Additional adult is taken in case of more students, following the ratio.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

At least one of the supervising adults must have first aid training. First aid kit must be taken.

All coaches hired by the school will have seat belts fitted, and adults should ensure that they are used. Adults must base themselves on different parts of the vehicle to supervise the children more effectively and:

- children should not sit in the front seats of the coach or the centre back seat,
- children should not be seated by an emergency exit,
- children should sit still and not distract the driver or drivers of other vehicles.

On a visit involving transport, the following should be easily accessible:

- disposable gloves,
- first aid kit,
- official list of adults and children, including the school name and telephone number;
- drinking water and beaker,
- paper towels and hankies,
- 'sick bags',
- NB: Form Tutors or other teachers in charge of the visit are responsible for ensuring children have access to inhalers and their medication where necessary.

## **15 Monitoring and Reviewing the Policy**

We review the information in the policy annually and make adjustments as appropriate. Our review involves students, staff, and carers.

## Appendix 1: Science Lab Safety Rules

1. Food, drink and chewing gum are prohibited in the lab.
2. Never taste any material in the lab.
3. Never smell a material in a test tube or flask directly. Instead, with your hand, "fan" some of the fumes to your nose carefully.
4. Never look directly into a test tube. View the contents from the side.
5. Never handle chemicals with bare fingers. Always use tweezers, or spatulas.
6. Never indulge in horseplay, practical jokes or behaviour that could lead to injury of others.
7. Never touch any piece of equipment, or other materials in the lab until you are instructed to do so.
8. Work in the lab only when the teacher is present or when you have permission to do so.
9. Before beginning and after finishing work in the lab, clean the lab bench top and your glassware.
10. Due to the dangers of broken glass and corrosive liquid spills in the lab, open sandals or bare feet are not permitted in the lab. Shoes must completely cover the foot.
11. Long hair, dangling jewellery, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back, and dangling jewellery and baggy clothing must be secured.
12. A lab coat and safety goggles should be worn during lab experiments.
13. Learn the location and proper usage of the first aid kit, eyewash fountain, fire extinguisher, fire alarm box, evacuation routes, clean-up brush and dust pan, glass/chemical disposal can.
14. Report all accidents regardless of how minor to your teacher.
15. For minor skin burns, immediately plunge the burned area into cold water and notify the teacher.
16. If you get any chemical in your eye, immediately wash the eye with the eye-wash fountain and notify the teacher.
17. Immediately notify the teacher of any chemical spill and clean up the spill as directed.
18. Never take chemical stock bottles to the lab benches.
19. Use equipment only as directed:
  - a. never place chemicals directly on the pan balances,
  - b. never place hot apparatus directly on the laboratory desk; use insulated pads,
  - c. use glycerin when inserting glass tubing into rubber stoppers,
  - d. be cautious of glassware that has been heated; do not immerse hot glassware in cold water.
  - e. add boiling chips to liquid that is to be heated before heating,
  - f. point test tubes that are being heated away from you and others,
  - g. never add water to concentrated acid, instead, as you stir, add the acid slowly to the water.
20. Read the label on chemical bottles at least twice before using the chemical. Many chemicals have names that are easily confused.
21. Take only as much chemicals as you need. Never return unused chemicals to their original container.
22. Return all lab materials and equipment to their proper places after use.

Figure 1: Sample poster to be hung at each Science Lab in the school.

# Science Lab SAFETY RULES



**ALWAYS:**

- \* Follow all instructions given by the teacher.
- \* Wear safety goggles or protective clothing when necessary.
- \* Tie back long hair, secure loose clothing, & wear closed-toed shoes.
- \* Report accidents, injuries & spills immediately.
- \* Keep the lab area clean & neat.



**NEVER:**

- \* Work in the science lab if a teacher isn't there.
- \* Touch any materials until you are told to do so.
- \* Play around during experiments.
- \* Eat, drink, or chew gum during labs.
- \* Look directly into a test tube or flask. Instead, look from the side.
- \* Taste or smell the chemicals. Instead, carefully waft odors to your nose.



