

Fairisle Junior School



Health and Safety Policy

Fairisle Junior School is fully committed to ensuring that the application of this Health and Safety Policy is non-discriminatory in line with the UK Equality Act (2010).

Fairisle Junior School seeks to implement this guidance through adherence to the procedures set out in the rest of this document.

This document is available to all interested parties on request from the School office

This policy was last reviewed by the Fairisle Junior School Governing Body on 27th February 2024 and is to be reviewed annually by the Headteacher and Business Manager or as events or legislation change requires.

The next scheduled date for review is Spring Term 25

The provision for a written Health and Safety Policy and Guidelines is mandatory under the Health and Safety at Work etc Act 1974. The purpose is twofold:

1. To ensure that employers plan for Health and Safety, assess hazards which may be present and make the necessary arrangements to avoid risks.
2. To ensure that employees exercise personal responsibility and take care to prevent injury to themselves and others.

At Fairisle Junior School we aim to:

- Establish a safe environment throughout the school
- Establish and maintain safe working procedures amongst all staff and pupils
- Establish accident and emergency procedures
- Develop safety consciousness as a general objective
- Establish clear and regular monitoring procedures

This policy and guidelines should be read in conjunction with the following documents:

- Southampton City Council: Generic Health and Safety Policy for Schools
- Directorate of Education Services: Safety Policy
- Southampton City Council: Safe Working Procedures

Guidelines for Health and Safety

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1. ALLOCATION OF RESPONSIBILITIES

Headteacher

The Headteacher has day to day managerial responsibility for all aspects of health and safety. The Headteacher is therefore responsible for establishing and maintaining a safe working environment for staff and pupils.

The Headteacher must ensure that effective arrangements are in force to facilitate early evacuation of the buildings in case of fire or other emergency.

A system has been established for reporting, recording and investigating accidents and that all reasonable steps are taken to prevent recurrences, in line with Southampton City Council guidelines.

The Headteacher must ensure that there is a termly health and safety inspection and that all relevant risk assessments are carried out. An action plan is drawn up after each inspection to address any issues that arise.

Training issues arising out of health and safety inspections should be dealt with as a priority.

Governors

The Governors recognise their responsibility to provide a safe and healthy working environment for the teaching and support staff, pupils and all other people who enter the school site. They will take all reasonable practical steps within their power to fulfil this responsibility.

There is an elected Governor responsible for Health and Safety. She / he may choose to accompany the Headteacher, Health and Safety representative and caretaker on a formal termly inspection of the premises and site.

Deputy Headteacher

The deputy Headteacher assumes the role of the Headteacher in their absence.

Health and Safety Representative

The Health and Safety Representative is an elected member of the school staff. A function of the health and safety representative is to keep all staff up to date concerning health and safety matters. She / he should collate all documents and publications relating to health and safety and make them available to all members of staff. She / he should also inspect all areas of the school regularly - including the grounds and boiler house - and advise the Headteacher of any action that should be taken. She / he should investigate accidents, hazards or dangerous occurrences in the workplace and make representations to the Headteacher. She / he may accompany the Headteacher, Health and Safety Governor and caretaker on joint formal inspections of the premises at least once a term if she / he so wishes. She / he should liaise with the Health and Safety Governor as appropriate.

The election of the Health and Safety representative does not absolve any individual from their personal responsibility towards Health and Safety.

Subject Leaders

It is the responsibility of each subject leader to inform the staff and the Headteacher of any health and safety issues in their subject area, and to provide written directions in their subject policy and guidelines.

Staff

All staff must be aware of the contents of these documents and assume responsibility for carrying out its recommendations.

It must be stressed that a major responsibility is the safety and well-being of the pupils. The discharge of that responsibility may result in pupils being withdrawn wholly or partly from activities which may be dangerous to themselves or others.

The common law on negligence requires teachers, particularly Headteachers, to use the same standard of care for pupils as would have been exercised by a reasonably prudent parent.

