

# THE HAMMOND – Health and Safety Policy – (also covers Boarding and Prep)

Revised Aug 10, Aug 11, Apr 12, Aug 12, Nov 2012, November 2013, August 2014,  
August 2015, October 2015, May 2016, March 2018

## Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

*Helping Every Child to Achieve More*

## HEALTH AND SAFETY Responsibilities and Policies

**Principal: Maggie Evans**

### Health & Safety Officers

Ceri Shone	-	All Dance Areas
Julio Faria	-	Hoole Bank and all Academic teaching areas
Adele Lawn	-	Boarding Accommodation
Sian Fletcher	-	Finance/Administration
Ken McClelland	-	Premises Manager / Fire Officer
Stella Dennis Sodexo Catering/ Cleaning Manager	-	Dining Room and Kitchen
Nicola Kelly	-	Preparatory School

### Policies included:

(See separate document)

Policy Statement  
Staff Information  
Fire Procedures  
Accident Policy  
Accident Report Form  
First Aid  
Administration of Medicines  
Epilepsy Policy  
Diabetes Policy  
Asthma Policy  
Transport Policy  
Educational Visits – for Preparatory School see  
separate policy  
Educational Visits Form  
Educational Visits Consent Form  
Site Risk Assessment Form

The Health and Safety at Work Act of 1974 (see reference documentation on staff shared area) legally obliges the Directors of the School to have an active 'Health and Safety Policy'.

### **Thus the following is the School's Policy Statement:**

The school building and site must be a safe and healthy environment for pupils and staff. The Hammond is committed to ensuring the health and safety of all employees, students and visitors on its grounds, as well as the health and safety of workers and students whilst representing the school away from the premises.

We aim to achieve this by:

- Managing the health and safety risks in the workplace to prevent accidents and cases of work-related ill health.
- Provide staff with clear instructions, information and adequate training to ensure that they are competent in their work and can positively contribute to health and safety both on and off the school premises.
- Engage and consult with employees (and student representatives?) on day-to-day health and safety conditions.
- Put in place procedures to effectively manage and deal with emergencies and adverse situations.
- Maintain safe and healthy working conditions, by providing safe equipment, plant and systems of work and ensure safe storage/use of substances

**1. It is the policy of the Directors to provide a safe and healthy working environment for its pupils and employees.**

**2. The Directors will meet this responsibility as far as is reasonably possible by the following provision and maintenance of;**

- safe equipment, plant and systems of work
- information and training to enable employees to positively contribute to health and safety at work
- a safe place to work and safe access to it
- safe arrangements for the use, handling, storage and transport of articles, substances etc.
- a healthy working environment.

These will be regularly reviewed.

#### **Directors:**

Ensure that the contents of the health and safety policy are communicated to all. To provide suitable and sufficient resources (people, equipment, time and money) required to fulfil the requirements and commitments laid out in this policy  
Take action to prevent and remedy any potential or actual breaches in health and safety procedures or law.

#### **Managers:**

Allocate resources (people, time, equipment and money) with regards to the requirement of this policy and their duties within the policy  
Ensure that activities are planned and risk assessed with due regard to the health, safety and wellbeing of all staff, pupils and others who may be affected.

To act on health and safety issues brought to their attention by staff, pupils or others.  
Support the Directors with regards to resources and policies put in place in relation to safety and health

**Employees:** Take care of the health and safety of themselves and others.  
Report all accidents, incidents and near misses and follow emergency procedures where required  
Carry out/participate in risk assessments where required, and follow control measures implemented by the School for the purpose of Health and Safety.  
Report and make safe any potentially dangerous or hazardous conditions in relation to equipment, processes, plant or working environment with regards to pupils, staff and visitors to the premises.

**3. Health and Safety representatives will be appointed in each area of school and will have effective communication and consultation with the Principal and where necessary the Directors.**

**The Directors remind all employees of their duties under the law -**

- to take care of their own health
- to ensure the health and safety of others who could be affected by their actions at work
- to co-operate in any efforts made to safeguard to improve the welfare of employees and pupils
- all teachers must ensure safe practice in every aspect of school life with pupils both on and off the premises.

**4. The Principal and Department Heads as the agents of the Directors will have overall responsibility for health and safety in the school.**

- They will conduct half-termly reviews of health and safety at the Health and Safety minuted Meetings. The Director with the appropriate delegated responsibility is also present.
- Each employee will confirm that sufficient attention is paid to the implementation of safety standards.
- Staff should resolve health and safety problems with the agent in charge of their area.
- Employees must be aware of written advice issued by the Health and Safety Executive.

**5. Staff are expected to make personal assessments of their activities and working areas to establish**

- any hazards
- any risks
- the level of precautions appropriate to risk

**6. Accident reporting**

All staff must record any injury they or any pupils under their care receives on accident forms available in the Office

**Signed.....(Chairman of Directors).....Date**

## HEALTH AND SAFETY – General Site Risk Assessment

### Please see separate Site Risk Assessment Table

“A risk assessment is a technique used to identify hazards and their effects and the level of harm, injury, ill health, damage or loss which may occur, leading to control measures to eliminate or reduce the level of risk. The Hammond will carry out risk assessments to identify the significant health and safety hazards in relation to our activities, and will implement control measures to manage these risks.

Risk assessments are carried out as required and reviewed following any accident, incident, or change to premises, process or circumstances of the activity.

Risk assessments and relevant information will be stored in the Finance and Administration Office. The Educational Visits File and Out of Hours usage forms containing individual appropriate risk assessments is kept by the Principal in her (locked) office.

## HEALTH AND SAFETY - Staff Information

All staff must be aware of the school health and safety policy and procedures. Staff must read the Health and Safety Policy (this document which is reissued on the first full INSET Day of any academic year) and watch the health and safety DVD on induction and sign to say that they have done so.

- 1. The care of the pupils and each other extends to all employees**
- 2. Employees must take reasonable care of their own health and safety and that of others who may be affected by what the employee does.**

### It is your legal responsibility to -

- Make sure your area of work is a safe environment.
- Carry out a regular risk assessment of your areas of work (and equipment) and report this in writing to your area head (on forms provided) when required.
- Make lists available of all electrical appliances in your area for the annual electrical check.
- Seek further training for any area of your employment you consider necessary i.e. handling of specific equipment, organising specific activity, issue specific e.g. first aid.
- Instil good practice in all pupils.
- Record all accidents and first aid treatment
- Be aware of and implement the school policies on:

Educational visits and transporting pupils

Fire

Accident

Hazardous Chemicals

Work Experience

Areas out of bounds to pupils (see Pupil Induction Booklet)

First Aid / administration of medicines / sick children

Fire testing equipment

First Aid Certificates

Equal Opportunities and Disability

**Is there a danger?  
(Hazard recognition)**

|

**How likely is it to happen?  
(Risk identification)**

|

**How serious would it be?  
(Possible outcome)**

|

**Can anything be done to reduce the likelihood or severity?  
(Options for control)**

|

**How is the order of priority for controls decided?  
(Priorities)**

|

**What is going to be done and by whom?  
(Record/plan action)**

|

**Is the risk now acceptable?  
Will it continue to be so?  
(Evaluation, monitoring and review)**

|

**Does the process work for different activities?  
(Transferability)**

## HEALTH AND SAFETY – Fire Procedures

The Hammond has a '**NO SMOKING**' policy. It is illegal to smoke anywhere on the school premises.