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## Appendix 2: Safety in Art and Design

### Primary

The school is responsible for teaching art, craft and design in a healthy and safe environment with reference to appropriate risk assessments for activities likely to incur possible risk. The teaching staff are responsible for the supervision of activities such as cutting with scissors.

The teaching staff must ensure that health and safety guidelines are observed in this subject, by teaching children how to use tools and equipment safely. Art classes are conducted in the main classrooms of each class in Years 1-4. Art classes are conducted in the Art Room for each class in Years 5-9. Primary school teachers that teach the lesson and Art teachers should observe the following instructions:

- All employees should ensure that they comply with any specific regulations relating to particular activities and are competent to perform the activity.
- Safety slogan is hung in the room to remind everyone to follow the rules, or take care of equipment.
- Paper cutters and glue guns are to be used by adults only.
- No running in the classroom.
- If the floor is wet, ensure it is wiped down or a sign is placed.
- Children are to wear aprons when dealing with other equipment than pencils and colour pencils.
- Classroom is to be cleaned up after being used for Art: tools washed and put to dry, art work placed on the drying rack, equipment stored safely where appropriate (labels in cupboards and around the room).
- Based on suitable and sufficient risk assessments all employees and students must wear appropriate personal protective equipment, clothing and footwear and remove jewellery before participating in any practical work. If jewellery cannot be removed for any reason it must be made safe, (i.e. covered) during the activities. Action may also need to be taken with regard to the hazards associated with long hair.
- A risk assessment is to be completed by the teaching staff when using equipment which may cause harm.

Use of special Art, Design and Technology equipment:

- **Paint and painting tools** - age appropriate and non-toxic, children and staff to wash their hands after using paint,
- **Spray, fixatives, mists, adhesives** - to be used by an adult and to be used in open areas such as outside, staff is to avoid inhaling and wear a protective mask, staff to wash their hands after using it,
- **Paper** - non-toxic, children should be aware of minor injuries (paper cuts) and should handle with care,
- **Drawing tools** - non toxic, teaching staff to be aware of any allergies,
- **Construction material** - construction materials are to be used under adult's close supervision and stored appropriately; clay and plaster to be used under close supervision by teaching staff and stored safely in cupboards, out of children's reach;
- **Hacksaws and similar tools** - to be used by one child at a time, with an adult supervising closely.

## Secondary

Art and Design lessons are scheduled in the Art and Design Room, and are taking place in a safe and healthy environment especially designed for this activity. The Art Room is provided with a proper natural light source and an artificial light source, and close to a running water supply.

Special Art and Design equipment:

- drawing boards,
- easels,
- drop table,
- cutting board,
- brushes, pencils, sharpeners, plastic cups, rulers, palettes, etc.
- paper (non-toxic) of various types for various purposes,
- colours (tempera, acrylics, aquarelles, pastels, colour pencils, inks) - all non-toxic colours
- colours - oils and diluting agent - low level of toxicity (students are working under direct surveillance of a teacher).

All Art and Design students are assisted and guided permanently by teachers.

Students are not allowed to manipulate sharp objects (e.g. cutters, knives) until Year 8.

Students are assisted by teachers while working with sharp objects - for this action they are using the special cutting board.

All art equipment is subject to maintenance and safety checks and any faulty equipment is to be reported to the Health and Safety Officer.

## Appendix 3: Safety in Design and Technology (D&T)

1. Do not enter the room unless a teacher or instructor is present.
2. Students should not operate machines unless they have been instructed upon the correct use and are under close supervision of teacher or instructor. Certain machines are out/of/bounds for all students, and are labelled accordingly.
3. Always use the right tool for the right job and return it to its proper place after use.
4. Exercise extreme care when handling sharp-pointed or sharp-edged tools.
5. Do not use tools that are blunt, badly worn, mushroomed or in poor condition.
6. Any equipment/tools that are not in good condition or missing must be reported to the teacher/instructor immediately.
7. Do not handle electrical points when the hands are wet.
8. Wear aprons during practical sessions.
9. Put on safety goggles, face masks, or protective gloves in situations which require these respective protections.
10. Do not wear long-sleeved shirts, school-ties, watches, rings, bracelets and bangles during practical sessions.
11. For girls, long hair should be tied up neatly during practical sessions.
12. Do not rush. Watch your step while in the studio.
13. Be attentive at all times and always do your work according to instructions.
14. Do not talk or walk unnecessarily in the studio.
15. Clean up the work area after each practical session.
16. All injuries, whether minor or major, must be reported to the teacher/instructor immediately.
17. When in doubt, always ask.