All staff must ensure that they are aware of the procedures to be followed in the event of emergency, accident or illness.

All staff must ensure, as far as is reasonably practicable, the safety of the pupils in their care. Staff should therefore establish safe procedures within their working areas to minimise risks to themselves and to pupils.

Although the overall responsibility is the Headteacher's, the teacher in charge of pupils has the responsibility for the safety of those pupils. Children must therefore be adequately supervised at all times.

The Headteacher will ensure that all staff are adequately trained and briefed in matters of health and safety.

Site Manager

The Site Manager is responsible for the security, ventilation, heating and cleanliness of the premises, and for the safe storage of cleaning materials and tools – including COSHH and DSEAR. It is also the responsibility of the Site Manager to ensure that fire-fighting appliances and bells are checked regularly.

The school clocks shall be checked weekly and altered as necessary

All hazards in the buildings and the playground must be reported to the Headteacher immediately.

In addition, the Site Manager will inspect the buildings and site on a fortnightly basis and report to the Headteacher.

The Site Manager will take part in the termly formal health and safety inspection and risk assessment schedule.

Administrative Staff

The administrative staff are responsible for the storage and replenishment of the First Aid boxes for indoor use and for outdoor pursuits using the First Aid box contents list at Appendix 3 as a guide. They also oversee the welfare of sick children who, through sudden illness, cannot be catered for in the classroom.

Head of Kitchen

The Head of Kitchen is responsible for maintaining safe working conditions and procedures in the school kitchen and for the safe storage of all kitchen machinery and utensils. Additional responsibilities include:

- Ensuring kitchen staff training records are kept up to date and any training requirements are fulfilled at the earliest opportunity.
- Ensuring kitchen staff are aware of all COSHH assessments for all cleaning products.
- Ensuring that any smell of gas must be reported to the Headteacher immediately.

Lunchtime Supervisory Assistants

The lunchtime supervisory assistants are employed to supervise pupils during the lunch break. Any hazards to pupils, or potentially dangerous situations, must be reported to the Headteacher by the senior supervisor immediately.

Cleaning Staff

Cleaning staff are responsible for ensuring that all cleaning substances are returned to their proper storage place following use. The cleaners must follow safe cleaning practices as instructed by the Site Manager in accordance with the guidelines laid down in the COSHH assessments.

Pupils

Pupils are expected to take reasonable care of themselves and to conform to health and safety procedures which have been established to maintain a safe working environment.

All adults and children in the school are asked to be constantly aware of hazards. They are encouraged to report any risk to their health and safety representative, a teacher, or the Headteacher.

First Aiders

Details of the responsibilities of the first aiders are given in the relevant job description.

2. RISK ASSESSMENTS

Risk Assessments in schools are completed using the guidance provided in Schools Safety Bulletin Number 15 and Southampton City Councils Safe Working Procedure Number 35 (A Practical Guide to Risk Assessment).

All members of staff need to be made aware of the risk assessments; they are subject to regular review in line with the school's safety policy.

The Headteacher holds templates for the completion of risk assessments. All risk assessments must be authorised by the Headteacher.

The risk assessment for Covid-19 and the accompanying school contingency plan are both reviewed and updated whenever government guidance changes, or at least half termly in the event of no change to the national perspective.

3. GENERAL SAFETY

Pupils should be encouraged at all times to behave in a responsible and sensible manner in order to prevent accidents in school.

It is the responsibility of every teacher to ensure that the pupils in his/her care know the hazards present in the school situation and know what is expected of them. Clear, unambiguous instructions need to be given and reinforced as necessary.

The working environment of each classroom is to be planned with safety in mind. Unused chairs should be kept under tables and pupils must be taught to pick up any items which they have dropped on the floor. Trailing electrical leads should be avoided.

Glass should never be used where plastic would suffice. Glass bottles and thermos flasks must not be brought to school by pupils.

Spillages are to be cleared up immediately and the floors kept dry.

