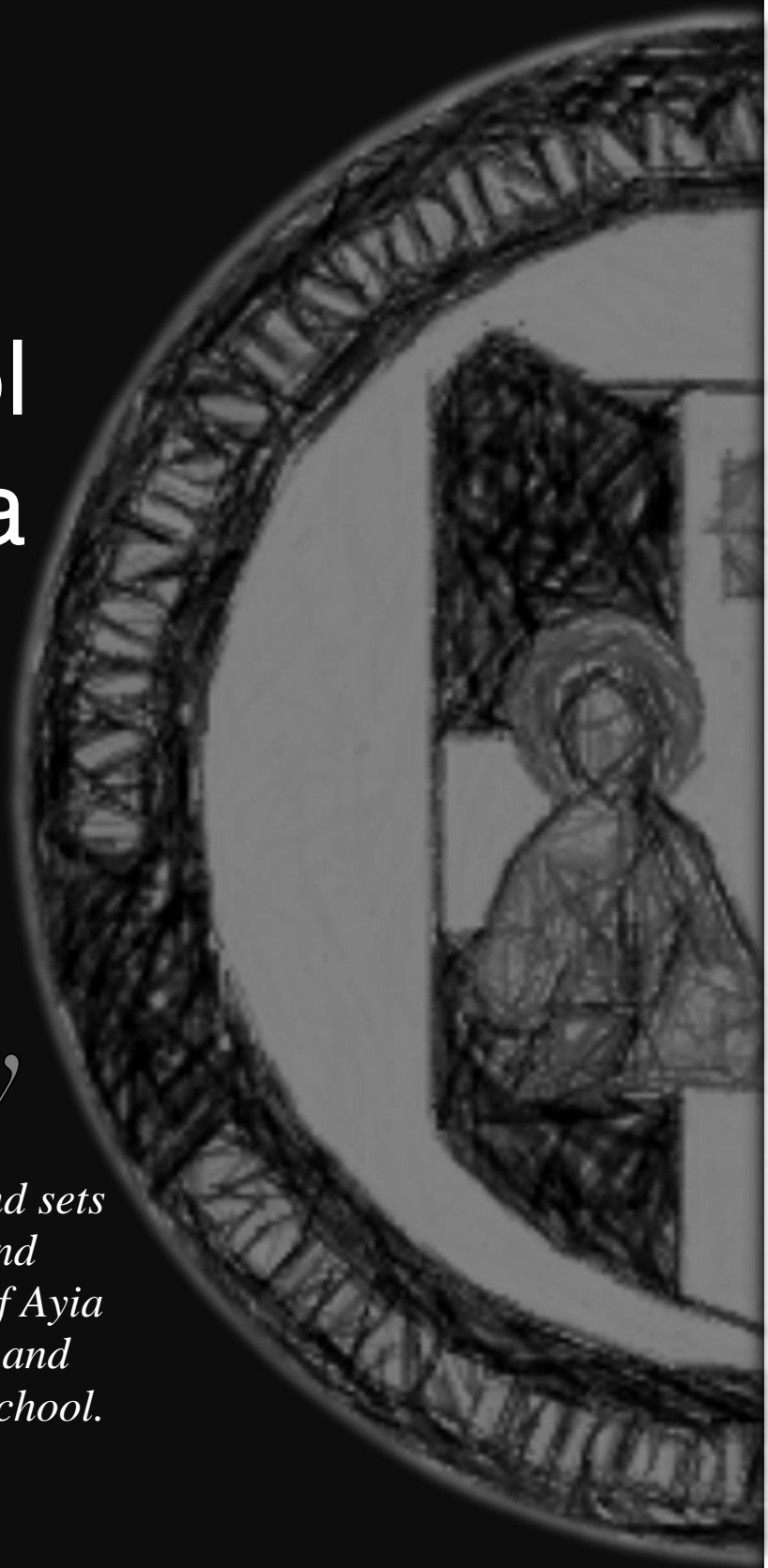


Greek School  
*of* Ayia Triada  
Birmingham

*Health &  
Safety Policy*

*This document defines the term and sets out the principles, practices and procedures which Greek School of Ayia Triada will follow in respecting and valuing each child attending the school.*