It is important that there is accurate information about all staff who are on the school premises. **All** staff must sign in whenever they arrive (and sign out if they leave school premises during hours of employment).

### Signing in:

Academic Teaching Staff	book in Staff Room
Dance Teaching Staff and Pianists	book in Staff Room
Administration Staff	book in Staff Room
Kitchen Staff	see Sodexo instructions
Finance Staff	book in Finance Office
Visitors	book in Office at Hoole Bank House
Preparatory School Staff and Visitors	book in Prep School Reception
Premises staff	Staff Room/rear entrance of school
Cleaners	See Sodexo instructions

## In the event of a FIRE

### Member of Staff in Charge – (most senior staff member on site)

- Call the Fire Brigade, having confirmed that there is not a fault. (If delegated make sure it is confirmed).
- Evacuate all buildings.
- Collate all registers, signing in books and visitor book and check that everyone is accounted for, including academic / dance staff, ancillary staff and visitors to the school.
- Keep everyone well away from building until instructed otherwise by Fire Brigade.
- A complete list of all pupils/staff and addresses is in the main office and the finance office.

### All Staff

- When fire is detected sound alarm immediately (staff should be aware of positions of break glass points).
- Evacuate all students from teaching and other areas in an orderly manner. If the fire alarm is during break time or lunchtime teaching **staff are responsible for the students they are due to teach next**. (Staff must be aware that this is not always possible especially near the beginning of lunch, and all staff on the premises must collectively check that the school has been evacuated).
- After school all staff on the premises have this responsibility.
- Ensure if possible that doors and windows are closed when all students have been evacuated.

**All staff** (teaching and non-teaching) and pupils/students should assemble at the assembly point on the Astro Turf in front of the Performing Arts Centre.

Pupils/students should assemble in alphabetical order in their classes and those staff teaching (or due to teach) a class should register them. Any staff not responsible for a class should check that there is no class unregistered.

- After registration has taken place staff must **immediately** report to the teacher in charge (Principal, Vice-Principals, Head of Department or House Staff) that all students are accounted for, or report any that are missing.
- Students should be kept well back from the front of school to permit access for fire engines.
- Staff and students may only return into school when instructed by the member of staff in charge/fire officer.

- If the school is unfit to return to, students can be accommodated in studios 5 – 8 or outside classrooms if safe to do so.
- It is the responsibility of the teacher in charge to ensure that -
  1. All registers are available, and that the staff book, signing out book and visitors' book has been brought out. (Staff are expected to assist).
  2. That emergency services have been called (in the event of a genuine emergency).
  3. To co-ordinate registration of students and staff, including kitchen and other employees.

**In order to minimise risk;**

- Safety precautions are observed by all staff in order to avoid the conditions in which a fire is likely to occur.
- Fire alarms are checked weekly (Mondays) by the Premises Manager and annually by installers.
- Fire extinguishers are sited throughout school. There will be no attempt to use an appliance until after the alarm has been sounded and all students and staff have been safely evacuated.
- Fire extinguishers are checked annually.
- Fire Drill takes place every term.
- Smoke detectors and emergency lighting are tested regularly.

For Boarding House Fire Procedures is available on request from the Head of Boarding, Adele Lawn.

## HEALTH AND SAFETY - Hazardous Chemicals

**All departments** must submit a list of Hazardous chemicals that they have stored. This list should include cleaning materials, photographic chemicals, and science chemicals.

Note: - Cleaning materials are kept in locked cupboards.

The list must indicate quantity stored; where it is stored; why it is hazardous e.g. flammable, poisonous, corrosive etc.; and how it should be treated in an emergency.

The list should be handed in to the Finance office at Hoole Bank House annually in April / May. A copy of this should be displayed close to where the chemicals are stored.

The majority of injuries in school are minor cuts and bruises caused by falls etc. These usually go no further than a spot of first aid by a member of staff.

**Remember** - Pupils should be encouraged to clean their own cuts where possible. If not then protective gloves should be worn. Some pupils have allergies to plasters - check this.

### **Injuries to children in school that cause concern**

With this type of injury we must ensure that certain procedures are followed. These are to ensure that the injury is dealt with correctly, safely and legally.

### **Assessing the injury**

It is the responsibility of the member of staff who is first alerted to the accident to assess the seriousness of the situation and to call help from one of the school's First Aiders.

### **ON NO ACCOUNT SHOULD THE INJURED PERSON BE LEFT UNATTENDED**

If this involves leaving other students unsupervised the teacher must decide the priority and, wherever possible, alert other staff to arrange cover. If possible or appropriate send two students to the main office.

People who have suffered an injury should not be moved immediately. Instead the situation should be assessed and then, if possible, the injured should be made more comfortable. It is advisable that one of the school's First Aiders take this decision if possible.

### **Getting Help**

In cases of serious injury as little time as possible should elapse before professional medical attention is provided. If the staff member first alerted feels that the accident warrants calling an ambulance immediately then this should be called for **at once** and then one of the school's First Aiders called to the scene.

Please note **RIDDOR** regulations regarding reporting serious accidents to Health & Safety Executive -at [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) - email [riddor@connaught.plc.uk](mailto:riddor@connaught.plc.uk). All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm)..

The member of staff at the scene of the accident or the First Aider should advise the Principal/School Secretary whether the student's parents should be notified and advised to take to Hospital.

Where the student's parents or a member of the boarding staff is unobtainable a member of staff will take the student to Hospital and school staff will continue to try to inform parents.

### **Recording what happened**

An accurate and complete record of the incident must be completed and the Principal should be informed immediately (see accident/incident form). If no adult was present, do not rely on one account but question all present. The Accident Form must be completed accurately, and once signed, this form becomes a legal document. For Preparatory School please see separate accident/incident form.

### **Informing Parents**

For any other than minor injuries parents must be informed as soon as possible and given details of the action taken/advised.



**To summarise;**

- We must assess injury before attempting to move injured person.
- We must send for medical help, school First Aider or, if necessary, an ambulance.
- We must ensure that the next of kin has been contacted immediately in the case of an emergency.
- We must make an accurate and complete record of the incident on the accident form and inform the Principal as soon as possible.
- We must make every effort after assessing the priority to ensure classes are not left unattended. However, the priority must be to the injured student.
- Staff, as part of their regular supervisory role, should be constantly assessing risk of accident, and must be aware of possible accidents.

		<b>Valid until</b>	<b>Renew</b>
Three Day Course:	Nicola Moxon (Reception)	Aug '18	Jun '18
	Matthew Bodels (Teacher/ DoE)	Apr '20	Feb '20
	Barbara Phoenix (Boarding)	Jan '21	Nov '20

First Aiders – Emergency First Aid at Work - 1 day course taken.

