



STAFF INDUCTION

Health & Safety and Emergencies

Lockdown Procedures

On rare occasions, it may be necessary to seal off the school so it cannot be entered from the outside. Read our Lockdown Procedure here:

[Lockdown procedure.docx](#)

Where to Access all H&S Policies and Person Responsible?

Health and Safety is everybody's responsibility. You should ensure good housekeeping and supervision at all times and report any hazards to the School Business Manager.

Our Health and Safety policy has all the information you need to know including your responsibilities:

[Priory T3ET Health and Safety Policy Approved Summer 2023.pdf](#)

Accidents



All accidents and near misses should be reported to the School Business Manager/Senior Leadership Team immediately.

Accidents/injuries to adults should be reported to the School Business Manager and logged using our online reporting system 'Every'.

An online accident form should be completed by First Aiders for all accidents requiring medical attention. These will be investigated by the School Business Manager.

Risk Assessments

School Risk Assessments are saved on the School Sharepoint. Teachers are responsible for ensuring that the appropriate control measures are in place.



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First Aid policy

Our First Aid policy can be read here:

[T3ET First Aid Policy Spring 2024 Approved \(002\) April 24.pdf](#)

We have a number of First Aid trained staff in school. A poster of First Aiders can be found in the staffroom, on the medical room door and in the admin office.

Our designated First Aid boxes are available at the following locations:

Admin Office, medical room and staffroom.

There are also first aid boxes in high-risk departments; PE, Science, Design Technology and Food Technology.

First aid can be requested from reception. All first aid is recorded on Arbor and an email is sent home at the end of each day detailing treatment and/or medication provided.

For bumped heads, parents must be called. The email home at the end of the day will provide additional guidance on signs and symptoms that may develop.

Medical Conditions

Our Supporting children with Medical Conditions can be read here:

[Supporting Children with Medical Conditions Spring 2024 Approved \(002\) April 24.pdf](#)

Pupils or adults in school with serious medical conditions that require day to day medical support all have individual Health care Plans detailing their condition, symptoms, emergency action and contact details. These are uploaded to the child's medical record on Arbor. (Arbor is our Pupil Information System)



Please let us know if you have any medical conditions we should be aware of.

Pupils asthma, medical conditions and allergies are recorded on the pupil's medical record in Arbor.

Medicines



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Students with serious medical conditions or asthma have clear medical boxes labelled with the child's name. This contains the students spare inhaler, medicines or EpiPen and care plan/poster and are kept in reception.

Student medical boxes are accessible at all times and must be taken on trips.

All medicines prescribed for student's short-term use such as antibiotics and pain relief are stored in a locked medical cabinet or fridge in the medical room. A parental written agreement must be completed and the First Aiders are responsible for administering medicines with a second person to witness the dose given.

The emergency inhaler is kept in the main office and medical room.

Fire Evacuation procedure

Fire drills are completed at least termly.

- In the case of a fire, the first requirement is for staff to ensure the safe evacuation of all students from the building, from the nearest available exit to the assembly points. The primary responsibility of class teachers remains to evacuate the premises, which should NOT then be re-entered until instructed to do so.
- Vulnerable individuals/those with disabilities must be prioritised and assisted during the evacuation.
- The fire assembly point is the netball court.
- DO NOT PANIC. Walk quickly and silently in line, DO NOT return to the building or pick up personal belongings.
- The Fire Wardens will sweep the building and report to the evacuation point.
- Fire Wardens and SLT will use radios to communicate with each other.
- Shropshire Fire and Rescue Services (SFRS) will be summoned by a member of the Office Team. A school mobile will be taken to the evacuation point.
- All attendance registers will be checked for the morning and afternoon sessions. The Attendance Officer will take out registers and circulate to Form Tutors.
- All staff not involved in the procedures should congregate on the netball court, in the muster group according to first name. Members of the admin team will ensure that all staff & visitors have safely evacuated.
- The Head Teacher will give the instruction for staff and children to re-enter the building.

Fire extinguishers are available for use throughout school.

Security

The school is secure via perimeter fencing and fobbed doors. The site is open for students from 8:00am - 8:35am and 2:45 - 3:30pm so staff must be extra vigilant at these times and report any concerns.



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