Safety cones and/or signs should be placed on any slippery floors or other temporarily hazardous areas.

No pupil is to be allowed to wear tights or socks without shoes outside the classroom.

Pupils must wear shoes to walk to and from the hall.

Drawing pins should not be used by pupils - except for Design and Technology or science where necessary. Every effort must be made to keep them off the floor when used.

Running in the school is forbidden, except during P.E.

Pupils must never leave the school site during school sessions unless accompanied by a known adult and parental permission has been received. Teachers taking pupils offsite must do so in accordance with agreed school procedure, and with the prior permission of the Headteacher.

The correct use of equipment, e.g. scissors, needs to be taught. Particular care and supervision needs to be exercised when pupils are using potentially dangerous equipment, e.g. glue gun, oven etc.

Certain subjects within the curriculum carry their own particular hazards. These are detailed in the school's written curriculum guidelines, pupils are briefed in detail on these matters when the need arises.

No pupil or member of staff is to stand on furniture to gain access to a height.

No pupil is to use a staple gun.

No pupil should be asked to carry heavy or potentially dangerous materials, e.g. cups of coffee; nor should hot drinks be consumed in classrooms during school sessions or the playground while supervising pupils.

Tippex is not to be used by children.

Pupils should be encouraged to replace all equipment and materials to their proper places.

Care should be exercised when lifting equipment. No one should attempt to lift anything which is beyond their individual capability. All Members of staff will receive Manual Handling Training and Manual Handling Assessments should be carried out for all lifting tasks e.g. moving boxes of photocopying paper.

Children must not be asked to carry heavy or awkward items that prevent them from holding a handrail while walking up or down stairs.

Fire doors should never be held open. However, external doors may be hooked back during playtime and lunchtime, and when a class is doing P.E. on the playground or field.

No item relating to Health and Safety should be tampered with unnecessarily or maintained by an unauthorised person.

Names, addresses and contact numbers of all pupils and staff are available in the school office.

The school operates a **No Smoking Policy** (including e-cigarettes and vapes) in all parts of the site and buildings.

4. SUPERVISION OF PUPILS

The overall responsibility for the supervision of pupils will always be with an employee of Southampton City Council. However, it is recognised that voluntary helpers, students, parents or governors in school sometimes supervise pupils. In these cases, the class teacher still carries overall responsibility. She / he must therefore exercise careful judgement about the kinds of situations and activities that are entrusted to individuals. The class teacher in such situations must always give clear instructions.

Pupils should never be left unsupervised in classrooms.

Duties

A duty rota is drawn up every year by a senior member of staff. They will ensure that absences are always covered. Four members of staff are on duty during break, and one teacher before and after school. Members of staff must not take hot drinks with them whilst on duty in the playground to avoid accidents unless contained in an appropriate lidded container.

Before School

Members of the school's senior leadership team supervise the children coming into school in the playground and the two entry doors.

A member of staff supervises the playground for 10 mins before school starts.

After School

Pupils may only leave the school building early with parental permission and with an adult.

Members of staff will supervise pupils for 10 minutes as they leave the building and will ensure that all pupils have been collected.

Extra-Curricular Clubs

The Headteacher must be properly consulted before any such activity takes place. Parents must be informed about finishing times, and also if an activity is cancelled for any reason. Staff should adhere to the school's policy on clubs and activities.

Staff members taking clubs must ensure that pupils do not leave the premises until the supervised activity **officially** ends.

Playtimes and Lunchtimes

Outdoor Play

Staff on playground duty must ensure that they arrive promptly. During playtime all pupils are expected to behave in a considerate manner. Particularly aggressive pupils' behaviour is to be dealt with in accordance with the school behaviour policy. Minor incidents can be dealt with by the

teacher or supervisory assistant on duty and should be reported to the class teacher as soon after as possible.

Pupils must be kept away from potentially dangerous areas or activities, e.g. building or grounds maintenance, oil or stock deliveries.