# Contents

	<b>Page</b>
<b>1. The Policy</b>	<b>2</b>
<b>2. Responsibilities</b>	<b>3</b>
<b>3. Procedures and Guidelines</b>	<b>4</b>
<b>3.1. Fire</b>	<b>4</b>
<b>3.2. Equipment</b>	<b>4</b>
<b>3.3. Premises</b>	<b>5</b>
<b>3.4. Staffing</b>	<b>5</b>
<b>3.5. Supervision</b>	<b>5</b>
<b>3.6. Record Keeping</b>	<b>6</b>
<b>3.7. First Aid</b>	<b>6</b>
<b>3.8. Accident and Emergency Procedures</b>	<b>7</b>
<b>3.9. Allergies and Medical Requirements</b>	<b>7</b>
<b>3.10. Missing Child Procedure</b>	<b>9</b>
<b>3.11. Medication Administration</b>	<b>9</b>
<b>3.12. Sick Children Procedure</b>	<b>10</b>
<b>3.13. Late Collection and uncollected students</b>	<b>11</b>
<b>4. APPENDICES</b>	<b>11</b>
<b>5. Version Control</b>	

# 1. The Policy

The Management Committee of the Greek School of Ayia Triada, recognizes that the health, safety and welfare of all staff and students is of paramount importance. In practice the Management Board of the school accepts they are responsible for the strategic overview of health and safety including that of ensuring full implementation of the School's Health & Safety Policy. This will be achieved by ensuring there is an effective plan for safety that sets clear areas of responsibility and achievable standards for all our Supplementary school staff.

The Management board also accepts it's responsibility for setting out the overall Health and Safety Policy. This policy outlines the intention to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, volunteers and pupils. The School Management Board will take all reasonable steps within its power to prevent, or reduce the possibility of:

- Harm and injury to pupils, employees, volunteers, members of the general public, and
- Damage to property, plant, machinery, equipment, tools, materials and the environment

by providing protection from foreseeable risks by promoting continuous improvement in Health, Safety and Wellbeing standards. Whilst the Management Board have the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of personal accident or injury, it must be emphasised that individual responsibility cannot fall on individual members of the Management Board, unless there has been an element of negligence, fraud or other criminal action.

The policy will be kept up to date, particularly as Greek School of Ayia Triada changes in nature and size. To ensure this, the policy will be reviewed every two years.

**1.1** On behalf of the Management Board, we accept the duties and obligations imposed upon us under the Health and Safety at Work etc Act 1974, The Occupiers Liability Acts 1957-84 and will through this Policy ensure, so far as is reasonably practicable, the Health and Safety of:

- All persons employed or volunteers at Greek Supplementary School of Ayia Triada whilst they are at work;
- Persons other than Greek School of Ayia Triada employees or volunteers who may be exposed to risks arising out of, or in connection with, the activities of employees of Greek School whilst they are at work.

**1.2** To effectively achieve this, Greek School of Ayia Triada will provide, so far as is reasonably practicable:

- Safe premises, plant and systems of work;
- Safe methods of using, handling, storing and transporting of articles and substances;
- Information, instruction, training and supervision;
- A safe working environment;
- Safe access to, and egress from, a place of work and procedures for evacuation in an emergency.

**1.3** The Management Board of the Greek School of Ayia Triada will further provide, so far as is reasonably practicable, any additional codes of practice and safe systems to effectively cover all aspects of health, safety and welfare.

**1.4** While this policy is written to comply with the Health & Safety at Work Act 1974, we consider the matters of student and staff safety and welfare to be of equal importance. Where necessary this will be expressed in specific arrangements, otherwise it is implicit in all actions and arrangements within this policy.

**1.5** It is an offence under the Health & Safety at Work Act 1974 to intentionally or recklessly interfere with, or misuse, anything provided in the interests of Health and Safety. All members of staff must co-operate fully with measures the school will be taking to comply with the relevant statutory provisions and in implementing this Health & Safety Policy, in order to ensure that their working environment, together with those of their colleagues and students, are as safe and healthy as possible.

## **2. Responsibilities**

The Management Board will delegate authority for the development and implementation of this policy to the Headteacher who will ensure the safe day to day running of Greek School of Ayia Triada and that this Health and Safety Policy is maintained. The Headteacher will ensure that all employees and volunteers are aware of the content so that everyone can fulfil their duties to co-operate with this policy. Any amendments or updates to this policy will be brought to the attention of the relevant pupils, employees, volunteers, parents and members of the general public by the Headteacher.

Accidents and all other Health and Safety incidents including near misses are to be reported by the Headteacher in accordance with the CYPS Policy and

Procedures for Reporting Incidents of Violence, Injuries, Diseases and Dangerous Occurrences at Education Establishments.

