



# Knockanes N.S

## *Health & Safety Policy Statement*

### ■ **Introductory Statement**

*This policy statement was adapted to the current format in accordance with the guidelines of the Primary Professional Development Service. Our previous Safety Statement was reviewed and updated to take into account the most recent legislation in regard to Health and Safety.*

### ■ **Rationale**

It is a legal requirement under the Safety, Health and Welfare at Work Act, 2005 for every employer, in conjunction with employees, to prepare a Health and Safety Statement. It represents the Board of Management (BOM)'s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for maintaining and reviewing safety and health standards. The BOM wishes to document their health and safety programme and make it available to all employees, outside services providers and Inspectors of the Health and Safety Authority.

### ■ **Relationship to Characteristic Spirit of the School**

The Board of Management recognises the importance of the Legislation enacted in the Safety, Health and Welfare at Work Act, 2005. This Safety Statement sets out the Safety Policy of the Board of Management and sets out the means to achieve that policy. The Board of Management's objective is to endeavour to provide a safe and healthy work environment for all our employees and pupils and to meet our duties to members of the public with whom we come into contact. This policy requires the co-operation of all employees.

It is our intention to undertake regular reviews of the statement in light of experience, changes in legal requirements and operational changes. The Board of Management will undertake to carry out a safety audit annually and report to staff. This inspection / safety audit will be carried out more frequently if requested by either staff or the Board of Management. All records of accidents or ill-health will be monitored in order to ensure that any safety measures required can be put in place, wherever possible, to minimise the recurrence of such accidents and ill-health.

## ■ Aims

- to create a safe and healthy school environment by identifying, preventing and tackling hazards and their accompanying risks
- to ensure understanding of the school's duty of care towards pupils
- to protect the school community from workplace accidents and ill health at work
- to outline procedures and practices in place to ensure safe systems of work
- to comply with all relevant health and safety legislation (so far as is reasonably practicable) to include the following areas
  - *Provision of a safe workplace for all employees – teachers, SNAs, secretary, caretaker, etc.*
  - *To ensure competent employees, who will carry out safe work practices*
  - *Safe access and egress routes*
  - *Safe handling and use of hazardous substances and equipment*
  - *Safe equipment including maintenance and use of appropriate guards*
  - *Provision of appropriate personal protective equipment.*

## ■ Guidelines (*content of policy*)

### **POLICY STATEMENT ON SAFETY, HEALTH AND WELFARE AT WORK OF THE BOARD OF MANAGEMENT OF Knockanes N.S.**

#### 1.1

The members of the Board of Management of Knockanes are

Chairperson: Ms Rosie Healy

Secretary: Lucy O' Sullivan

Recording Secretary: Niamh Fenton

Treasurer: Tony Roche

Other Board Members: Mary Kelly

Mary O' Sullivan

Niamh O' Connor

Leonard Moran

1.2 The Board of Management will ensure that, in so far as is practicable, the highest standards of safety shall prevail and that, at a minimum, the provisions of the Safety, Health and Welfare at Work Act, 2005 are applied.

1.3 Specifically, the Board of Management wishes to ensure so far as is reasonably practicable:

- The design, provision and maintenance of all places in a condition that is safe and without risk to health.
- The design, provision and maintenance of safe means of access to and egress from places of work
- The provision of systems of work that are planned, organised, performed and maintained so as to be safe and without risk to health.
- The provision of instruction to relevant staff on proper lifting techniques of pupils and dealing with pupils with challenging behaviour when such children are enrolled.
- The provision and maintenance of suitable protective clothing or equivalent as necessary to ensure the safety and health at works of its employees.
- The preparation and revision as necessary of adequate plans to be followed in emergencies. e.g. fire evacuation, injuries etc..
- The safety and prevention of risk to health at work in connection with use of any article or substance.
- The provision and maintenance of facilities and arrangements for the welfare of employees at work.
- Obtaining where necessary, the services of competent persons for the purpose of advising on the safety and health at work of the employees e.g. Advisors from the HSE, Fire Officers, ICT Advisors re equipment, ergonomics etc.
- An annual review of this *Health & Safety Statement* and a log of issues raised and remediated.
- The provision of arrangements for consultation with employees on matters of Health and Safety
- The provision of arrangements for the selection from amongst its employees of a Health and Safety Representative.

1.4 The Board of Management recognises that its statutory obligations under legislation extend to employees, pupils, and any person legitimately conducting school business and the public.

1.5 The Board of Management of will ensure that the provisions of the Safety, Health and Welfare at Work Act, 2005 are adhered to.

1.6 The Board of Management will monitor the implementation of the Safety and Health

policies of Knockanes NS and the requirement under the Safety, Health and Welfare at Work Act, 2005.

1.7 The Board of Management will appoint a Safety Representative from the School Staff, and a Safety Officer from the BOM.

