



# **HEALTH & SAFETY**

*Information*

*for*

*Parents & Students*

**R. A. Noyland**  
**Health & Safety Co-ordinator**

Email: [RNoyland@lutterworthhigh.co.uk](mailto:RNoyland@lutterworthhigh.co.uk)  
Tel: 01455 552710

This leaflet contains some very important Health and Safety information which applies to all students. We would be most grateful if you could reinforce its importance with your son/daughter.

## WEARING OF SEAT BELTS

May we remind you that new seat belt regulations came into effect on 16<sup>th</sup> September 2006. **On coaches and buses that are fitted with seat belts it is now law that passengers must wear them.** The responsibility for compliance will be with the passenger and not the driver. Failure to wear a seat belt on a coach or bus can lead to a fine of up to £2000. Should such a fine be imposed it will be passed on to the parents of the students not wearing their seat belts. Furthermore, not wearing a seat belt may have insurance implications in the event of an accident. **These rules apply to both home-school transport and off-site visits.** During off-site visits, failure to wear the seat belt correctly will also incur a level 5 on the school Discipline for Learning system.



## MEDICAL CONDITIONS

We try to keep a confidential record of all known student medical conditions. This is particularly useful in the event of your child being taken ill whilst at school or during an off-site visit. Many parents think that primary schools automatically pass on this information to us but, due to legal reasons, this is not so. Should you feel that there is information we should know please contact Mr. Noyland by letter.



Should a student wish to be excused from participation in outdoor activities due to medical reasons, e.g. Cross Country, Sports Day, Skills Days or any other outside event, unless the reason is very obvious, e.g. an arm or leg injury, they should present a letter to Student Reception when either the Health & Safety Coordinator or a member of Senior Leadership Team will be contacted. In the absence of a letter excuse will be at the discretion of the Health & Safety Coordinator or a member of SLT.



## If a student has a general illness

Asking how ill a child is depends upon their personality. Some children appear to be ill on a regular basis whilst others will just shrug off any illness. This category creates the most problems for us because we have to make a judgement regarding the severity of the illness and what should happen next. In many cases we will ask the child to go back to their lesson and to return for checking at a later time to see if the situation has worsened. If it has we will contact you to discuss any options. Please bear in mind that we are a school and if your child is unable to attend lessons we ask that you fetch them home. Should parents be contacted and decide not to collect their child from school the student will be returned to normal lessons. We cannot administer painkillers or other drugs unless specifically prescribed for an individual student and the appropriate risk assessment has been carried out by contacting Mr. Noyland. A 'First Aid Incident Report' will be completed for any student seeking help for a general illness.



## Seeking Medical Attention

Should you take your son/daughter to a doctor or hospital following an incident at school, would you please ensure that you show the medical staff any paperwork received from school. It is vital that the medical staff have this information. We would also be most grateful of feedback following medical intervention in order that the necessary reporting can take place.

In the event of accident or illness the following will happen:

### If a student sustains an injury



These can be in the form of minor cuts and bruises or more major injuries such as broken bones. We have to make a judgement about how severely your child is injured and whether or not medical attention is needed. If an injury requires medical attention we will contact you to either collect your child in order to take them to hospital or to meet them at the hospital if an ambulance has to be called. We know that this can be inconvenient to you and it is at this point that we will decide whether to treat within school or to seek external advice. A 'First Aid Incident Report' will be completed whenever first aid treatment is given and a copy of the form is given to the student, for your information.

### If a student receives a head injury

These are always treated seriously. We are advised that all head injuries should receive medical attention. In the event of a serious injury an ambulance will be called and you will be contacted immediately. In the event of a less serious injury, you will be contacted to collect your child in order that you can take them to a doctor or hospital. In addition to the 'First Aid Incident Report' your child will be given a "Head Injury" card explaining what has happened and recommending any precautionary action that may be necessary. Please check that you have this information before leaving school.



### If a student is suspected to have a broken bone

If these are correctly identified you will be contacted to either take your child to hospital or we will send for an ambulance. Should the need arise a member of our staff will accompany your child to hospital but normally treatment at hospital will not commence until a parent is present. This situation would require you to be with your child as soon as possible in order that school staff are not kept away from their teaching duties.



## URGENT MEDICAL ATTENTION

Should you be contacted by a member of staff or your child for you to arrange urgent medical treatment, e.g. dentist, it is the parents' responsibility to phone school to inform us of the arrangements made. School cannot be expected to repeatedly telephone parents after the initial call.

## MOBILE PHONES

Many students carry mobile phones in school and often students are encouraged to take them on off-site visits. However, these should be used for **emergency calls only** and permission should be sought from a member of staff before making a call.