Therefore, whenever another employee, volunteer, pupil or parent notices a health or safety problem that they are not able to put right, they must straight away report this to the Headteacher.

### **3. Procedures and Guidelines:**

It is our priority that all staff and volunteers should comply with the following health and safety guidelines and procedures:

#### **Fire**

1. Staff and volunteers will read, be aware of and make children aware of the fire exits, fire regulations and evacuation routes. Visitors should be made aware of arrangements in case of a fire. (Please check separate Fire and Emergency Evacuation Procedures)
2. Staff and volunteers will know the whereabouts of fire extinguishers.
3. Fire drills will be carried out regularly at the beginning of each new term, or whenever new children arrive. All fire drills will be recorded in the daily register.
4. Fire Extinguishers, Smoke Detectors and Fire Exits will be clearly identified, kept clear and unlocked when the building is in use at all times.
5. Fire Extinguishers, Smoke Detectors and Fire Alarm will be checked regularly by an appointed person.
6. If anyone is in doubt of the ability of using the fire extinguisher to extinguish a fire, they will not attempt to tackle it, but will telephone the Fire Brigade. The safety of the children, staff and volunteers is the top priority.
7. Fire Procedures detailing action to be taken in the event of a fire, should be displayed.

#### **Equipment**

1. Furniture, toys and equipment will be kept clean and in good repair. Staff and volunteers will check all equipment regularly.
2. Equipment and furnishings will be accessible and of an appropriate size.
3. Electrical leads will be tucked safely away. They will not be in such a position that an appliance could be easily pulled down or on top of someone.
4. Tables and chairs will be placed in such a way so as not to cause injury or obstruction.

5. Staff and volunteers will read the instructions of any equipment in use and follow them.
6. Potentially hazardous equipment will be protected or put out of the way of children. Hazard information will be accessible for everyone who needs it.
7. Any unsafe item or situation will be made safe or reported immediately to the Headteacher.

### **Premises**

1. Entrances and exits (including fire exits) will be kept clear and accessible at all times.
2. Premises will be kept clean, well lit, adequately ventilated and maintained in a suitable state of repair and decoration.
3. Rooms will be maintained at an adequate temperature.
4. Outdoor play space will be kept safe, secure and well maintained.
5. Rooms used by Greek School of Ayia Triada will be used solely by the school during the hours of operation.
6. Premises and activities will be risk assessed and a written record of these made and any actions noted. These records will be held on file.
7. Greek School of Ayia Triada operates a strict NO SMOKING policy for staff, volunteers, parents and carers and visitors to the premises.
8. All doors, windows and any other access points will be secured appropriately at the end of each session.

### **Staffing**

1. All staff and volunteers will be Criminal Record Bureau (CRB) checked. Only staff and volunteers that pass will be permitted to work with pupils attending Greek School of Ayia Triada.
2. All staff and volunteers will have induction training, including Health & Safety and Child Protection policies and procedures, in their first week.

### **Supervision**

1. The level of supervision for under-8s will be at least 1:10 (staff: child ratio) on site, 1:5 off site. Staff and volunteers under 17 years of age are not counted in the staff: child ratio.
2. No adult will be left alone with a single child.
3. No young person under the age of 18 will be left alone with a group of children.

4. Whilst their DBSvetting is in progress, staff and volunteers will not be left alone with a group of children. Another adult will always be present who has been DBS checked.
5. All school staff, members of Management Board, Volunteers will be required apply for DBS
6. Children will not be allowed in the kitchen without supervision, and then only if the kitchen is being used solely for a supervised children's activity.
7. No child will leave the premises unless with a staff member or volunteer, parent/carer, or other person authorised by the parent/carer.
8. If a child is missing, the parent/carer or the police will be notified immediately, as well as a School Management Board representative. The Missing Child Procedure will then be followed (see below).
9. Staff and volunteers will not be under the influence of illegal drugs or alcohol whilst on the premises. Immediate disciplinary action will be pursuit in such case.

### **Record Keeping**

1. Registration forms will be completed and kept on file for every pupil attending Greek School of Ayia Triada.
2. A daily attendance register will be used. The register will also record which staff and volunteers are present. (Also check Attendance Policy)
3. All children will be signed in by their parent/carer and signed out by a parent/carer.
4. Written authorisation from the parent/carer will be required prior to picking up of children by anyone except themselves. If a child is uncollected the Late Collection/uncollected Children Procedure will be followed (see below).
5. Written authorisation from the parent/carer will be required for children to take part in trips off the premises (see example below).
6. A record will be kept of all visitors to the school (their names will be inserted on the Register).
7. All records will be held securely and kept confidential (except as legally obliged).