(Lucy O' Sullivan is the Safety Representative and Board Member, Leonard Moran was appointed as Safety Officer for the term 2023-2027)

## CONSULTATION & INFORMATION

It is the policy of the Board of Management of Knockanes NS:

- To consult with staff in the preparation and completion of the Health and Safety Statement.
- To make available the *Health & Safety Statement* to all present and future staff.
- That any additional information or instructions regarding safety, health and welfare at work not contained in the document will be conveyed to all staff as it becomes available.
- That Health, Safety and Welfare will form an integral part of any future staff training and development plans.

## HAZARDS

Hazards that can be rectified or minimised will be dealt with as a matter of urgency. When a Staff Member notices a hazard, he/she will notify the Safety Representative, who will rectify/resolve the issue.

The Board of Management in consultation with the employees will review and make recommendations on the elimination of hazards.

## SPECIFIC HAZARDS

### 1. Fire

It is the policy of the Board of Management of Knockanes NS that

- \* There is an adequate supply of fire extinguishers, which will deal with any type of fire.
- \* All fire equipment is identified and regularly serviced.
- \* Regular fire drills take place at least twice a year. (See [Appendix 1](#) for Fire Evacuation Procedure)
- \* Instruction is given in the use of fire extinguishers for specific materials/equipment.
- \* Signs will be clearly visible to ensure visitors are aware of exit doors.
- \* An assembly area is designated (Astro Area at back of School)
- \* Those leaving buildings/classrooms should let someone know.
- \* Exit signs are clearly marked.
- \* The teacher in each classroom will be responsible for fire evacuation and fire drills procedures.
- \* A fire officer has checked the school and equipment and all recommendations made by him/her have been implemented.
- \* The position of Deputy Principal Marie Cronin has as one of its duties to act as Fire Marshall and oversee in conjunction with the Safety Officer and Representative the above aspects of the policy.

### 2. Other hazards

- \* Stairs leading to SET area, staff room and art supplies storage press.

- \* The surface of some of the playing areas (upper grass area) is uneven and potentially hazardous.
- \* On occasions the lino area of classrooms, hallways and toilets could become slippery.
- \* There are goalposts on the school football pitch (See Appendix 4 for Goalpost Safety Plan)
- \* Pupils are not allowed to play in the school grounds during weather which would pose a danger to their safety e.g. frost snow, and ice.
- \* During particularly inclement weather the Board of Management reserves the right to keep the school closed if it is felt that a risk is posed to staff and pupils by travelling to or attending school.

## CONSTANT HAZARDS

### 1. Electrical Appliances

It is the policy of the Board of Management of Knockanes NS that only competent persons use Electrical Appliances. Such appliances and equipment will be subject to regular maintenance checks.

### 2. Chemicals

It is the policy of the Board of Management of that all chemicals, detergents etc., be stored in clearly identifiable containers bearing instructions and precautions for their use and kept in a locked area, and protection provided for use when handling them.

### 3. Drugs/Medications

It is the policy of the Board of Management of Knockanes N.S. that no drugs or medication be administered to pupils by members of school staff due to the fact that staff are not qualified to do so and therefore could pose a threat to the welfare of the pupils. In exceptional circumstances where emergency medication is required to safeguard a seriously ill child's welfare, a teacher or SNA may be requested to administer such medication.

### 4. Wet Floors

It is the policy of the Board of Management of Knockanes N.S. that the washing of floors is conducted after school hours to ensure, as far as is reasonably practicable, elimination of danger of slipping.

### 5. The Code of Conduct

The Code of Conduct in the school provides for a level of appropriate behaviour to minimise personal risk or stress to any employee.

### 6. Accidents and Injuries

However vigilant the school staff is in relation to pupil safety, accidents will happen and correct procedures in the event of accidents can prevent or minimise injuries. Our accident/illness procedure is included as Appendix 3.

### 7. Bullying

The Anti-Bullying Policy is a stand-alone policy, which provides a framework for dealing with

instances of bullying among pupils. The procedures for dealing with Adult Bullying are in accordance with the INTO publication '**Working Together: Procedures and Policies for Positive Staff Relations (2000)**' and our '**Dignity at Work Statement**' included as Appendix 5.

#### 8. Access to Employees is by Consent

When an employee feels at risk from or threatened by a particular person on school property, this must be drawn to the Board of Management's attention. The Board of Management will undertake to ensure that in such circumstances all appropriate measures will be taken to protect employees.

#### 9. First Aid

It is the policy of the Board of Management that: -

All required remedies and equipment are made available for first aid function.

There will be an adequate supply of properly equipped First Aid Boxes available at all times to staff which will contain:

Elastoplast plasters

Cotton Bandage

Cotton Wool

Water

Ice Pack

### OTHER PROCEDURES

#### 1. Educational Visits

Educational visits will be booked with a reputable, properly insured coach service with fully seat-belted coaches.. Every effort will be made to ensure the safety of the pupils at events or activities they are participating in i.e. the theatre, swimming pool, playground, etc. will be properly equipped and manned by qualified staff.