	Adele Lawn	Jun '20	Apr '20
	Laura Wasowicz	Jun '20	Apr '20
	Roz Werngren	Jun '20	Apr '20
	Carol Garratt	Jun '20	Apr '20
	Nicky Simons	Jun '20	Apr '20
	Christine Watts	Jun '20	Apr '20
	Katie Croft	Jun '20	Apr '20
	Joyce Hudson	Jun '20	Apr '20
	Laura Scarffe	Jun '20	Apr '20
	Bernie Wittenbrink	Jun '20	Apr '20
	Mandy Hatfield	Jun '20	Apr '20
	Maggie Evans	Sep '18	Jul '18
	Jan Foden	Sep '18	Jul '18
	Sian Fletcher	Sep '18	Jul '18
	Marcus Lyon	Sep '18	Jul '18
	Martin Dutton	Sep '18	Jul '18
	Linda Jones	Sep '18	Jul '18
	Antonia Barron	Sep '18	Jul '18
	Linda Griffiths	Sep '18	Jul '18
	Kevin Williams	Sep '18	Jul '18
	Richard Thomas	Sep '18	Jul '18
	Chrissie Eccleston	Sep '18	Jul '18
	Erin Royle	Sep '18	Jul '18
	Elizabeth Martland	Sep '18	Jul '18
	Hannah Thomas	Aug '19	Jun '19
(*in addition Ofsted	*Valerie Streamns	Mar '19	Jan '19
Paediatric First Aid)	*Nicola Kelly	Mar '19	Jan '19
	*Michelle White	Mar '19	Jan '19

### **Defibrillator**

The school has an AED – defibrillator device on site. **Six of the above first aiders have been trained on its use as follows: - Maggie Evans, Kevin Williams, Jan Foden, Nicola Moxon, Nicola Simons and Nicola Kelly.** This unit will be housed in a wall mounted box adjacent to the theatre entrance in the Performing Arts Centre next to the theatre. This box is alarmed and the key can be found in the Marketing Manager's office next to the box. The office remains open at all times the school is open. Signs in the Performing Arts Centre alert people to the location of the AED and Northwest Ambulance have been informed.

Staff are encouraged to take up the opportunity of First Aid training. School insurance provides full cover for claims arising out of action of staff acting within their scope of employment. In the early year's foundation stage setting, those staff who have been trained in First Aid hold a current certificate in paediatric first aid.

There should always be at least one first aider on site during any activity involving pupils.

**First aid containers are situated in the following places:**

Reception Office	Art Room	Finance Office
Chemistry lab	Physics lab	Theatre
Biology lab	Kitchen	Theatre Balcony
Car Park Studios	Staff Room	Studio 3
Mezzanine Kitchen	Boarding Houses	Home Economics
New Studios space	Jazz Café	Senior learning

The Preparatory School Office also holds a first aid kit.

It is the responsibility of the member of staff who works in and is in charge of the Health and Safety in that area to check that the box remains well stocked. A **confidential** list of pupils with specific medical needs / allergies is kept in the main office. Any requirements should be reported to the Receptionist, who will arrange to restock. (See recommended list of equipment). Staff should be retrained every 3 years.

**Educational Visits** - a first aid box should be taken on all appropriate trips. Where first aiders accompany trips an assessment of trained staff left in school should be made.

**In an emergency staff should -**

- 1) Consider their own safety and the safety of others around
- 2) Not leave the patient unless absolutely necessary, but send for the nearest first aider.
- 3) Do not attempt to move the patient, especially if they have fallen and may have injured their back.
- 4) For non-emergency treatment the patient should be referred to a first aider at the soonest convenient time (try not to interrupt other lessons)
- 5) For emergencies call an ambulance on 999
- 6) All accidents / injuries must be reported on an accident form (from the main office as soon as possible after the event) and copies to pupil/staff file and accident file (after informing the Principal)
- 7) Please refer to RIDDOR for serious accidents, fractures etc – Please see the Registrar.
- 8) All staff should take precautions to avoid infection and must follow basic hygiene procedures, using disposable gloves, washing hands and taking care when dealing with blood or other body fluids and disposing of dressings or equipment. Where possible let the patient deal with their own injury.
- 9) Parents / carers / partners etc. should be notified as soon as possible.
- 10) A list of pupils with known special health needs is kept in the school office.

**First aid boxes should include:**

A leaflet giving general advice on first aid  
20 individually wrapped sterile adhesive dressings (assorted sizes)  
Two sterile eye pads  
Four individually wrapped triangular bandages  
six safety pins  
six medium sized individually wrapped sterile unmedicated wound dressings  
one pair of disposable gloves

## **Sick Children**

If a pupil feels ill in class staff should assess whether they are well enough to continue to the end of the lesson. Where possible other staff should not have their lesson disturbed.

If the pupil is too unwell they may be sent to the school office to see a First Aider who will assess the situation. The school has a sick room for use of students in years 7-14. The Preparatory school have separate arrangements. If the child is likely to be sick or faint they should be accompanied to the sick room and not left alone.

No pupil may go to the sick room without adult permission and they must be logged with the receptionist who holds the key.

Where possible pupils will be sent home or back to the boarding house if they are unwell.

## **HEALTH AND SAFETY – First Aid Policy**

Parents are advised that children who are unwell should not be sent to school. However, doctors sometimes advise that children should attend school while still needing to take medicines, either because they are suffering from some chronic illness or allergy (such as diabetes or asthma) or they are recovering from a short-term illness and are undergoing a course of treatment needing antibiotics.

Teachers have a professional duty to safeguard the health and safety of pupils but this does not imply a duty upon teachers to undertake the administration of medicines, indeed teachers are advised **not** to take responsibility for the administering unless absolutely necessary, and then only under strictly controlled guidelines.

For the Boarding House Policy please see the separate Medical Protocol policy, which follows on after this First Aid Policy.

### **Preparatory School**

For our younger pupils, Preparatory Staff will administer medicines as needed, upon receipt of a written request from parents. A record of this administration is kept in the Medications Administered Book. Parents are issued with a reminder note at the end of the day indicating that the medication has been given/applied. All medications (including creams and sun creams) are stored in the school office.

**It is the responsibility of the parent or carer to ensure that the correct medication is at school and that the pupil has the knowledge to administer it.**

**Note - No medicines should be administered in school, by staff, without parents' written consent.**

### **Security of medicines - on school property**

Parents are advised that it is their responsibility to issue their child with only the correct amount of medication for one day. Where this needs to be stored securely or in a cool place the school will agree to look after the medication in the school office (including spare Epipens). Otherwise it is the responsibility of the pupil to look after the medicine (not for Preparatory pupils). Under no circumstances should medicine intended for one pupil be issued to another.

Where possible medicines should be administered at home and should not be brought into school. Staff should **not accept** on behalf of school any responsibility for administering medicine, unless fully aware of the details, particularly in the following cases;

- where the time of the administration is important or crucial.
- where some technical medical knowledge or experience is required
- where intimate contact with the child is necessary.

**Any member of staff who does take responsibility for administering medicine takes on a heavy legal duty of care to discharge the responsibility correctly.**

### **Pupils with long-term health problems**

Following receipt of written advice from the student's doctor and parents, the Principal will consider the full implications and will wherever possible make every effort to set up appropriate procedures to accommodate the child's special needs.