Indoor Play

Pupils remain in their own classroom and are supervised by the DUTY teachers and teaching assistants, or at lunchtimes, by the supervisory assistants.

Pupils must not use computers or scissors during break times unless directly supervised by an adult.

Corridors

During break times' children should not be left unsupervised in the corridor areas.

Class teachers are responsible for the supervision of their pupils in the corridors before and after each session.

All staff are responsible for ensuring that their own class has vacated the classroom and are leaving the building in an orderly manner at break times, lunchtimes and home times.

Class teachers must ensure that the corridors are kept tidy at all times.

Off-Site Activities

The Headteacher must give permission for any class or group of children to go off site. All educational visits must be planned with the Headteacher well in advance, in accordance with school off-site policy, the Hampshire Guidelines on 'Off-Site Activities and Hazardous Pursuits' which have been adopted by Southampton City Council. This folder is available in the school office and must be read by every teacher taking pupils off site.

Pupils must not be transported in private vehicles without adequate insurance cover and a second adult to supervise. Parents must show evidence of their motor insurance policy before they help transport teams and groups.

Pupils travelling in coaches and the school minibus should sit at all times and wear the seat belts provided. If possible, the front seats should not be used for pupils. An adult should sit next to the emergency exit. Pupils must always be counted on and off the coach by the teacher in charge.

The teacher in charge of any off-site activity must comply with current school policy and guidelines regarding pupil/teacher ratio, line of communication (e.g. mobile phone) and leave full details with the school office.

Where pupils travel in a number of vehicles, every effort should be made to ensure that there is one mobile telephone in each vehicle.

Drivers carrying children in the school minibus must hold a current MiDAS certificate as well as the appropriate category on their driving licence for the size of vehicle being driven.

5. MEDICINES IN SCHOOL

Guidance for this section has been taken from Southampton City Council's Supporting Pupils with Medical Needs Policy 2021, and DfE Circular 14/96. It is the school's policy to support pupils who have medical needs or require medication in school. The relevant school policy is Managing medicines and First Aid

The administration of medicine is the responsibility of parents and carers. There is no requirement on teachers to administer medicine, although staff are expected to react reasonably and promptly if a child is suddenly taken ill.

Administrative staff job descriptions provide for the administration of medicine to be undertaken, although it is recognised that this is a purely voluntary function.

Where the Headteacher decides that a prescribed medicine is to be administered in school, a written instruction must be received from the parent on the form included on Page 24 (short term) or Page 25 (long term), details of any medication given are recorded on the form on Page 26.

The school should not take responsibility for non-prescribed medicines such as cough mixture or sweets unless this is supported by written instruction from the child's medical practitioner.

When administering medicines, the Administrative Officer should:

- refer to written instructions received from the parent, check the name, date and prescribed dose of the medication and check its expiry date
- check the prescribed frequency of the medication
- measure out the prescribed dose and check the child's name (parents should provide a measuring spoon for liquid)
- complete and initial the record when the child has been given the medicine
- if uncertain, not give the medicine, but check with the head teacher, the child's parent or doctor.

Southampton City Council fully indemnifies its staff against claims of alleged negligence providing they are acting within the scope of their employment.

Staff should ensure that a witness is present when administering medicines to pupils.

Children must not carry medicines to and from school.

All medicines must be clearly labelled with the child's name and instructions for usage.

If the school and the parent feel that the child is capable and responsible, the child can look after and carry his/her own named inhaler. Otherwise, named inhalers are kept in the school office.

A medical room is available with a sink, first aid equipment and safe storage space for medicines. A bed is available if required.

Food and medicines should only be stored in the same refrigerator if the medicines are in a clearly marked separate container.

Ritalin and similar class A drugs, must be stored securely and distributed according to legislation outlined in Southampton City Council's Safe Working Procedure No. 75 (issued August 1999)

Employees have a clear personal responsibility to ensure that their own medicines are not accessible to children.