#### 2. Visitors to the School

Persons coming onto the school premises must identify themselves clearly to whoever answers the door before gaining admittance to the school premises. Any contractor should make direct contact with the Principal, or Vice Principal before initiating any work on the school premises. All outside facilitators, teachers, coaches etc. who are delivering workshops to pupils will do so under the supervision and direction of the class teacher. Any outside professionals working with children without such supervision must have appropriate qualifications and Garda vetting.

#### 3. Wet Days

On wet days, children will be supervised indoors. The pupils stay in their classroom, where they read, draw, play board games or chat etc.

#### 4. Emergency Closures

On occasions where school is in progress and it becomes necessary to close the school for safety reasons, the school bus operators and parents who bring their children to school are contacted. Every effort is made to ensure that all parents are made aware of the situation through the Aladdin App, local and social media, school website etc. Transport home is arranged and where there is nobody at home pupils can stay with nominated persons with their own parents' consent. In instances of staff members' vehicles being used to bring pupils home, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.

#### 5. Pupils who are Deaf and Hard of Hearing:

Knockanes N.S.

- Pupils who are enrolled into our Special Class for Deaf and Hard of Hearing will need increased supervision for school outings.
- When on school outings/ educational visits, other staff/ personnel may need to be informed of pupils with hearing impairment to allow for safe instruction etc. e.g. swim teacher, tour guides, etc.
- Staff will need to supervise pupils with hearing impairment at drop off and collection times to ensure safety on the road and at school entrance.
- Hearing assistive technology must always be charged and in good working order both at school and when leaving the school premises on outings/ tours. This technology should always be taken with the pupil when on school outings/tours.

## ■ Success Criteria

Our success criteria will be based on the achievement of our aims to provide a safe environment for our employees, pupils and visitors. We will use staff observation and parental feedback in addition to and our safety record as our benchmark for success or otherwise of the policy.

## ■ Roles and Responsibility

### DUTIES OF ALL EMPLOYEES

1. It is the duty of every employee while at work:
  - (a) To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
  - (b) To co-operate with his/her employer and any other person to such an extent as will enable his/her employer and the other person to comply with any of the relevant statutory obligations.
  - (c) To use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or anything provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health and welfare while at work.
  - (d) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he/she might become aware.
2. No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience, equipment or anything provided in pursuance of any of the relevant statutory provisions or otherwise, for securing safety, health and welfare arising out of work activities.
3. Employees will, by using available facilities and equipment provided, ensure that work practices are performed in the safest manner possible.

### DUTIES OF SAFETY REPRESENTATIVE

- Conduct an assessment to identify all hazards. Sample Checklist is included as Appendix 2.
- Assess the risks associated with these hazards.

- Detail arrangements made, resources supplied, and responsibility required to deal with the hazards and to keep them under review.

#### DUTIES OF SAFETY OFFICER

- To liaise with the Safety Rep on matters of Health and Safety.
- To make recommendations for the alleviation of potential hazards.
- To monitor progress in relation to dealing with hazards.
- Report on all of the above at appropriate BOM meetings.



## ■ **Timeframe for Implementation**

The revised policy will be implemented from October 2024.

## ■ **Timeframe for Review**

This policy is reviewed annually – next date for review: October 2025.

## ■ **Responsibility for Review**

The BOM will be responsible for reviewing the policy.

## ■ **Ratification and Communication**

The Board of Management last ratified this policy on 3/12/20 Signed: Fr George Hayes

(Chairperson, BOM)

This policy was reviewed and ratified on 21<sup>st</sup> October 2024

Signed: *\_Rosie Healy\_* (Chairperson)

The policy is communicated to the members of the BOM and is available to the wider school community through the parents' representatives on the BOM. All Knockanes N.S. policies are available for inspection in the school. This policy is available on the school website [www.knockanesns.ie](http://www.knockanesns.ie)

## **APPENDIX 1**

### **FIRE EVACUATION PROCEDURE**

#### **Sequence**

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

#### **Aim**

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

#### **Alarm**

Anyone discovering an outbreak of fire will raise the alarm at once by informing a teacher. The teacher will immediately sound the fire alarm.

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

All outbreaks of fire however small, or any suspected fire will be reported immediately to the Fire Brigade by the fire marshal to the emergency phone number.

#### **Evacuation**

On hearing the alarm, pupils will stand to attention by their desks and, when instructed by the teacher in charge of the class as to the exit route to be followed, will leave the classroom in single file. Classes will then proceed at a steady uniform pace via the nearest fire exit to the place of assembly followed by the teacher who will bring the Class List and close the classroom door and any other doors used to exit. Children in Learning Support rooms will exit via nearest emergency exit followed by SEN teacher. Children in Special Classroom will join Middle Room line outside exit door. Pupils in support room will join Infant Classes. Pupils working in the SET area at top of stairs will join Middle Room to exit as their nearest exit point. The Deputy Principal will, if safe to do so, 'sweep' the school to ensure no pupils remain in toilet or other areas.