### **Directions for using the Epi Pen**

- Call for an ambulance
- Open the Packaging
- Remove the Grey Safety Cap
- Place the black tip of the pen at right angles to the upper thigh and press hard until the auto-injector mechanism functions. Hold in place for count to ten, and then remove. (See notice board in staff room for instructions)
- Massage area for ten seconds
- Used EpiPens should be placed in a rigid container e.g. ice cream container or a bottle and given to ambulance staff. Be careful not to touch the needle. If injury does occur seek medical attention immediately.

Pupils with epilepsy are welcome in school and will be encouraged, as far as possible, to take a full part in all school activities. The school will ensure that awareness of epilepsy is raised across the whole school community. Particular attention will be given to the pupil's peer group so that they know what to expect, are not scared by a seizure and know what to do if a pupil has a seizure.

### THE SEIZURE - WHAT TO DO

#### THE AS ATTACK - WHAT TO DO

**Stay calm.**

1. **Look around** - is the person in a dangerous place? If not, don't move them. Move objects like furniture away from them.
2. **Note the time** the seizure starts.
3. **Stay with them.** If they don't collapse but seem blank or confused, gently guide them away from any danger. Speak quietly and calmly.
4. **Cushion their head** with something soft if they have collapsed to the ground.
5. **Don't hold them down.**
6. **Don't put anything in their mouth.**
7. **Check the time again.** If a convulsive (shaking) seizure doesn't stop after 5 minutes, call for an ambulance (dial 999).
8. **After the seizure has stopped**, put them into the recovery position and check that their breathing is returning to normal. Gently check their mouth to see that nothing is blocking their airway such as food or false teeth. If their breathing sounds difficult after the seizure has stopped, call for an ambulance.
9. **Stay with them until they are fully recovered.**  
If they are injured, or they have another seizure without recovering fully from the first seizure, call for an ambulance.

**You should also call an ambulance if:-**

- it is the person's first seizure
- they have injured themselves badly
- they have trouble breathing after the seizure has stopped
- one seizure immediately follows another with no recovery in between
- the seizure lasts two minutes longer than is usual for them
- the seizure lasts for more than five minutes and you do not know how long their seizures usually last.

These guidelines are particularly relevant for tonic clonic (convulsive) seizures.

#### HOW TO DEAL WITH A SEVERE ATTACK

Follow the advice below:-

1. Call an ambulance and advise that an epileptic student is having a severe attack.
2. A member of staff must accompany the student in the ambulance.
3. Inform the pupil's parents and advise which hospital they have been taken to.

Pupils with diabetes are welcome in school and will be encouraged to take a full part in all school activities. The school will ensure that awareness of diabetes is raised across the whole school community. Particular attention will be given to the pupil's peer group so that they know what to expect, are not scared by a hypo or hyper and know what to do if a pupil in this situation.

**Symptoms of diabetes**

The main symptoms of diabetes are:

- feeling very thirsty
- urinating more frequently than usual, particularly at night
- feeling very tired
- weight loss and loss of muscle bulk
- itching around the penis or vagina, or frequent episodes of thrush
- cuts or wounds that heal slowly
- blurred vision (caused by the lens of the eye becoming dry)

Type 1 diabetes can develop quickly over weeks or even days.

Many people have type 2 diabetes for years without realising because the early symptoms tend to be general.

**Hypoglycaemia (hypo)**

Hypoglycaemia happens when blood glucose levels fall too low (below 4mmol/l). Most children and families will call it a 'hypo'. You need to be aware that children with diabetes are likely to have hypos from time to time and they can come on very quickly.

Sometimes there's no obvious cause, but usually it's because the child:

- has had too much insulin
- hasn't had enough carbohydrate food
- has been more active than usual.

**How to recognise a hypo**

Most children will have warning signs of a hypo.

These warning signs can include:

- feeling shaky
- sweating
- hunger
- tiredness
- blurred vision
- lack of concentration
- headaches
- feeling tearful, stroppy or moody
- going pale.

Symptoms can be different for each child and the child's parent or carer can tell you what their child's specific warning signs are. They will also be listed in the child's IHP.

**Treating a hypo**

Hypos must be treated quickly. Left untreated, the blood glucose level will continue to fall and the child could become unconscious or have a seizure. Some children will know when they are going hypo and can treat it themselves, but others, especially if they're younger, newly diagnosed or have learning difficulties, might need help. A child should not be left alone during a hypo or be made to go and get the treatment themselves. Recovery treatment must be brought to the child.

**In the event of a child having a hypo, here's what to do:**

If a child's blood glucose levels are too high or too low while at school, they might start to feel unwell. Some children with diabetes may have more frequent absences because of their condition.

**Here are some of the things to be aware of and look out for:-**

- Check the child's blood glucose level (when possible).
- Immediately give them something sugary to eat or drink, like Lucozade, a non-diet soft drink, glucose tablets or fruit juice\*.
- After 10–15 minutes, check the blood glucose level again. If the level is still low, repeat step 2.
- Check the blood glucose level again in another 20–30 minutes to make sure that they have returned to normal.

Some children will need a snack after treating a hypo, such as a piece of fruit, biscuits, cereal bar, small sandwich or the next meal if it's due\*. The child's parent, will tell you if they need a follow-on snack.

Once a hypo has been treated and the blood glucose has returned to a normal level there is no reason why the child can't continue with whatever they were doing. However, it can take up to 45 minutes for a child to fully recover. Children should have easy access to their hypo treatments and should be allowed to eat or drink whenever they need to, to prevent or treat a hypo. All school staff should know the signs of a hypo and what to do should a child have one.

**You should call an ambulance if:-**

In the unlikely event of a child losing consciousness, do not give them anything by mouth. Place them in the recovery position (lying on their side with the head tilted back).

1. Call an ambulance; tell them the child has Type 1 diabetes.
2. Contact their parent or carer if they are local. Parents have an emergency injection of glucagon (a hormone that raises blood glucose levels), which can be given if a child becomes unconscious.
3. A member of staff must accompany the student in the ambulance.
4. Inform the pupil's parents if you have not already done so, and advise which hospital they have been taken to.

**Hyperglycaemia (hyper)**

Hyperglycaemia happens when blood glucose levels rise too high. Most children and families will call it a 'hyper'. All children are likely to have high blood glucose levels sometimes and they might happen because the child:

- has missed an insulin dose or hasn't taken enough insulin
- has had a lot of sugary or starchy food
- has over-treated a hypo
- is stressed
- is unwell
- has a problem with their pump.

**Treating a hyper**

Depending on how a child takes their insulin, if their blood glucose is only high for a short time, treatment may not be needed. But if blood glucose has been high for some time, treatment may include:

- taking an extra dose of insulin
- drinking plenty of sugar-free fluids

School should inform parents of the hyper and ask advice. Children on pumps will need to treat high blood glucose levels more quickly.



## HEALTH AND SAFETY – Asthma Policy

Pupils with asthma are welcome in school and will be encouraged to take a full part in all school activities.

### Parents

School asks all parents whether their son/daughter has asthma (or is ever wheezy). A record of all pupils with asthma will be maintained. Details of treatment will need to be obtained from parents, together with clear guidance of usage.

It is the parents' responsibility to ensure that asthma medication is available at all times.

### Sport

The aim is that all students but the most severely affected are involved in normal activity. However, nearly all young people with asthma can become wheezy during exercise.