Further safety resources for teachers:

[https://www.notesandsketches.co.uk/Safety\\_in\\_design\\_and\\_technology.html](https://www.notesandsketches.co.uk/Safety_in_design_and_technology.html)

**Figure 2:** Hazard warnings and instructions to be used in D&T Rooms.



## Appendix 4: Computer Lab Safety Rules

1. You may use the computers in the lab only when a teacher is present.
2. Please place your bags under your desks.
3. Do not eat or drink in the lab.
4. Keep the lab clean and neat at all times.
5. Use only the computer you are assigned to.
6. Report any hardware fault immediately to your teacher. Never attempt to dismantle the different parts of the computer.
7. Each student must log in to his/her account. No sharing of accounts is permitted. Log out once you are done using the computer.
8. The computers are primarily for teaching and learning.
9. Shut down the computer properly after use.
10. Do not charge your personal mobile devices in the lab.

**Figure 3:** Sample poster to be hung at each Computer Lab in the school.



## **Appendix 5: Sports Hall Safety Rules**

For the comfort and safety of all students, guests and sports hall users, we ask that you please abide by the following rules and etiquette guidelines at all times:

1. For your own safety, please be careful when entering the Sports Hall as other sports may be underway.
2. No black soled shoes permitted.
3. Please ensure that suitable clothing and footwear are worn at all times.
4. No food, hot drinks or glass drinks bottles are allowed in the Sports Hall.
5. Students should wait outside of the Sports Hall until their lesson begins, and are not to enter without the teacher.
6. Fire exits are only to be opened in the event of an emergency so please do not use or obstruct them.
7. In the event of an emergency or the fire alarm sounding please follow the directions of a member of staff and leave by the nearest fire exit.
8. Please do not enter the Sports Hall storage room. This is for staff only.
9. Only indoor footballs are permitted in the Sports Hall.
10. No chewing gum is permitted in the Sports Hall.
11. PE teachers or sports club supervisors should supervise the activity taking place in the Sports Hall at all times.
12. PE teachers or sports club supervisors should conduct appropriate stretching, warmup and cooldown routines during each lesson.
13. During shared lessons where the Sports Hall is divided, each PE teacher must maintain a high level of vigilance to ensure that the activities do not endanger the students in any way.

## Appendix 6: Evacuation Procedure

The overall aim is to save life, therefore evacuation is of paramount importance. Members of staff are expected to read the Fire Safety Policy to have full information on their obligations in case of a fire. Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point.

Fire drills are carried out at least once a term and recorded in the Fire Log Book which is kept by the Fire Warden. Once an alarm has been set off (scheduled drill, real situation, or accidentally), under no circumstances it should be turned off before it ends and the evacuation procedures will apply immediately to all personnel present in the building at that time.

### On Hearing the Alarm

1. Direct children to walk quietly to the nearest emergency exit (marked with green fire exit signs) and then walk quietly in single file to the assembly points on the playground.
2. Everyone on site, children and adults, must leave the building.
3. Leave all your belongings in the classroom.
4. Ensure that the classroom is empty, the windows are closed and leave the doors shut but unlocked.
5. Each floor will be checked (classrooms, student and staff toilets, windows) by an assigned staff member from the maintenance department.
6. Walk towards the assembly point, leading the students as far away as possible from the building.
7. Children will line up in register order at the assembly point on the front playground.
8. The Secretary will check that the medical room is empty.
9. The Fire Warden will call the fire brigade - 123.
10. The Secretaries will print the registers and give it to the form tutors at the assembly point, together with a green-red visual signal card.
11. The form tutors will check that all children are accounted for, continuously signalling the status to the emergency coordinator using the green-red visual cards.
12. Students should stand still and quiet until asked to re-enter the building.
13. The emergency coordinators (Isak Oeztuerk for Primary and Hermin Kapetanović for Secondary School) will lead each class and members of staff back to the building. They will wear reflective orange vest available in the reception.
14. Form tutors will hand the green-red signal cards and the registers to the emergency coordinators while returning to the building.