#### **Assembly**

The place of assembly is the Astro Area behind the Main Building and all classes will stand together in lines according to classroom. If this area becomes unsafe, supervised evacuation will be through the upper grass area and into nearest field.

## **Roll Call**

Immediately the classes have gathered at the place of assembly, a roll call or count will be taken, from the class lists. If anyone is missing an immediate search by the staff will be made. As far as is practicable, no place to which pupils have access being overlooked.

The officer in charge of the Fire Brigade will be met on arrival and immediately informed whether or not all persons have been safely evacuated.

## **Attacking Fire**

Circumstances will dictate whether fire-fighting operations will be attempted. Fire fighting will always be secondary to life safety. While small fires may be dealt with summarily, in the case of a sizeable fire, safe evacuation will be the primary concern.

## **Fire Drills and Testing Alarms**

A Test fire drill will be held once per term. It will be carried out according to the above procedure with the exception of 'Calling the Fire Brigade' and 'Tackling the Fire'. A record of all fire drills will be kept. Fire Alarms will be tested once a term outside of school hours.

Note: Pupils from the Special Class for Deaf and Hard of Hearing will be closely supervised by SNA staff during each of the stages of a fire drill/ evacuation process.

## **APPENDIX 2**

### **SAFETY REPRESENTATIVES' CHECKLIST**

#### **1 CIRCULATION AREAS**

##### **1.1 Stairways**

*Check that:*

- 1.1.1. stairways are fitted with sound banisters or rails;
- 1.1.2 stairways are adequately lit;
- 1.1.3 steps are not worn or broken or slippery.

##### **1.2 Passages**

*Check that:*

- 1.2.1 floor surfaces are even and are not slippery;
- 1.2.2 passages are adequately lit;
- 1.2.3 litter or rubbish has not been allowed to accumulate;
- 1.2.4 mats, etc, are not positioned in such a way as to be tripping hazards;
- 1.2.5 there are no areas of loose, flaking or damaged paint, plaster or plasterboard.

##### **1.3 Doors and Windows**

*Check that:*

- 1.3.1 doors are unobstructed;
- 1.3.2 doors with glass windows have toughened or laminated glass;
- 1.3.3 doors with a fire resistance requirement have wire reinforced glass;
- 1.3.4 there are no doors with:
  - loose or broken hinges;
  - damaged or sticking catches;
  - broken wood panels or glass panels;
  - loose or stiff handles;

- 1.3.5 doors are not allowed to swing freely without restraint;
- 1.3.6 windows are not broken or cracked;
- 1.3.7 windows open easily without undue force being applied;

- 1.3.8 windows do not jut out dangerously when open;
- 1.3.9 windows are cleaned regularly;
- 1.3.10 windows do not have broken fastenings or cords;
- 1.3.11 where necessary, a window pole is available.

## **2 HEATING AND VENTILATION**

*Check that:*

- 2.1 heating systems serviced
  - 2.2 the heating system is adequate to comply with the requirements of circular 24/82;
  - 2.3 where there are large areas of glass facing direct sunlight, there is provision for shading, e.g. Venetian blinds;
  - 2.4 windows can be easily opened to allow for adequate ventilation.
- Further advice on heating and ventilation is given in the next section.

## **3 FIRE SAFETY**

*Check that:*

- 3.1 the fire exits and escape routes are clear from obstructions;
- 3.2 fire doors are kept unlocked and unobstructed whilst people are on the premises;
- 3.3 all designated fire exits are clearly marked;
- 3.4 evacuation procedures are clearly displayed;
- 3.5 staff and children are familiar with evacuation procedures;
- 3.6 staff are familiar with and have been adequately trained in the procedure to be followed when using fire fighting equipment;
- 3.7 there have been practice evacuations/fire drills held at least once per term;
- 3.8 fire doors open outwards and are not held or wedged open;
- 3.9 fire extinguishers and fire blankets are checked and maintained in accordance with manufacturer's instructions;
- 3.10 the fire fighting equipment available is that recommended by the local authority's fire officer and is located in accordance with the fire officers recommendations;
- 3.11 the fire alarm system is tested at regular intervals whilst the school is in session to ensure that it works and is audible in all parts of the building;
- 3.12 flammable substances e.g. cleaning fluids, photocopying chemicals etc, are stored correctly, away from any sources of heat.

More detailed advice on fire safety is given in the next section.

## **4 ELECTRICAL EQUIPMENT**

### **4.1 General**

All electrical equipment should be maintained and checked regularly by a competent person. Such maintenance should include checking that:

- equipment is correctly wired and earthed;
- plugs are correctly wired;
- use ratings that are correct for the type of equipment being used (fuse ratings should be marked on the equipment and the plug).
- the mains supply is still capable of meeting the maximum demand;
- the distribution system (i.e. sockets, bench supplies etc) is suitable for the type of work being carried out;
- the isolating switches are marked, well-sited, accessible and known to staff;
- residual current (earth leakage) circuit breakers are used where appropriate.