Students who are normally active should not be forced to participate in games if they are too wheezy to continue.

Staff should notify the student's Form Tutor or the Principal if they feel a student is becoming over reliant on their inhaler.

### Pets

Pets in classrooms could cause problems for children with asthma and staff should be aware of this situation and deal with it as appropriate.

## THE ASTHMA ATTACK - WHAT TO DO

Follow the advice below:-

If an asthmatic pupil becomes breathless and wheezy or coughs continually:

1. Keep calm. It's treatable.
2. Let the pupil sit down in the position they find most comfortable. Do not make them lie down.
3. Let the pupil take their usual reliever treatment - normally a blue inhaler. If the pupil has forgotten their inhaler, and you do not have prior permission to use another inhaler:
  - call the parents.
  - check the attack is not severe - see below.
4. Wait 5-10 minutes.
5. If the symptoms disappear, the pupil can go back to what they were doing.
6. If the symptoms have improved, but not completely disappeared, call the parents and give another dose of inhaler while waiting for them.
7. If the normal medication has had no effect, see severe asthma attack below.

## **WHAT IS A SEVERE ASTHMA ATTACK?**

**Any** of these signs mean severe:

- Normal relief medication does not work at all.
- The pupil is breathless enough to have difficulty in talking normally.
- The pulse rate is 120 per minute or more.
- Rapid breathing of 30 breaths a minute or more.

## **HOW TO DEAL WITH A SEVERE ATTACK**

Follow the advice below:-

1. Call an ambulance and advise that an asthmatic student is having a severe attack.
2. A member of staff must accompany the student in the ambulance.
3. Inform the pupil's parents and advise which hospital they have been taken to.
4. Keep trying with the usual reliever inhaler every 5-10 minutes and don't worry about possible overdosing. Once ambulance staff are on site update and follow their instructions.

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

### Doctor Registration

All children should be registered at Garden Lane Medical Centre, which has male and female doctors available – children should be asked if they have a preference when the appointment is made. It should be remembered that children do have the right to see the doctor without explaining the reason to a member of staff. Otherwise parents are told of the appointment as soon as possible.

### Medical Records

1. All appointments are kept in boarding house diary
2. Details of appointments, medication prescribed and follow up appointments are added to the child's medical portfolio.
3. Any significant illnesses (diabetes, coeliac's), accidents or injuries must be recorded in the child's medical portfolio.
4. A care plan should also be made for any child suffering from a significant illness.

### Confidentiality

Although medical care is confidential, The Hammond must be informed if the child is not to attend lessons. Sensitive information need not be given although any issues of a safeguarding nature must be relayed to the Principal, or Head of Boarding in line with the Safeguarding Policy.

### Children off sick – Accommodation for sick children

Sick children are to be cared for as near as possible to the way they would be treated in their own homes i.e in their own beds or sitting in common room. If the boarder is in bed allow them their mobile for a short time to enable them to contact parents. Staff to check the child frequently, ensuring that food, drinks and comfort are freely given.

A sick room is provided at Hoole Bank House for day and boarding children until they are collected by parents or boarding staff. Any boarder requiring isolation or care other than in their own beds is sent home until recovered. Arrangements will be made as necessary.

Boarders can also be put in the Medical Room at Betty Hassall House in extreme circumstances.

### Private Medical Insurance

All children are covered either by the school's AXA or their parent's private medical insurance.

### Doctor – 8.00a.m.

- Telephone 01244 346677 Garden Lane Medical Centre, Garden Lane.
- Telephone for appointments. Try to get early ones to save time and taxi fares. In an emergency out of hours you will be put through to St. Martins Clinic. There is also a drop in centre at the Countess which can be used in an emergency at weekends.
- Walk children to surgery and back to Boarding Houses collecting prescriptions on the way.
- If the child is to go to school phone for a taxi – 01244 343434. Year 7 and 8 must travel with a member of staff. Year 9 or above can travel without a member of staff.

- Parents should be notified of all appointments and treatment.
- Older pupils may request to see a Doctor privately. This is acceptable if the child is deemed competent.

### **Physiotherapist:**

Telephone 01244 350550. Pro Physio, Hoole

If a child requests a physio appointment they must first see Ms Barron, Injuries Co-ordinator. An appointment will then be made. Deputy Head of Boarding will then liaise with Mrs Sue Caroe in the finance department with the following details.

Mrs Caroe will then get in touch with AXA to get clearance and an authorisation number. If child is not on the schools AXA ring parents and ask them to get all of the necessary authorisation numbers.

**NO APPOINTMENTS MUST BE MADE UNTIL WE HAVE AUTHORISATION NUMBERS.**

**Consultants** If a child is referred to a consultant you will follow the same process as above. The Private hospital that The Hammond uses is The Nuffield, Wrexham Road, Chester.

**Dentists** All routine dental work should be carried out during the holidays. In an emergency contact the Northgate Dental Practice 01244 372888.

**Orthodontic** Children are often referred to Countess of Chester Hospital or Overleigh Dental Practice, Handbridge, to have treatment from the Orthodontist at the O.M.F. Clinic. The child's dentist at home will make the referral.

**Accidents** If an ambulance is not necessary a taxi is taken to the accident unit at the Countess of Chester Hospital. All accidents must be reported on Accident Report Forms (see Health and Safety Policy) and parents to be notified immediately.

**Eye Tests** These should be carried out at home – if problems occur, Spec Savers will give Saturday appointments.

**Immunisation** These are done at school after parents have given written consent.

### **Medicines should be taken in the office in the presence of a Member of Staff**

1. Check instructions on the label and the child's name.
2. Check identity of child; encourage the child to check the label.
3. Encourage the child to take any tablets with plenty of liquid.
4. Record prescribed medication given on record sheets.
5. Record paracetamol etc in medical file and in child's medical portfolio.

**Ear and eye drops** – these may be required throughout the day. If the child is taking them to school make sure they know the correct procedure – clean hands – and how to administer, check on their return from school that this has been done. Eye drops must be discarded one month after opening – write date started on bottle.

**Creams and Ointments** – For treatment of acne – may be kept by the child after ensuring they know how to apply. For treatment of eczema – Diprobace may be kept by the child – Hydrocortisone creams to be kept in the medical cupboard

**Inhalers** – Children can keep their own asthma inhaler with them. A spare is kept in the medical cupboard. When the child asks for the spare inhaler, order a repeat from the surgery.

**Epi Pen** – For the treatment of known severe allergic reactions which can be caused by nut allergy, bee stings etc. an epi pen is carried by the child – a spare is kept in the first aid box at the boarding houses and also in the main office at Hoole Bank House. The child will know if they are having a reaction, do not wait for symptoms to appear. If epi pen is used telephone 999 for Paramedics. Instructions on how to administer epi pen are on notice boards in boarding houses.

If a child comes to the boarding house needing an Epi pen, demonstrations on how to administer the epi pen will be given at Garden Lane Medical Centre.

**Before Exeats and Holidays** – Check that all children have an adequate supply of medication to take home. Order repeats if necessary. Enter the amount taken home and amount returned to medical file.

### **Doctor Registration**

All boarders are registered at Garden Lane Medical Centre, which has male and female Dr's available. Children should be asked if they have a preference when the appointment has been made. It should be remembered that boarders do have the right to see the Dr without explaining the reason to a member of staff. (Otherwise parents are told immediately of the appointment).