Plastic gloves must be worn and staff should take appropriate measures to minimise the risk of infection to themselves where contact with blood or body fluids is unavoidable. Spillages of blood, vomit etc. must be covered with an emergency deodorising powder which is stored in the medical room.

Guidance on these precautions is available in the Caretaker's Training Manual and in Southampton City Council's Safe Working Procedure Number 37 'Spillages of Body Fluids'.

6. ACCIDENTS AND EMERGENCIES

Procedure in the Event of Serious Accident, Injury or Illness

- i) The member of staff discovering the incident should summon a trained first aider and inform the Headteacher immediately.
- ii) The patient should not be moved unless it appears unsafe not to do so, but given constant, attention and observation.
- iii) The Headteacher, Administration Staff or Business Manager should dial 999 if an ambulance is required, giving the address of the school as:

***Fairisle Junior School, Fairisle Road (Ambulance entrance through main gate)
Southampton SO16 8BY. Telephone: 023 8073 3415***

- iv) The Headteacher or Business Manager must make every effort to ensure contact is made with the next of kin as soon as possible, but act in loco parentis if the next of kin cannot be contacted, and accompany the child to hospital if appropriate.
- v) The Headteacher must report the accident in accordance with Southampton City Council Safe Working Procedure Number 51 - Accident / Incident Reporting

Procedure in the Event of a Minor Accident

(Excluding very minor accidents, eg small cuts)

- i) The member of staff discovering the incident should inform the administration office immediately.
- ii) The member of staff should inform a first aider or an appointed officer.
- iii) A member of the admin team will contact the child's parent/guardian. If the parent/guardian is unavailable, any other named contact person on the pupil's records must be contacted.
- iv) A qualified first aider should administer first aid if necessary. Parents must always be informed about any accident to the face or head, however minor.
- vi) A report on Medical Tracker must be completed by a senior member of staff or member of the admin team. HS1 reports are completed on line. The Headteacher has a link for this.

Emergency Evacuation Procedure for Fire, explosion, Bomb Scare, Gas Leaks etc.

The main objective of the evacuation procedure is to get all pupils and adults out of the building as quickly as possible in an orderly fashion.

The evacuation procedure, usually referred to as '**Fire Drill**' is carried out once a term. The school governors are informed of the time taken to clear the building, and of any problems that occurred.

Where problems arise, steps must be taken to prevent a re-occurrence.

Fire Drill

In the event of fire, the person discovering the blaze must activate the nearest call point.

Fire points exist:

1. Bottom of Year 6 stairs
4. Year 5 Landing
11. Landing outside Assistant Headteachers' Offices
14. At bottom of stairs adjacent to Library
15. On wall in staffroom
19. In Y3
21. Outside Y4
28. In Children's Kitchen
30. In Y3
33. In Y3
34. In Y6
38. Inside Main Entrance
41. In Kitchen
44. In Kitchen
45. In Main Hall
48. In Main Hall
49. In Staffroom
68. In Staffroom toilet area
72. At top of stairs near lift on first floor
73. In corridor near middle stairwell
78. In Reception area
96. In 2021 extension exit corridor

The school is also equipped with smoke alarms which relay to the main fire alarm panel.

Break glass for electronic door release located inside main entrance door.

The method of evacuating the buildings is clearly shown on a notice by each door, a copy of the escape route is provided at each key area and in each teaching room. The class teacher is responsible for ensuring that every pupil knows the evacuation routes and procedures.

Pupils must also know the route they are likely to take if they are in the hall, toilet, library, etc when the alarm sounds.

On hearing the alarm, class teachers are to take their pupils out of the building to the assembly point in the main playground, closing all doors and windows as they leave. The procedure must be orderly, and must be conducted in silence. There must be no running. All possessions must be left behind.

The assembly point is on the far side of the playground from the building near to the fence.

On arrival at the assembly point, class numbers are counted and registers are then called. Every person must be accounted for. Registers must be given immediately to the Headteacher, who must know very quickly whether everyone is accounted for. Nobody should re-enter the building once it has been cleared.