### **4.2 Lighting**

*Visually check that:*

- 4.2.1 all the light fittings are working and are kept in a clean condition;
- 4.2.2 light switches are not broken and appear to be in a safe condition;
- 4.2.3 the lighting is adequate for the type of work being undertaken as specified in Circular 24/82.

### **4.3 Plugs/Sockets/Leads**

*Visually check that:*

- 4.3.1 plugs are in good condition with no cracks or pieces missing;
- 4.3.2 sockets are in good condition with no cracks or pieces missing;
- 4.3.3 socket screws and mountings are secure;
- 4.3.4 sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp;

- 4.3.5 indicator lights on sockets function correctly;
- 4.3.6 insulation on leads is not cracked or frayed;
- 4.3.7 leads are without knots or joins and are reasonably free of 'kinks';
- 4.3.8 Leads are the correct length for the equipment being used;
- 4.3.9 leads and flexible cable are securely fixed at both equipment and plug ends.

#### **4.4 Equipment**

*Check that:*

- 4.4.1 fixed and portable electrical equipment is not damaged and, as far as you are aware, is operating correctly;
- 4.4.2 equipment is only being used for purposes for which it was intended;
- 4.4.3 where appropriate, all electrical equipment is switched off and, unplugged when not in use;
- 4.4.4 mains isolating switches are easily accessible and known to staff;
- 4.4.5 on/off indicator lights function correctly;
- 4.4.6 equipment incorporating heating has a thermal safety cut-out in addition to a thermostat;
- 4.4.7 equipment containing liquid has a leakage detector;
- 4.4.8 all items of electrical equipment are properly and regularly maintained and serviced.

#### **5 USE OF GAS**

*There are currently no gas installations in the school.*

#### **6 FIRST AID**

*Check that:*

- 6.1 notices are posted in prominent positions detailing:
  - procedure for calling ambulances etc;
  - telephone number of local doctor, gardai, hospital.
  - procedure for dealing with individual pupils emergencies due to known conditions/allergies etc
- 6.2 first aid boxes are readily available and adequately stocked
- 6.3 the accident file or yard book is readily available and kept up-to-date.

#### **7 GENERAL PURPOSE CLASSROOMS**

- 7.1 look again at sections 1-4;

*Check that:*

- 7.2 hazards are not arising from overcrowded classrooms;
- 7.3 all cupboards, fixed blackboards, display units are stable;
- 7.4 classroom furniture is not damaged;
- 7.5 wherever possible, there are no sharp edges or corners on the furniture;
- 7.6 furniture is positioned safely;
- 7.7 all shelf mountings are secure.

#### **8 ART FACILITIES**

*Check that:*

- 8.1 guillotines are fitted with an approved safety guard which can be locked;
- 8.2 materials and partly finished work are stored safely.

#### **9 NON-TEACHING AREAS**

##### **9.1 Offices**

*Check that:*

- 9.1.1 substances for use with photocopying/duplicating machines are stored correctly, and that the room where photocopying/duplicating machines are operated is adequately ventilated;

##### **9.2 Staff Facilities**

- 9.2.1 the staffroom is clean, warm and well lit;
- 9.2.2 there are adequate cloakroom facilities and storage facilities for personal belongings, books etc;
- 9.2.3 the staffroom is large enough for the numbers to be accommodated and sufficient seating is provided, both with upright chairs and tables or desks for working and with comfortable seating;
- 9.2.4 there is provision for tea and coffee to be made;

9.2.5 staff sanitary facilities are suitable, sufficient and properly cleaned.

### **9.3 Hygiene**

*Check that the following are available:*

9.3.1 soap

9.3.2 hand drying facilities

9.3.3 hot water

9.3.4 toilet paper

9.3.5 litter bin per classroom

9.3.6 provision for disposal of sanitary towels

9.3.7 safe, suitable, sufficient and properly cleaned sanitary facilities.

### **9.4 Outside Areas**

9.4.1 there are no uneven/broken/cracked paving slabs;

9.4.2 outside steps are secure, with a firmly fixed handrail;

9.4.3 roofs, guttering, drain pipes etc are, as far as can be seen, sound and well maintained;

9.4.4 all play areas, are kept clean and free from glass;

9.4.5 outside play/PE appliances are securely anchored;

9.4.6 holes for goalposts, netball posts, tennis posts are covered when posts are not in position;

9.4.7 outside lighting works and is sufficient;

9.4.8 all parking facilities for cars and cycles are safe in regard to the presence of pedestrians;

9.4.9 all builders' materials, caretakers' maintenance equipment etc are kept securely.