### **Medication**

Only prescribed medication may be brought from home. This must be handed in with clear details as to the reason it was prescribed and instructions for use – if there is any doubt please ask one of the Dr's at Garden Lane Medical Centre for advice.

Enter all medicines in medicine book and on the boarders file.

Medication must be stored as directed, e.g. cupboard or designated fridge, and must be taken as prescribed in the presence of house staff.

Medicine charts to be filled in for a course of medication e.g. antibiotics, iron tablets etc. When completed or the course is finished this should be placed in the boarders medical file. Paracetamol/Ibuprofen taken as a homely remedy should be entered in the medicine book and in the boarders file.

Check medicine in the medicine cupboard each week. Check expiry dates and dispose of a chemist if necessary. The running total of paracetamol and ibuprofen should be checked against the contents of the cupboard and any problems reported to the Head of Boarding.

### **Over the Counter Medicines**

These should always be stored in the locked medical cupboard together with a list of medicines which will include e.g. paracetamol and ibuprofen.

#### **Paracetamol**

**Age under 12** 1 x 500mg every four hours not more than 4 x daily

**Over 12** 2 x 500mg every four hours not more than 4 x daily

#### **Ibuprofen**

Some pain e.g. period pains and injuries respond better to this however **make sure that the boarder does not suffer from asthma.**

**Age under 12**

Must see GP

**Over 12**

1 or 2 x 200mg every four hours, not more than 3 x daily. The doctor may recommend a higher dose.

**Always to be taken with food and plenty of water**

The following procedures must be observed:

1. The reason
2. Check and ask if any allergies
3. When was the last dose given? Check medicine book.
4. Check expiry dates on all medications
5. Observe child whilst taking medicine
6. Record in medicine book, sign and fill in a record sheet.

Leaflets referring to paracetamol and ibuprofen can be found in the front of the medical records book.

### **Prescribed Medicines**

Only to be given to the boarder prescribed for. Always return unused medicines to the chemist.

### **Ear and Eye Drops**

These may be required throughout the day. If the child is taking them to school make sure they know the correct procedure – clean hands – and how to administer, check on their return from school that this has been done. Eye drops must be discarded one month after opening – write date started on bottle.

### **Creams and Ointments**

For treatment of Acne – may be kept by the boarder after ensuring they know how to apply. For the treatment of eczema – Diprobase may be kept by the child – Hydrocortisone creams to be kept in the cupboard as they generally are only needed twice daily.

### **Inhalers**

Boarders keep their own asthma inhaler with them. A spare is kept in the medicine cupboard. When boarder asks for a replacement inhaler, order a repeat from the surgery.

## **Epi Pen**

For the treatment of known severe allergic reactions which can be caused by nut allergy, bee stings etc., an epi pen is carried by the child – a spare is kept in the First Aid Cupboard at the Boarding House and also in the main office at Hoole Bank House. The child will know if they are having a reaction, do not wait for symptoms to appear. If an epi pen is used **telephone 999** for Paramedics. **(Instructions on the Notice Board in each house)**

If a new child comes into boarding needing an Epi pen, demonstrations on how to administer the Epi pen will be given at the surgery, Garden Lane Medical Centre.

## **Before Exeats and Holidays**

Check that all boarders have an adequate supply of medication to take home. Order repeats if necessary. Enter the amount taken home and amount returned on medical file.

## **Administration of Prescribed Medication**

1. Check instructions on the label and boarder's name.
2. Check identity of boarder; encourage the boarder to check the label.
3. Encourage the child to take any tablets with plenty of liquid.
4. Record medication given and time on the medical record chart to include actual dosage and sign.
5. If a dose is needed at school and the child is deemed competent they may take one to school in a named envelope. If not house staff to take medication to school.

## **Self-Administration**

If a boarder is deemed competent and dependable (this should be discussed with the boarder's parent) they may keep some medications. e.g. asthma and acne cream. A self-administration form will be completed with the boarder and signed.

# THE HAMMOND – Transport Policy

Revised Aug 2010, Reviewed Aug 2011, Revised Apr 2012, Aug 12, Nov 2012, Aug 13  
Revised August 2014, August 2015, October 2015, May 2016

## Every Child Matters:

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*Helping Every Child to Achieve More*

The purpose of this policy is to ensure the safety of all pupils involved in any form of school transport. The following have been identified as the possible modes of transport used by The Hammond.

**Hired Coach** - we always use a reputable coach company and ensure that we have at least the recommended number of adults to pupils. When booking, the coach the member of staff must ensure that the coach has seat belts. Staff must ensure that pupils are sitting down and belted up at all times. Drivers should not smoke on trips. Should this occur it should be reported to the coach company.

**Train** - the group should be sitting together. Pupils and staff should be fully briefed on train times.

**Taxi** - Wherever possible pupils should travel two or more in a taxi. We endeavour to always use the same taxi firm (Kingkabs – 01244 343434). In the rare event that this might not be possible, we should use a known reputable company instead, (check with Finance and administration or School Secretary). We have satisfied ourselves that all drivers have been vetted. **All taxis used by Hammond pupils must be fitted with seatbelts.** Where parents are booking taxis to transport their own children, it is their responsibility to ensure the relevant vetting procedures have been followed by the company used. Written notification of these arrangements are needed for Preparatory School pupils before staff will release children to a taxi driver.

**School Bus** – Boarders are transported to and from the boarding houses, normally on a coach with seat belts. House staff travel with them to supervise.

**School Minibus** – Parents will be advised if students are to be transported in the school mini-bus. The bus seats sixteen students and the driver and is fitted with seatbelts. Staff driving the bus must have registered their details with the Finance and Administration Department. Please also see separate Minibus Policy and Checklist.

**Staff Cars** - Staff may not use their own car to transport pupils unless they have completed the teachers transport form. Where possible staff should carry more than one pupil (but no more than the car is designed for). **Seat belts must be worn.** School insurance covers the use of staff cars provided the above is completed. Children must sit in rear seats when possible. For Preparatory School children, parents must provide an appropriate car seat for staff to use – please note child seats are not required for coaches or a minibus.

**Transport of ill or injured pupils** - staff must assess whether the pupil is fit to travel unattended in their care (e.g. a pupil suffering from an asthma attack should have another adult with them).