NB: As the attendance register reflects the true number of children in school at the start of the morning, it is important that it is completed quickly and accurately. Please ensure that children arriving late, after attendance registration has taken place, are recorded duly. Teachers should be mindful of any child that is later taken off site for illness or an appointment.

If any visitors are present, the adult they are working with should ensure that they know what to do.

## **Evacuation During Lunchtime**

On hearing the alarm:

1. Children walk quietly to the nearest exit and then walk quietly in single file to the assembly points on the small playground.
2. Children will line up in register order.
3. Everyone on site, children and adults, must leave using the emergency exit routes.
4. The Secretary will check that the medical room is empty.
5. The Fire Warden will call the fire brigade - 123.
6. The Secretaries will print the registers and give it to the form tutors at the assembly point, together with a green-red visual signal card.
7. The form tutors will check that all children are accounted for, continuously signalling the status to the emergency coordinator using the green-red visual cards.

## **Evacuation for Persons with Restricted Mobility**

1. The advice given below should be used to formulate personal fire emergency and evacuation arrangements.
2. Fire emergency and evacuation arrangements may include designated employees to assist students with restricted mobility.
3. If the fire alarm is false students with restricted mobility and designated employees will be advised of the situation as soon as possible and given instructions.

# PLAN EVAKUACIJE



Smireno obavijestiti vatrogasce o sljedećem:

1. Mjesto požara
2. Jesu li ugroženi ljudski životi?
3. Šta gori, koliko ih je razmijera požara
4. Ko dojavljuje požar?
5. Broj telefona s kojeg stiže dojava

## POSTUPAK U SLUČAJU POŽARA

1. Obavestite sve zaposlene;
2. Pokusajte isključiti električnu energiju;
3. Pokušajte gasiti početi požar aparatom za gašenje;
4. Ukoliko je potrebno koristite hidrant;
5. Ako se požar nekontrolisano širi počnite evakuaciju uposlavljajući prema uputstvima;
6. Uključite požarni alarm;
7. Što prije napustite objekat, koristeći izlaze za evakuaciju.

## UPUTE U SLUČAJU POŽARA - EVAKUACIJA

**Ako dodje do požara i primorani ste napustiti objekat:**

- izadate sa opreznosti, konstatirajte za slučaj opasnosti
- Ako ima dima, sagripte se
- Ne tržite, ostaneće pribrani i izbjegnite paniku
- Nakon što ste u predvorju ili izlazu zgrade, kerati se do određene tačke okupljanja
- Ne ulazite ponovo u zgradu sve dok ne dobijete jasnu poruku da je sigurno da to učinite.
- Uđite u zgradu u redu

**NE OTVARAJTE AKO SU VRATA VRUĆA  
ZAŠTITITE SE OD DIMA**

**PRATITE OZNAKE ZA EVAKUACIJU**

**LEGENDA:**

PP APARAT	
-----------	-------------------------------------------------------------------------------------

**VATROGAS**

	EYAKYUACION I PUT
	EYAKYUACION IZLAC

**122**



protoplasti indigering, marketing, istiswara | razr



Investitor:	Privatna ustanova „Richmond Park Education“ Sarajevo
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Objekat:	PU Međunarodna osnovna škola Richmond Park International Primary School Sarajevo
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Lokacija:	Francuske revolucije bb, 71 210 Ilidže
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Datum:	
April 2024.	

OSNOVA PRIZEMLJA



## Appendix 8: Sample Letter - Contagious Illness Information

### Information Letter in English

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

Dear Parents / Carers,

Today we have been informed that one student in Year \_\_\_\_ has chicken pox. Your child may have been exposed to varicella (chicken pox) at school. Chicken pox is contagious and if your child has not had the virus before it is possible that she/he will catch it. Please watch your child for the symptoms listed below. If your child has the symptoms below, please call your child's healthcare provider for guidance.

Symptoms usually appear 7-21 days after exposure.