## **APPENDIX 3**

### **PROCEDURE IN THE EVENT OF AN ACCIDENT/SERIOUS ILLNESS**

When a teacher witnesses an accident involving a pupil or other employee, or when an accident or serious illness is brought to the notice of a teacher the following procedure will be followed:

- The teacher will ascertain the seriousness of injury or illness.
- Minor injuries will be dealt with in a manner consistent with what any prudent parent would do in a similar situation. However, this treatment will not generally include administration of medication (See Appendix 2).
- In a case where serious injury or illness is suspected, the teacher will take a decision as to whether or not the injured/ill person can be moved. Where it is felt a breakage or other such serious injury has occurred, the injured/ill person will be made comfortable and kept warm in situ until the emergency services can be contacted.
- If the injured/ill person is a pupil, the parents or guardians will be contacted immediately in all instances.
  - If it is felt the pupil needs to be brought to casualty, parental permission will be sought. If a parent/guardian cannot be contacted a decision will be made by a member of staff in the best interests of the

child. This may involve a trip to casualty or the calling of an ambulance. Written parental consent for such action will be a prerequisite for enrolling a child in the school.

- In such circumstances, repeated attempts will be made to contact parents.
- Where a pupil is carried in a member of staff's vehicle, it is policy to carry additional pupils to ensure that a pupil will not be alone in the vehicle with a staff member at any time.
- If the injured/ill person is an adult, the next of kin will be contacted immediately in all instances. The procedure will follow the same lines as with a pupil adapted to an adult's circumstances having regard to the health & safety of the injured/ill person.
- A written report will be kept of all serious accidents.
- Staff continue to be aware of Covid-19 guidelines and procedures should a case arise.

#### **APPENDIX 4**

##### **Goalpost Safety Plan**

Guidance for the general procurement, installation, maintenance, storage and other related matters.

- 1 Before use, ensure that the goalpost is secured at all times by means of the appropriate supplied anchoring system. This applies to all posts whether they are fixed, portable or free-standing. All goalposts should be anchored, weighted, pinned, chained, pegged or otherwise made secure so as to prevent overturning.
- 2 Before assembly of equipment check that it is not damaged and that it is fit for use. Check for damages to nets, joints and that locking devices are in good working condition.
- 3 Check that the equipment for securing the product is intact and in good working order.
- 4 When goalposts that are tall or heavy are being erected/assembled, it is recommended that heavy lifting equipment is used and that correct tools for the job are used at all times. Assembly and erection of goals should be carried out by sufficient number of persons.
- 5 Consideration should be given to the proximity of overhead electrical cables during the erection and transportation of goalposts.
- 6 When dismantling goalposts follow the assembly instructions and recommendations. Ensure all ground sockets have been suitably blanked off when goalposts have been taken out to eliminate trip hazards.
- 7 Procurement: All new goalposts should be purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462. All products should carry a manufactures label and safety warning label. The manufacturers label should include instructions for installation, storage, dismantling, inspection and maintenance.
- 8 Maintenance: Regular maintenance of goalposts is essential to ensure that it is fit



for use. In the absence of a standard, it is recommended that the user follow the guidelines set out by the manufacturer.

## **APPENDIX 5**

### **Dignity at Work: Building & Maintaining a Positive & Effective Work Environment**

- The Board of Management of Knockanes N.S. has adopted the following as part of the school's Health & Safety Statement.
- This document was formulated in light of a number of background documents, including the Health & Safety Authority's *Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work* (2007) and the Equality Authority's *Code of Practice*, given legal effect in the Statutory Instrument entitled *Employment Equality Act 1998 (Code of Practice) (Harassment) Order 2002* (S.I. No. 78 of 2002).

#### **A. Core Principles**

This school is committed to a positive work environment where work is done in an atmosphere of respect, collaboration, openness and equality.

Adult bullying and harassment in the workplace are phenomena which this school will seek to prevent and will not tolerate. All employees have the right to be treated with dignity and respect. Management is committed to intervening in an appropriate manner - utilising one of the accepted Management/INTO procedures - to investigate and deal with allegations of bullying or harassment. The provisions of Circular 40/97 on *Assaults on Staff in Primary Schools* will be utilised as appropriate.

#### **B. What is Workplace Bullying and Harassment?**

The Board of Management adopts the definition of adult bullying as set out by the Task Force (2001):

*"Workplace Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying".*

Harassment is covered by Employment Equality legislation and is based on a person's standing within one of the nine categories (or grounds) specified in that legislation (gender, marital status, religion, sexual orientation etc.) Harassment is defined in law as "*unwanted conduct*" related to one or more of the discriminatory grounds which "*has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.*"

It is recognised that bullying and harassment complaints may arise among work colleagues but may also arise in relation to visitors to the school. In either case, the commitment to a positive workplace, where dignity at work is respected, prevails.

### **C. A Positive Work Environment**

It is agreed that we will all work to make this school a happy place to work. A happy place to work has a positive work environment characterised by

- Our Catholic Ethos and our Ursuline Philosophy
- A supportive atmosphere
- Good and open communication (e.g. through opportunities at regular staff meetings)
- Appropriate interpersonal behaviour
- Collaboration
- Open discussion and resolution of conflict
- Recognition, feedback and affirmation as appropriate
- Fair treatment of all staff (including fair systems of selection and promotion in line with agreed procedures)

Every person has a responsibility to play his/her part in contributing to a positive work environment. In this regard, a person who is a witness or bystander has a clear responsibility to raise concerns about dignity at work and threats to this, in an appropriate and timely manner.