**When pupils/students use taxis for school business the following good practice should be observed:**

- all taxis should be booked via the school office / boarding houses, using the school's recommended firm (KingKabs) to conform with police vetting procedures etc.
- pupils/students should not travel on their own in a taxi unless absolutely necessary
- pupils/students must wear seatbelts at all times
- pupils/students must strictly adhere to the School Code of Conduct
- the member of staff should ensure that the pupil/student has arrived at the destination
- arrangements for paying should be made clear to the student/pupil
- clear instructions should be given to students/pupils in the event of delay

**Pupils should be given the following guidance:**

- the wearing of seatbelts is obligatory
- they are representing the school and must behave accordingly
- in case of breakdown or accident they must immediately inform the school or the boarding house of details and their whereabouts

# THE HAMMOND – Transport Form

Revised Aug 2010, Reviewed Apr 2012, Aug 2012, Nov 2012, Aug 13, August 2014, August 2015, October 2015, May 2016

## Every Child Matters:

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### Form for Staff who use their own cars to transport pupils

Name
Date of Birth
Age
No. of driving licence
Date of Issue
Is it clean?
Any endorsements?
Please include photocopy of licence.
Have you made any claims against your insurance in the last five years? Why?
When did you last have your eyes tested?
Do you need glasses to drive?
Do you agree to inform school of any further loss of eyesight, medical condition, insurance claims that might affect your driving or changes to your driving licence? YES/NO
Signed
Date

**Please complete and return to Finance and Administration with a copy of your driving licence**

# THE HAMMOND – Educational Visits

## Every Child Matters:

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**Helping Every Child to Achieve More**

Revised Aug 2010, Apr 2012, Aug 2012, Nov 2012, Aug 13, August 2014, October 2015, May 2016

Children learn most effectively from first-hand experience and benefit from visits to locations outside the school environment. These trips must be carefully planned and the Principal must approve of all the details.

All trips and school visits which involve any pupil and member of staff from school must comply with the School Trip Policy and Guidelines.

For Preparatory School Trips please see separate Preparatory School Educational Visits Policy.

**Department for Education Guidelines 'Health & Safety of Pupils on Educational Visits' is available on the staff shared area under policies, reference documents.**

## POLICY

Any member of staff wishing to involve pupils in any activities outside the school grounds should first seek general approval from the Principal. They should consider all arrangements/risk assessments prior to the visit and discuss arrangements with the Principal/Head of Prep.

The teacher responsible for organising the visit must complete the school 'Educational Visits' form prior to the visit and give a copy to the Principal, signed appropriately, to be kept on record.

It is advised that teachers organising visits should have recent experience of the planned venue if possible. In any case a thorough knowledge of the possible risks is needed, and care must be taken to prevent them (see risk assessment).

All parents/carers need to be informed by the school in writing and their written consent obtained. The letter must include details of the date, time, venue of the visit, cost, activities the pupils will be involved in, and any transport and accommodation arrangements if necessary. Medical details and parents' contact numbers should be requested. (Where trips involve physical activities or overnight stays the Educational Visit form must be completed and this applies to all students.

The maximum ratio of children to adults is 15:1 but a lower ratio is preferred. There should always be more than one adult, but up to half the adults need not be teachers. For trips abroad the ratio is 10:1 (8:1 is preferred). For adventurous Activities the ratio is 1:8. For overnight trips involving female students, there must be at least one female adult. For overnight trips involving male students, there must be at least one male adult.

For children at the Preparatory School the ratio for trips out of school is for students used is 1:4 for the younger children and 1:8 for older children but this may vary slightly if there is perceived to be an increased level of 'danger'.

Full costings and charges for the visit must be presented to the Principal and Finance Department (see attached form).

**Transport** - see Transport Policy above, page 24

### Supervision of pupils

The care and supervision of pupils on the trip is the responsibility of the accompanying staff. Where the trip involves instruction etc. from others this **may** temporarily be removed. The trip organiser must ensure that there is sufficient supervision for the activities involved. The minimum ratio for normal activities in this country is 1 adult to 15 children. Parents and other adults not employed by The Hammond may accompany the trip but organisers must consider the following:

- At least half the required supervisors must be teachers
- Child protection issues - non Hammond staff (who are not DBS checked) must not have unsupervised access to children.
- Do all supervisors know their role and emergency procedure?

Where possible, pupils should be divided into smaller groups with a different member of staff responsible for each group. This helps with registration especially in an emergency.

On the return to school staff should wait until the last pupil has been collected. Under no circumstances should staff leave pupils unattended. If pupils are not collected staff may take them to the boarding house if appropriate.

### Communication with Parents

- All parents should be aware of the 'Educational Visits - Parents information' which outlines their responsibility for any trip. This information may be found in the Parents' Handbook.
- All Parents must be informed of all school trips, including the cost, and a consent form must be obtained. Boarding staff may sign for the parents of boarders at the request of a student's parent.
- Please make sure that you inform parents in advance of details including cost, itinerary, timing etc.
- The pro forma should include the following wording:

**I give permission for my son/daughter to take part in the proposed visit to ..... on .....I have noted the details and accept the conditions stated in the 'Educational Visits - Parents Information' which includes emergency medical attention if needed (if you need to update your child's medical information please do so at this time).**

**Signed ..... Parent / carer of ..... form.....**

**Emergency Contact Numbers: .....**

Any additional information you consider important (dietary, medical etc.)

.....  
.....  
.....  
.....  
.....

### Sports Fixtures – Preparatory School

Pupils will be issued with dates at the start of each term. Team members will be notified in writing for each match/meet. Parental permission will be sought prior to every match/meet which takes place away from school or out of school hours.

## **Risk assessment**

It is essential that visit organisers have assessed all the possible risks and taken action to minimise them. This must be carried out with your Head of Department and recorded on the Risk Assessment Form.

- Supervision of pupils
- Transport - driver safety - seatbelts
- Accidents - first aid - medical history - consent of parents
- Exposure to the elements - sun, rain wind or snow
- Vetting of accompanying adults who will have unsupervised access to the children
- Disabilities – have any children specific disabilities that need to be catered for.

## **IN THE CASE OF AN ACCIDENT / EMERGENCY WHILE ON A SCHOOL VISIT -**

- Do all you can to ensure safety of whole group.
- Deal with the emergency.
- Inform local emergency services if necessary
- Inform the Principal / designated member of staff at school (who will inform parents / carers and other members of school if considered necessary).
- Do not give any interviews/ comments to press - this should be the responsibility of one person, nominated by the Directors.
- Record details of everything leading up to and after the emergency
- Be aware of the needs of the whole group
- Liaise with the Principal / designated member of staff for the return of group to school.

## **GUIDELINES-Things to consider**

### **For all trips**

- Take Emergency contact information
- Food - vegetarian and other special diets - inform kitchen if applicable.
- Medical needs - do you need parent/carer to sign medical consent form?
- Uniform + protective clothing / footwear
- Timing and Collection
- Special instructions to pupils and parents/carers.
- Staff are advised not to make specific arrangements with individual parents regarding collection and dropping off as this could cause delay to the rest of the group. If they do it must be on the understanding that parents accept that **staff will revert to published programme if there is delay or other problem.**

### **For trips taken out of school hours**

- Full names, telephone numbers and addresses of all pupils' contacts if parents are away.
- Names and telephone numbers of the Principal or nominated member of staff to contact in emergency or if delayed.

### **Visits involving outdoor pursuits or activities**

- Consent form for activities + medical attention
- The Centre must meet all current safety regulations – this must be checked thoroughly by the organising member of staff.

### **For trips abroad**

- Directors approval must be obtained via the Principal prior to a trip being organised
- Passports
- Permission from both parents of any pupils with custody order
- Where children are placed in the care of other adults, team leaders must ensure that proper child protection issues have been addressed - teachers should do all they can to ensure that they do not place themselves or others in the position of being alone with a child.