A member of the school's administrative staff is responsible for:

- i) taking registers and information regarding visitors and late pupils to the assembly point;
- ii) calling the Fire Brigade and giving the school address

Red Fire Extinguishers (Water) for wood and paper fires are located:

By the main entrance
In Library
Main Hall
At bottom of Year 6 stairs
On Year 6 Landing
On upstairs Year 4 Landing
In 2021 Extension Exit Corridor
By lift (Upstairs)

Red/Black Fire Extinguishers (CO2) for liquid and electrical fires are located:

In Reading Hub
Reading Hub
On Year 6 Landing
By the main entrance
In reception
In Library
In Kitchen
Main Hall

In Headteacher's Office
mas Tree Store
In 2021 extension server room
Outside lift on first floor
In corridor leading from main hall to music room
At bottom of Year 4 stairwell

(All extinguishers are red except where otherwise advised)

Red Fire Extinguishers (Powder) for electrical fires are located:

In boiler room

Red Fire Extinguishers (Foam) are located:

Kitchen x 2

Music Room

On upstairs landing outside Year 4

Outside Assistant Headteachers' offices

Minibus

Fire Blankets are located:

In kitchen

In pupil kitchen x2

Evacuation Chairs

On upstairs Year 6 landing

On upstairs middle staircase landing

On upstairs Year 4 landing

Automated External Defibrillator

Mediana AED – On wall outside Business Manager's office



Fire action

Sound the alarm



**Leave building
by nearest
available exit**



**Report to assembly
point**

Playground



**Do not return to the
building until authorised
to do so**

Do not use the lifts

7. ELECTRICAL SAFETY

Care with electrical appliances must be exercised at all times. Pupils must be warned of the relevant dangers.

Pupils must never be left unsupervised when operating potentially dangerous electrical appliances, eg ovens.

Pupils must only operate mains plugs and switches under very close supervision.

Defective equipment, plugs, sockets, leads and other accessories must be reported to the Business Manager and/or site manager immediately.

The Headteacher will ensure that an annual check of electrical appliances is made by an independent electrical contractor, each electrical item should have a legible valid test label with the date of the test shown.

8. SAFE PRACTICE WHEN WORKING LATE AT SCHOOL

Staff frequently need to work late at school. The site manager, Headteacher and teaching staff are most frequently in the school buildings on their own and are therefore vulnerable.

The same situation applies to staff working very early in the mornings, at weekends or during the holidays.

The personal safety of staff working alone is very important, as staff have a right to feel safe within and around the school grounds.

Governors will actively look at ways to improve site security.

Staff are encouraged to try to ensure that 2 people are on site together whenever possible.

The risk of assault is considered to be greater than the risk of fire. Therefore staff are advised to ensure that outer doors are locked when working alone.

Staff should always inform someone that they are working late and if possible give a time when they will be home. They should also call or text a colleague when they are here, and when they safely leave.

9. SAFE PRACTICE FOR LATE NIGHT CALL OUT

In order to maintain the safety and security of staff who are also key holders, the school buys into the services of Kestrel Guards, through Southampton City Council's Property Services department. In normal circumstances, there should not be need for members of the school staff to attend if the alarm is activated.

However, if a member of staff does need to attend school late at night, the following procedure is recommended:

- i) Upon arrival at school a representative from Kestrel Guards or a police officer should accompany the member of school staff into the building. Do not enter the building alone.
- ii) When the police arrive, enter the school with them. The alarm panel will show the zone in which a possible infraction occurred.
- iii) Request that the police stay with you and check the entire building.
- iv) If it is possible to determine the cause of the activation the alarm panel will display a telephone number. Contact this number and you will be given a code to re-set the alarm.
- v) If the cause cannot be determined, contact the alarm company for an engineer to come and reset the alarm.