During lessons mobile phones can be used with the permission of the teacher, Students are allowed and encouraged to take photos of work and homework but not of fellow students, unless it is agreed and appropriate.

Students are **not** permitted to use their mobile phone to inform parents of illness or injury and request that parents collect them from school. This would constitute a breach of school rules and may result in unauthorised absence. Students should follow the procedures outlined in this document.

## IN CASE OF EMERGENCY (ICE)

Leicestershire Neighbourhood Watch has launched a campaign known as "ICE". Many students carry mobile phones in school but sometimes cannot remember an emergency contact number that we do not have on file. The idea is that an emergency telephone number is programmed into the memory of their mobile phone under the name "ICE" (note full stop before "ICE"). This would also be recognised by the emergency services and hospital staff. This system would easily allow parents to ensure that their child has a current emergency contact number.

## DRINKING IN LESSONS

Students are allowed to bring **water only** in plastic containers to drink during lessons. However, for health and safety reasons students are **not** allowed to drink in the Design, ICT or Science areas of the school. **Eating and chewing of any kind is not allowed during lessons.** Students should use the water dispenser in the foyer to refill bottles but only at break, lunch and after school, **not between lessons.**




Due to previous reports of deaths in teenagers, high-energy drinks, e.g. Red Bull, are **not** allowed either in school or during off-site visits .

## NUTS AND NUT PRODUCTS

We do have students in school who have nut allergies. Like all such allergies these can be life-threatening and therefore proper precautions need to be taken. By the time a child is of secondary age they manage their allergies extremely well but we would ask parents to be aware that nuts and nut products are best avoided in packed lunches. A student with an allergy to nuts may even have a reaction whilst sitting near to another student eating nuts!




## USE OF AEROSOLS

 **Aerosols, of any kind, are not allowed in school.** This includes hair sprays and deodorants. Not only are the propellants flammable, they have been known to trigger asthma attacks. The only exception is medicines in aerosol form, e.g. inhalers.

Should a student use an inhaler we advise that they carry one in school at all times, **for their personal use only**. It is also recommended that a spare inhaler, labelled with their name and tutor group, be kept in the First Aid Room. The spare inhaler should be given to Mr. Noyland or Mrs Wilson in the First Aid Room.

## MAKE-UP AND JEWELLERY

May we remind you of our School Policy on make-up and jewellery.

 For Key Stage 3(11-14): **Students are not permitted to wear make-up or jewellery. The only exception is a small wrist watch and simple stud earrings for pierced ears.** Students wearing make-up will be asked to remove it.

For Key Stage 4 (14+): **Students are allowed to wear minimal make-up - light foundation and natural lash mascara. Also minimal jewellery - a bracelet, a necklace, stud earrings and wrist watch.** It is the school's discretion as to what is acceptable.

For all students: Students may wear are a wrist watch and plain simple studs for pierced ears. **Body piercings of any kind on the face/body are not allowed.** All jewellery must be removed before participation in PE or Games and Design Technology lessons. Any jewellery given to staff for safekeeping is entirely at the owner's risk.



## KNIVES, LASER PENS, OFFENSIVE WEAPONS



Students are **not** allowed to bring knives, laser pens or offensive weapons of any kind onto the school premises.

## USE OF CORRECTION FLUIDS



In 1986 the Director of Education prohibited the use of correction fluids in Leicestershire schools due to the risk of students sniffing the solvents. This rule is still in place. Therefore, **the use of correction fluids by students is not permitted.** However, correction tape can still be used but in moderation!

## PRESCRIPTION MEDICATIONS

It is inevitable that during their life at the High School many students will have the need to take prescription medications on an occasional basis. In such circumstances either students can carry their own medication to take as and when instructed or the medication can be stored in the First Aid Room where a refrigerator is also available. However, we would be most grateful if parents could notify the Form Tutor, either via the Personal Organiser or letter, in order that we are aware of the medication being taken.



Should parents wish school staff to administer any medication please contact Mr. Noyland by letter.

Should long-term medication be required , please also notify Mr. Noyland by letter.



## ACCIDENTS AND ILLNESS



Many of our staff have emergency first aid qualifications whilst some staff hold more advanced qualifications in accordance with Health & Safety Regulations. **Please note that we do not have a qualified nurse.** May we, therefore, remind parents that we cannot treat injuries or illnesses sustained out of school. Such treatment should be sought at either your local hospital or health centre. Under Health & Safety Law, treatment permitted by an Appointed First Aider may be far more limited than that of a parent. At all times we try to make judgements that have your child's best interests at heart. However, we do soon become aware of patterns where illness seems to appear when it is raining and your child has a particular lesson on a Friday afternoon!