The Safety Statement - as mandated under the Safety, Health and Welfare at Work Act 2005 – will also include a commitment to a positive work environment, in light of the Employer’s obligations as outlined at Section 8 of that Act, including the duty to manage work activities in such a way as to prevent “*improper conduct or behaviour*” likely to put health and safety at risk.

It is agreed that the adoption of this policy in our school will be accompanied by a number of steps to examine our work environment and, as necessary, to agree changes which reflect a commitment to dignity at work. These steps will be initiated by Management, and be repeated by way of review at appropriate intervals.

The actions to be undertaken may generally be described as Identification, Assessment, Implementing Strategies and Monitoring.

### **D. Adult Bullying as a Problem**

Our school recognises that Adult Bullying and Harassment are problems where they occur in any workplace.

Bullying behaviour generally amounts to psychological abuse which causes serious pain and suffering. Studies have shown that any person may become a target, irrespective of their personality or ability. In addition to its unacceptable effects on persons who are its targets, workplace bullying and harassment is extremely detrimental to organisational effectiveness.

Bullying may include behaviours such as:

- Verbal abuse/insults, undermining remarks
- Excessive monitoring of work
- Withholding work-related information
- Exclusion with negative consequences.

Such behaviours need not and should not be part of a workplace. This policy aims to ensure that a positive environment prevents such behaviours from occurring. Where bullying or harassment does occur or is alleged to have occurred, there are means of tackling it through the agreed procedure.

### **E. What Happens if there is an Allegation of Bullying or Harassment?**

Without prejudice to an individual's right to take such advice or steps as they themselves may decide, the Board of Management will take seriously any allegations or workplace bullying or harassment.

Supportive and effective procedures, in accordance with nationally-agreed practice, are in the place in this school. These procedures to address and investigate allegations will focus on the earliest possible resolution, will proceed as necessary from informal to formal stages and will have a stress on confidentiality.

### **F. Summary**

Management has a duty of care towards employees. Similarly, employees have a duty of care towards one another. This policy seeks to set out principles and practices to support the exercise of that duty in our school.

Just as inappropriate and undermining behaviour among work colleagues is taken seriously, so is such behaviour when perpetrated against an employee of this school by any other person.

Together we are committed to building and maintaining a work environment where respectful, open and equal relationships are the norm.

In summary, we are committed to having a positive, happy place to work.

## **APPENDIX 6**

### **Administration of Medicines Policy**

#### **Introduction:**

An Administration of Medication policy has been in existence in the school since April 2017. The policy was recently redrafted through a collaborative school process and was ratified by the Board of Management (BoM) on 5<sup>th</sup> April 2017.

#### **Rationale:**

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

#### **Relationship to School Ethos:**

The school promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

#### **Aims of this Policy:**

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises

- Fulfill the duty of the BoM in relation to Health and Safety requirements
- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

### **In –School Procedures:**

Parents are required to complete a Health/Medication form when enrolling their child/ren in the school. No teacher or SNA is obliged to administer medicine or drugs to a pupil and any teacher or SNA willing to do so works under the controlled guidelines outlined below.

- Prescribed medicines will only be administered after parents of the pupil concerned have written to the BoM requesting the Board to authorise a member of the teaching staff to do so. Under no circumstance will non-prescribed medicines be either stored or administered in the school. The Board will seek indemnity from parents in respect of any liability arising from the administration of medicines. Medicines should be provided in an original dispensed container.
- The school generally advocates the self administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. No medicines are stored on the school premises. A small quantity of prescription drugs will be stored in the Administration Office if a child requires self-administering on a daily basis and parents have requested storage facilities. Parents are responsible for the provision of medication and notification of change of dosage
- Teachers have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- The Board of Management requests parents to ensure that teachers be made aware in writing of any medical condition suffered by any child in their class
- This does not imply a duty upon teachers personally to undertake the administration of medicines or drugs.

### **Long Term Health Problems**

Where there are children with long-term health problems in school, proper and clearly understood arrangements for the administration of medicines must be made with the Board of Management. This is the responsibility of the parents/guardians. It would include measures such as self administration, administration under parental supervision or administration by school staff.

### **Life Threatening Condition**

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

### **Guidelines for the Administration of Medicines**

1. The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication. (Appendix 1, 2 or 3)
2. Parents must write requesting the Board of Management to authorise the administration of the medication in school
3. Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult
4. A written record of the date and time of administration must be kept by the person administering it (Appendix 4)
5. Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary
6. Emergency medication must have exact details of how it is to be administered
7. The BoM must inform the school's insurers accordingly

8. Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school
9. All correspondence related to the above are kept in the school.