Common signs and symptoms:

- Temperature (not more than 39.4 °C), sometimes abdominal pain
- Red sores that blister, becoming vesicles containing liquid inside. The sores may grow in size and spread
- Red sores will appear first on face and abdomen spreading then to the whole body
- When blisters break, they form a flat, honey-coloured crust
- Blisters are very itchy but it is not recommended to scratch them as that can lead to infection.

The pharmacist will be able to recommend a lotion to ease the itching. If your child is diagnosed with chicken pox, he/she should stay at home between 7-10 days. When they return to school they should bring a medical note from the family doctor. The child will not be admitted back to classes without the medical note that clearly states it is safe for the student to attend.

Please call the school's nurse if you have any questions or concerns.

Thank you in advance for your understanding and cooperation for the sake of preserving the health of all our students.

Sincerely,

School Nurse

  

---

## Information Letter in Bosnian/Croatian/Serbian

Datum: \_\_\_\_\_

Poštovani roditelji / staratelji,

Danas smo primili obavijest da jedan učenik/ca \_\_\_\_ razreda ima pljuskavice / vodene kozice. Vaše dijete je možda bilo izloženo varičeli (pljuskavicama / vodenim kozicama) u školi. Pljuskavice / vodene kozice su zarazne i ako vaše dijete prije nije imalo virus, moguće je da će ga dobiti. Molimo vas da pripazite na simptome navedene u nastavku. Ako vaše dijete ima dolje navedene simptome, pozovite vašeg porodičnog ljekara / obiteljskog liječnika za upute.

Simptomi se obično javljaju 7-21 dan nakon izlaganja.

Uobičajeni znakovi i simptomi:

- Temperatura (ne više od 39,4), ponekad bol u trbuhu
- Crveni osip koji stvaraju plikove i postaju vezikule koje sadrže tekućinu u sebi. Rane mogu rasti i širiti se.
- Crveni osipi će se prvo pojaviti na licu i abdomenu, a zatim se proširiti na cijelo tijelo.
- Kada plikovi puknu, formiraju ravnu koricu boje meda.
- Plikovi jako svrbe, ali se ne preporučuje češanje jer to može dovesti do infekcije.

Farmaceut / ljekarnik će vam moći preporučiti losion za ublažavanje svraba. Ako su vašem djetetu dijagnosticirane pljuskavice / vodene kozice, treba da ostane kod kuće između 7-10 dana. Kada se vrate u školu treba da donesu potvrdu od porodičnog ljekara / obiteljskog liječnika. Dijete neće biti vraćeno na nastavu bez potvrde u kojoj se jasno navodi da je povratak učenika na nastavu siguran.

Molimo da pozovete školsku medicinsku sestru ako imate bilo kakvih pitanja ili nedoumica.

Unaprijed se zahvaljujemo na razumijevanju i saradnji u cilju očuvanja zdravlja svih naših učenika.

S poštovanjem,

Školska medicinska sestra

---

## Appendix 9: Emergency Contact Numbers

*Table 1: List of emergency services available 24/7 in Bosnia and Herzegovina.*

<b>Emergency Service</b>	<b>Number</b>
Civil Protection Centre	121
Police	122
Fire Brigade	123
Ambulance	124
Road Assistance	1282 / 1285 / 1288

The school nurse is available for communication from 8:00 to 16:30 on each working day.

**School nurse phone: +38733944139**

## Appendix 10: School Accident Report Form

School: \_\_\_\_\_ Student ☐ Employee ☐

Name: \_\_\_\_\_

Year: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: Male ☐ Female ☐

### ACCIDENT INFORMATION

A. Time of the accident: \_\_\_\_\_ h B. Date: \_\_\_\_\_

C. Supervised activity? ☐ Yes ☐ No If yes, person in charge: \_\_\_\_\_

D. Nature of Injury (may be completed after medical examination)

<input type="checkbox"/> Abrasion	<input type="checkbox"/> Burn	<input type="checkbox"/> Fracture	<input type="checkbox"/> Sprain
<input type="checkbox"/> Bruise	<input type="checkbox"/> Concussion	<input type="checkbox"/> Laceration / Cut	<input type="checkbox"/> Strain
<input type="checkbox"/> Bump	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Puncture	<input type="checkbox"/> Other