There is no requirement by Southampton City Council for any member of staff to remain alone in the building during the night waiting for an engineer to re-set the alarm. It is deemed reasonable to arrange for the engineer to visit the school early the next morning.

- vi) Re-secure the school and leave the school site.

10. ADDITIONAL INFORMATION

This policy has been kept as brief as possible. Additional information is to be found in the Curriculum Guidelines, Job Specifications, and other school policies.

In addition, the following publications are available in school:

- Health Matters
- Off-Site Activities
- Hazardous Pursuits
- Health and Safety File

The following sources of expert advice are also available:

SCC Safety Officer	023 8083 3464 or 023 8083 2301
Environmental Safety Officer	
The Medical Officer of Health	
School Doctor	
School Nurse	

Local Hospital

Southampton General Hospital.....	023 8077 7222
NHS Direct (Line for advice).....	111
NHS Helpline for Covid-19	119

11. MONITORING THIS POLICY AND GUIDELINES

Regular Health and Safety monitoring, both formal and informal, is described within this document. The main persons involved are the head teacher, site manager, and Health and Safety Governor and Representative where appropriate.

All staff are invited to contribute information before the formal termly inspection.

The Emergency Evacuation procedure is tested termly. If problems arise it is repeated within one week.

The result of both the termly inspection and the evacuation procedure are reported to the Governors.

This policy is reviewed annually. Unless events of legislation changes require a more immediate update.

APPENDIX 1

FAIRISLE JUNIOR SCHOOL

FIRST AID KIT CONTENTS

Health and Safety Approved Code of Practice (Effective from March 1997)	First Aid Kit	Travel First Aid Kit
First Aid Guidance Leaflet	1	1
Plasters (Blue for Food Industry)	20	20
Melolite with Bandage for eyes	2	-
Triangular Bandages (preferably sterile)	4	2
Wound Dressings – Medium	6	-
Wound Dressings – Large	2	1
Disposable Gloves	1	1
Alcohol Free Wipes (Optional)	6	2

Where mains tap water is not readily available for eye irrigation, at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once the seal has been broken, the containers should not be kept for reuse. The container should not be used after the expiry date.

Please note that the above quantities should be increased accordingly for larger establishments.

FORM 3A

Parental Agreement for School to Administer Medicine (short-term)

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school.

Name of school	Fairisle Junior School
Name of child	
Date of birth	/ /
Group/class/form	
Medical condition or illness	

Medicine

Name/type of medicine (as described on the container)	
Date dispensed	/ /
Expiry date	/ /
Agreed review date to be initiated by	
Dosage and method	
Timing	
Special precautions	
Are there any side effects that the school/setting needs to know about?	
Self administration	Yes <input type="checkbox"/> No <input type="checkbox"/>
Procedures to take in an emergency	

Contact Details

Name	
Daytime telephone no.	
Relationship to child	
Address	
I understand that I must deliver the medicine personally to	

I accept that this is a service that the school is not obliged to undertake.

I understand that I must notify the school of any changes in writing.

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Parent/Carer's Signature	
Print Name	Date

FORM 3B

Parental Agreement for School to Administer Medicine (long-term)

The school will not give your child medicine unless you complete and sign this form, and the school has a policy that the staff can administer medicine. You are also agreeing to other appropriate employees of the Local Authority (such as Home-School transport staff) to administer medicine if authorised to do so by the school.

Name of school	Fairisle Junior School
Date	/ /
Child's name	
Group/class/form	
Name and strength of medicine	
Expiry date	/ /
How much to give (i.e. dose to be given)	
When to be given	
Any other instructions	
Number of tablets/quantity to be given to school/setting	

Note: Medicines must be in the original container as dispensed by the pharmacy.

Daytime phone no. of parent/carer or adult contact	
Name and phone no. of GP	

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

I understand that a non-medical professional will administer my child's medication, as defined by the prescribing professional only.

Parent/Carer's signature			
Print name		Date	

If more than one medicine is to be given a separate form should be completed for each one.