### **Medicines**

- Non-prescribed medicines will neither be stored nor administered to pupils in school
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above
- Arrangements for the storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal. These medicines will be stored in the school office.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised Teacher/SNA if not the parent
- No teacher/SNA can be required to administer medicine or drugs to a pupil
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted
- It is not recommended that children keep medication in bags, coats, etc. Medicines will be stored in the school office. Inhalers will be handed to SNA/ teacher each morning and returned to pupils' bag at home time.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

### **The following guidelines are in place with regard to pupils with a Nut Allergy (should the situation arise)**

1. Staff dealing with the pupil do not eat nuts or any item with nut trace
2. Advise children not to offer or exchange foods, sweets, lunches etc.
3. If going off-site, medication must be carried.

### **In the event the pupil comes in contact with nuts**

1. Administer 5ml Zirtek/Sudafed or other antihistamine immediately. It is important that the pupil be kept calm to allow him to breathe calmly as he will experience discomfort and sensation of his/her throat swelling. If possible (s)he needs to drink as much water as possible. These steps should allow him/her to recover fully.
2. Only in the event of anaphylactic shock should the pen be administered. Pen is stored in a secure area of the classroom. Before or immediately after Pen has been administered, an ambulance must be called.

### **Indicators of shock include**

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhea.

**School Doctor** Dr Gary Stack

**Contact Number** 064-6634111

### **Emergencies:**

In the event of an emergency, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm. Qualified medical treatment should be secured in emergencies at the earliest opportunity.

Where no qualified medical treatment is available, and circumstances warrant immediate medical attention, designated staff members may take a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

### **First Aid Boxes:**

A full medical kit is taken when children are engaged in out of school activities such as tours, football/hurling games and athletic activities.

A first aid box is kept in each individual classroom containing bandages, cotton wool, scissors etc. note the classroom based-kit should be kept in a safe location.

### **General Recommendations:**

We recommend that any child who shows signs of illness should be kept at home; requests from parents to keep their children in at lunch break are not encouraged. A child too sick to play with peers should not be in school.

### **Roles and Responsibilities:**

The BoM has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the assistance of all staff members. The Principal is the Safety Officer and the maintenance and replenishment of First Aid Boxes is carried out by a designated classroom assistant.

### **Success Criteria:**

The effectiveness of the school policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers
- Ensuring the primary responsibility for administering remains with parents/guardians

### **Implementation:**

**The policy has been implemented since April 2017.**

### **Ratification and Review:**

This policy was reviewed and ratified by the Board of Management on 21<sup>st</sup> Oct 2024.

It will be reviewed in the event of incidents or on the enrolment of child/children with significant medical conditions, but no later than November 2025.

Signed: *Rosie Healy* (Chairperson) *Lucy O Sullivan* (Principal)

Date: 21<sup>st</sup> Oct 2024

Knockanes N.S.

**Appendix 1**  
**Medical Condition and Administration of Medicines**

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Emergency Contacts**

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

4) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Prescription Details:

\_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required:

\_\_\_\_\_

Is the child to be responsible for taking the prescription him/herself?

\_\_\_\_\_

Is the child to be responsible for bringing the medication to and from school daily/ when required?

\_\_\_\_\_

What Action is required

\_\_\_\_\_

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

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

\_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

**Appendix 2**  
**Allergy Details**

Type of Allergy: \_\_\_\_\_

Reaction Level: \_\_\_\_\_

Medication: \_\_\_\_\_

Storage details: \_\_\_\_\_

Dosage required: \_\_\_\_\_

Administration Procedure (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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



**Appendix 3**  
**Emergency Procedures**

In the event of \_\_\_\_\_ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Procedure:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

***To include: Dial 999 and call emergency services.  
Contact Parents***

Appendix 4

**Record of administration of Medicines for short term condition**

**To Be Completed by Parent/Guardian**

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition/ Reason for Medication: \_\_\_\_\_

Name of Prescribed Medication: \_\_\_\_\_

Dosage to be administered:  
\_\_\_\_\_

Can the Child Self-administer under supervision: YES \_\_\_\_\_ NO: \_\_\_\_\_

Does the Medication need to be stored in the fridge: YES \_\_\_\_\_ NO: \_\_\_\_\_

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well-being of my/our child. I/We understand that the school has no facilities for the safe storage of prescription medicines and that the prescribed amounts be brought in daily by the parent /guardian and given directly to school personnel. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing. I/We understand that school personnel do not have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Parents/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parents/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Below Records To Be Completed by School**

<i>Date</i>	<i>Time</i>	<i>Quantity Administered</i>	<i>Administered By</i>	<i>Supervised By:</i>

--	--	--	--	--

*Updated 27.03.2019*

***Record of administration of Medicines***

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage Administered: \_\_\_\_\_

Administration Details (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_

***Record of administration of Medicines***

Pupil's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Medical Condition: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage Administered: \_\_\_\_\_

Administration Details (When, Why, How)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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