E. Part of body injured

I HEAD	II TRUNK	III ARMS	IV LEGS
<input type="checkbox"/> Scalp	<input type="checkbox"/> Chest	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Hip
<input type="checkbox"/> Back	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Upper arm	<input type="checkbox"/> Thigh
<input type="checkbox"/> Front	<input type="checkbox"/> Upper back	<input type="checkbox"/> Elbow	<input type="checkbox"/> Knee
<input type="checkbox"/> Eyes	<input type="checkbox"/> Lower back	<input type="checkbox"/> Forearm	<input type="checkbox"/> Shin
<input type="checkbox"/> Ears	<input type="checkbox"/> Crotch	<input type="checkbox"/> Hand	<input type="checkbox"/> Calf
<input type="checkbox"/> Nose		<input type="checkbox"/> Fingers	<input type="checkbox"/> Foot
<input type="checkbox"/> Mouth			<input type="checkbox"/> Toe
<input type="checkbox"/> Tooth			
<input type="checkbox"/> Neck			

F. Accident type

G. Accident location

<input type="checkbox"/> Animal or insect bite	<input type="checkbox"/> Playground / Athletic field
<input type="checkbox"/> Collision with a person (bump, etc.)	<input type="checkbox"/> Canteen / Dining hall
<input type="checkbox"/> Collision with an object (wall, etc.)	<input type="checkbox"/> Classroom / Lab
<input type="checkbox"/> Contact with hot or toxic substance	<input type="checkbox"/> Sports hall
<input type="checkbox"/> Fall or slip	<input type="checkbox"/> Hallway
<input type="checkbox"/> Fighting	<input type="checkbox"/> Restroom
<input type="checkbox"/> Strike by a vehicle (car, bike, etc.)	<input type="checkbox"/> Stairway
<input type="checkbox"/> Strike by an object (swing, ball, etc.)	<input type="checkbox"/> On way to/from school
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

**ADDITIONAL NOTES:** Describe the accident in your own words. Please give all details so that this accident report may be used to prevent other similar accidents.

## CONTRIBUTING CAUSES

A. Environmental factors	B. Human factors	C. Agents
<input type="checkbox"/> Crowding <input type="checkbox"/> Doors <input type="checkbox"/> Drinking fountain <input type="checkbox"/> Equipment <input type="checkbox"/> Floors <input type="checkbox"/> Hard surface <input type="checkbox"/> Lighting <input type="checkbox"/> No handrail <input type="checkbox"/> Weather <input type="checkbox"/> Other:	<input type="checkbox"/> Active game <input type="checkbox"/> Fatigue <input type="checkbox"/> Fighting <input type="checkbox"/> Horseplay <input type="checkbox"/> Lack of training / experience <input type="checkbox"/> Preoccupation <input type="checkbox"/> Running <input type="checkbox"/> Violation of rules <input type="checkbox"/> Person using a vehicle <input type="checkbox"/> Other:	<input type="checkbox"/> Animal or insect <input type="checkbox"/> Electricity <input type="checkbox"/> Fire <input type="checkbox"/> Gases and fumes <input type="checkbox"/> Liquids <input type="checkbox"/> Recreational equipment <input type="checkbox"/> Stationery <input type="checkbox"/> Other:

## POST-ACCIDENT INFORMATION

A. Was first aid given? ☐ Yes ☐ No If yes, by whom: \_\_\_\_\_

Description of first aid: \_\_\_\_\_

B. Was the parent or other responsible person notified? ☐ Yes ☐ No

If yes, by whom: \_\_\_\_\_

If no, explain: \_\_\_\_\_

C. Advised on tetanus immunisation? ☐ Yes ☐ No

D. Final steps:

☐ Injured sent home. If so, was he/she accompanied? ☐ Yes ☐ No

☐ Injured sent to physician. Name of physician: \_\_\_\_\_

☐ Injured sent to emergency room. Name of the hospital: \_\_\_\_\_

E. Days absent from school or work \_\_\_\_\_

## ACTION TAKEN

A. Instructional	B. Policy or corrective action
<input type="checkbox"/> Discussed at staff meeting <input type="checkbox"/> Discussed in each class as part of regular instruction <input type="checkbox"/> Discussed with parents <input type="checkbox"/> Personal instruction given to injured <input type="checkbox"/> Personal instruction given to person in charge <input type="checkbox"/> Presented as a subject of assembly program <input type="checkbox"/> Other:	<input type="checkbox"/> Environmental changes affected <input type="checkbox"/> Notified school Safety Committee <input type="checkbox"/> Safety rules amended to prevent recurrence <input type="checkbox"/> Safety specialist visit to assist in safety program <input type="checkbox"/> Suggest closer supervision <input type="checkbox"/> Other:

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Other witnesses: \_\_\_\_\_

## Appendix 11: Medication Consent Form

As the parent/guardian of \_\_\_\_\_ (student name), I have read the medication label and my child does not have any health problems that could get worse by taking this medicine. My child is not taking any other medication at home that could interact with this medicine and cause unwanted side effects.

Medication must be picked up by the parent or a designated adult at the end of the year. Any medications left at school will be destroyed.

Fill out and return it to school with your child's medicine in its ORIGINAL and SEALED bottle or with the physician's order for sample medication. The school will not give your child medicine unless you complete and sign this form.

May we have the permission to contact the Doctor's office to clarify this medication order?

☐ YES ☐ NO

Student:		Medical condition or illness:
Date of birth:		

### MEDICINE INFORMATION

Name/type of medicine	
Expiry date	
Dosage and method	
Timing	
Start and end date for giving the medicine	
Special precautions/other instructions	
Any side effects	
Medicine self-administration	<input type="checkbox"/> YES <input type="checkbox"/> NO
Procedures to take in an emergency	

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school/setting staff administering medicine in accordance with the school policy. I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication, or if the medicine is stopped.

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of signatory (in print): \_\_\_\_\_

**PLEASE TURN THE PAGE.**

**DOSE MISSED AT HOME**

If a prescribed morning dose is missed at home, I authorise the school to give medication after parent contact. The morning dose is: \_\_\_\_\_

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RELEASE FROM LIABILITY**

"I hereby release the School, its officers and its employees, from any and all liability resulting from my child carrying their asthma inhaler, epipen or diabetic supplies to and from school."

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE ON MEDICINE RECEPTION:**

Number of pills arrived at school: \_\_\_\_\_

Signature of School Nurse / Secretary:

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

\_\_\_\_\_

**LOG OF MEDICINE ADMINISTRATION:**

Date:

Time:

Dose / Comment:

Nurse signature:

## Appendix 12: Medical Information Form

It is important that all children with medical conditions are supported to make sure that they are able to access their education. Could you please complete this form so that we are able to assess your child's health needs and make arrangements to support them if necessary. The information you give us on this form will be put on a record kept by the School Nurse, which can only be accessed by teaching and admin staff.

Student:		Parent contact phone:
Date of birth:		

**Does your child have a medical condition / health concern (e.g. allergy)?**

☐ NO ☐ YES (Please specify.)

**Does your child have a medical condition/health concern that needs to be managed during the school day?**

☐ NO ☐ YES (Please specify how it might affect child's learning.)

**Does your child take medication during the school day?**

☐ NO ☐ YES (Please specify. You will need to fill the Medication Consent Form).

**Please label** if you would like to give consent to the School Nurse to administer any of the following non-prescription medicines available at school in case of necessity.

☐ Paracetamol syrup ☐ Blokmax (Dalsy) syrup ☐ Prospan syrup ☐ Lordes syrup  
☐ Paracetamol tablets 500 mg ☐ Probiotic ☐ Neofen 200 mg ☐ Throat lozenges/pastilles  
☐ Caffetin menstrual 200 mg ☐ Tyloil Hot - paediatric ☐ Tyloil Hot - adult ☐ Deep Relief gel  
☐ Calcium+C (effervescent tablets) ☐ Reglan 10 mg ☐ Flonidan 10 mg

**Does your child have a health care plan that should be followed in a medical emergency?**

☐ NO ☐ YES (Please specify.)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the school to discuss this information with the School Nurse or other health professionals who are involved in my child's care.

**Signature of parent/guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_