- Advise foreign nationals of need for own passport and visa if necessary.
- European Health Insurance Card
- Insurance
- Currency - adequate to cover emergencies
- Directors approval must be obtained via the Principal
- Check with tour operator to ensure that hotels, hostels, coaches etc. meet with safety regulations e.g. ROSPA or NST
- Receipts should be given for all money collected

### **CHECKLIST**

The trip organiser must discuss arrangements with their Head of Department who may refer it to the Principal. In addition they should have:

#### **(All trips)**

- Left a list of all (pupils and adults) on the trip and a detailed itinerary in School with the Principal or other named person
- Received consent forms from all pupils.
- Checked any medical or dietary needs of all on the trip
- Ensured that all adults are aware of their role on the trip.
- Ensured that all pupils are aware of -
  - a) any potential dangers
  - b) the need for the correct conduct
  - c) emergency procedure
  - d) the need to listen to and respond to instructions
  - e) (see Code of Conduct)
- The names of all pupils and accompanying adults
- A detailed itinerary
- The telephone no. of emergency contacts
- First aid box
- Mobile phone
- Permission slips
- Check insurance if necessary
- Bin bags (travel rugs/tuck shop etc.)

## Quick checklist of 'pre visit' requirements for trips out of school

This checklist is designed for easy reference. It should be used in conjunction with School Policy documents.

**N.B RESIDENTIAL AND TRIPS ABROAD** - All permissions / arrangements / ongoing planning must be addressed with the PRINCIPAL directly. The Principal will seek permission from The Hammond's Directors regarding trips abroad. Seek permission well in advance.

Trips /outings – The staff responsibilities below apply to any arrangement where students are taken off site by members of staff.

Sequence of tasks	Communication
Seek permission well in advance for the trip /outing.	Principal - delegated responsibility to Vice Principals
Check school calendar	Jan Foden and other relevant members of staff depending on for example, time of week, year e.g. Examinations Officer, Boarding Staff
Notify whole staff of proposed date and details of students involved.	Via E mail, Staff bulletin
Ensure adequate staffing (in line with school policy) and transport arrangements are confirmed.	Book minibus/driver via Sian Fletcher. Booking of coaches – Academic Dept Jan Foden, Vocational Dept – Sue Caroe All trips must have at least two members of staff present. (Exemptions only by permission of the Principal) Seek advice from Vice Principal if additional staff required.
Gather information on students' medical needs. Ensure all preliminary checks are completed with venue	Venue specific risk assessment often available
Prepare letter to parents/carers	Jan Foden
Ensure Finance are aware and have accurate costings	Sue Caroe/Marsha Dutton
Prepare the risk assessment for a meeting with designated member of LMT responsible for 'off site activities'. The paperwork is designed to highlight potential risks and cover worst case scenarios.	Anna Thomas Janet Starmer
Ensure the arrangements for health & safety and Child protection risks are adhered to during the outing.	
Check all permission slips and payments are received before the trip date. (Chase if necessary)	Seek admin help if necessary

# THE HAMMOND – Educational Visits Consent Form

Revised Aug 2010, May 2012, Aug 2012, Nov 2012, Aug 13, August 2014, October 2015, May 2016

## Every Child Matters:

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**Helping Every Child to Achieve More**

To be completed for any Residential or Activity Course.

<b>PUPIL AND COURSE DETAILS</b>
Course:
Name of Pupil:
Date of Birth:

<b>VISIT DETAILS</b>
Destination:
Address:

I hereby consent to the attendance of my child on the above school visit when the person(s) in charge will be a member of the teaching staff of the school and/or the centre.

I further consent to the giving of any urgent medical or surgical treatment (**including blood transfusions and anaesthesia**) to my child, which is considered necessary by the medical authorities during the school visit.

Please state below, or write direct to the Principal in confidence, if your child suffers, even mildly, from any medical condition or disability, such as epilepsy, asthma, diabetes, heart condition, allergies, bed wetting or physical weakness. If your child is taking medication, please give details including whether it can be self-administered.

### **Please give details of any special dietary requirements.**

Please include any food allergies:-

### **Family Doctor:**

<b>Name:</b>	
<b>Address:</b>	
	<b>Telephone Number:</b>

**Medical Information: - Please give details of any medical conditions and medication.**



**Other information**

**What is your child's swimming ability (strong/weak/cannot swim etc)?**

**Are there any activities in which your child may not participate? (please state)**

<b>Signature</b>	<b>Name in Block Capitals</b>
<b>Address</b>	
<b>Tel No (Home)</b>	
<b>(Work or Mobile)</b>	
<b>Other Contact number during visit</b>	<b>Date</b>

# THE HAMMOND – Educational Visits Form

To be completed and handed in to the Principal/Head of Department before the trip

Revised Aug 10, Apr 12, Aug 12, Nov 2012, Aug 13, August 2014, October 2015, May 2016

## Every Child Matters:

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**Helping Every Child to Achieve More**

**Teacher in charge:**

**Date of Trip:**

**Destination:**

Have you previously visited to carry out risk assessment? Yes / No

Subject

Contact Name and Number

Mobile phone no. (if applicable)

**Details**

Time of departure

Time of return

Method of transport

(if coach state firm)

Other staff/helpers:

No. of pupil/students list)

Names of students + year groups (enclose

Cost per pupil/student

How are they to be charged?

Other arrangements e.g. meals/ clothing

School contact (if out of school hours)

### Check list ; have you –

Read the School Trip Policy

Sent letters home

### Received permission slips

Informed;

Principal

Head of Department

Kitchen

Boarding Staff

Finance office

A list of pupil/students home telephone numbers

Collected any relevant medical information

Name and number of school contact (if outside school hours)

Mobile phone

School Emergency Contacts List

First Aid Kit

Read DfE guidance 'Health & Safety of Pupils on Educational Visits'

Carried out risk assessment (see over)

**Don't forget to complete; accounts and give copy to Finance and the Principal**

# THE HAMMOND – Risk Assessment Form for Educational Visits (see policy)

Revised Aug 2010, May 2012, Aug 12, Nov 2012, Aug 13, August 2014, October 2015, May 2016

- Every Child Matters:**
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  - Make a Positive Contribution
  - Achieve Economic Wellbeing.
- Helping Every Child to Achieve More**

**This form should be completed in the presence of your Head of Department**

What are the possible risks? e.g. weather, pupil supervision, transport, medical and first aid, unvetted adults etc	How likely are they to happen?	What can be done to minimise these?
Venue		
Weather – poor weather, Sun exposure		
Supervision		
Other risks – equipment Other adults etc.		
Transport – breakdown Accident – late arrival etc.		
Have any pupils specific disabilities/medical needs		

**Action plan, by whom? (if needed)**

**Do you consider these risks to be acceptable?**

**Signed .....(Trip organiser)**

**Signed ..... (Principal)**

# THE HAMMOND – Educational Visits Accounts

Copy to be handed to Finance and Principal after the visit

Revised August 2010, Apr 2012, Aug 12 , Nov 2012, August 13, August 2014, October 2015, May 2016

## Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

**Helping Every Child to Achieve More**

**Trip** ..... **Date**.....

**Trip organiser** .....

## INCOME

### Pupil contribution

(State how they are charged)

Other

**Total** -----

## EXPENDITURE

Entry fee

Transport

Other

**Total** -----

**PROFIT/LOSS** -----