



STAFF INDUCTION

Health & Safety and Emergencies

Fire Evacuation Procedures

We hold fire drills at least once per term. Read our Fire Evacuation procedures here:

[Link to be added](#)

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:

[Link to be added](#)

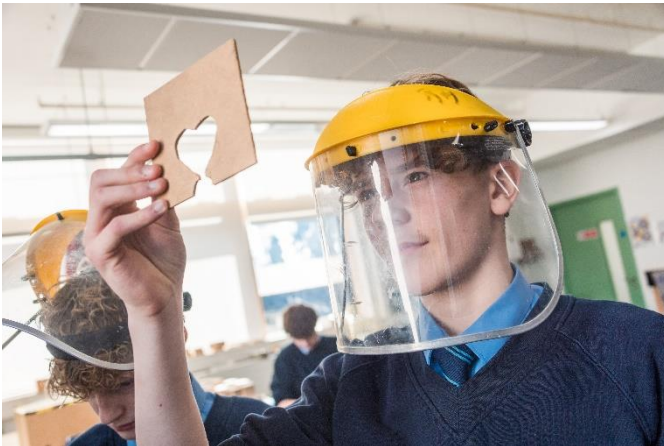
Where to Access all H&S Policies and Person Responsible?

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:

[Link to be added](#)

Accidents



For First Aid please contact Student Support Assistant (Medical) on the first floor, either by walkie-talkie or on telephone extension 2007.

Accident records are kept in the medical room by the Student Support Assistant (Medical).

Accidents/injuries to adults should be logged in the Accident Book.

Risk Assessments

Teachers are responsible for ensuring that the appropriate control measures are in place, with support from the School Business Manager.



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First Aid policy

Our First Aid policy can be read here:

[Link to be added](#)

We have a number of First Aid trained staff in school.

Medical Conditions

Our Supporting Children with Medical Conditions Policy can be read here:

[Link to be added](#)



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

Student medical conditions and allergies are recorded on their medical records in Arbor.

Medicines

Students with serious medical conditions or asthma are known to the Student Support Assistant (Medical), who works proactively with parents to ensure that their children are as safe as possible here.

Students may carry their own inhaler with parental consent.

All medicines prescribed for a student's short-term use such as antibiotics and pain relief are stored in a locked medical cabinet in the medical room. A parental written agreement must be completed, and the Student Support Assistant (Medical) is responsible for administering medicines. An emergency inhaler is kept in the medical room.



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The kitchen will not order any products containing traces of nuts or sesame to protect students with allergies.