### **First Aid**

1. There will always be a qualified First Aider present when children are in attendance. The First Aider, whose names will be posted, will deal with accidents.

2. A First Aid Box and Accident Book will be maintained in good order. The accident book will be Data Protection and RIDDOR (Reporting of Dangerous Occurrences) compliant. All staff and volunteers will be made aware of their whereabouts.
3. First Aid Box Located in the Copier Room downstairs next to the Nursery Class. Designated persons for the first aid boxes are: Mrs A. Mitsou/ Miss Vasilaki P., Mr S. Vasileiou (teacher), Mrs Stella Tryfonos (Headteacher), Mrs Katerina Jordanou (Chair Management Board) , Mrs Fotoula Lytra (Site Manager). First Aid Box (kitchen Area) key holder: S. Tryfonos
4. All accidents will be recorded in the Accident Book, and signed by a parent/carer to show that they have been informed. The accident forms are then kept in date order in the children's registration file.
5. Records with any medical history of students are kept in the school. Information kept in these records are given by the parents upon registering their children in the school at the beginning of each year. In case of emergency information is drawn from these records (see next section)
6. Staff will wear disposable gloves when cleaning up body fluids (blood, vomit, urine etc). If bodily fluids come into contact with anyone, they will be washed off immediately.
7. Pupils will only receive medical attention if the parent/carer has agreed to this in the Registration Form.
8. Any medication given to the child by the teacher must be provided by the parent, with the name clearly printed on it by the pharmacist. (Please ask for Medical Information Forms from the school)
9. Before dealing with wounds, staff and volunteers will wash their hands and cover any cuts or sores with a waterproof dressing (after taking guidance from First Aider if necessary). After dealing with wounds, staff and volunteers will wash their hands again.
10. Clinical waste, such as plasters and blood-stained tissues, will be disposed of separately from other rubbish, in a plastic bag.
11. Any accidents resulting in medical attention will be reported to the School Management Board .



12. Any accidents occurring due to the premises or building will be reported to the site managers/school care taker.
13. Any accident which is potentially life threatening will be reported to the Health & Safety Executive under RIDDOR regulations (Reporting of Dangerous Occurrences).
14. First Aid Training Courses provided to all members of staff, volunteers and members of the management board of the Greek School of Ayia Triada every two years and record is kept (APPENDIX 2 First Aid Training Course Record)

**Accident/**

**Emergency**

**Procedure**

**(Serious Injuries/Emergencies)**

1. Stay Calm.
2. Assess the situation. (Two members of staff deal with the situation and the person involved in the accident and the rest with the rest of the children. In case of more than one people involved in an accident then decisions must be taken on the spot, Police/ Ambulance/ Fire Service should be notified immediately by dialling 999)
3. Get the First Aider to the scene – administer emergency first aid if necessary.
4. Reassure victim & remove other children from scene and reassure them.
5. Phone emergency services.
6. Pass on clear details about incident/accident, including information from child's registration form to emergency services.
7. Telephone parent/carers or emergency contacts.
8. Go in the ambulance with the child.
9. Stay with child until parent/carers or emergency contact arrive.
10. Phone Management Board senior members (chair/ vice chair—if not available any that it can be available and of support to the situation) with responsibility for Health and Safety to inform of accident/incident.
11. Designated person: Ms Stella Tryfonos (headteacher)
12. Staff who witnessed the incident need to complete an incident form as well as regular accident report. Any serious accident/incident will be investigated by the School Management Board Chair as well as reported to the relevant organisations.

**Allergies /  
Dietary / Medical  
Requirements**

1. A record will be kept of all allergies and specific dietary or medical requirements of registered children. (Please check Medical Alert Cards Information available- school website and at the school)
2. The Headteacher will make all staff and volunteers aware of any allergies or specific dietary or medical requirements of children in attendance.
3. Parents/carers will give written permission if staff and volunteers are required to administer medication to their children. Greek School of Ayia Triada's medication policy will be followed.
4. Medication will be stored in the original containers, clearly labelled and kept inaccessible to children.
5. A record will be kept of all medication administered to children.
6. Children who become ill during a session will be cared for in accordance with Greek School of Ayia Triada's sick children procedure.

**Missing Child  
Procedure**

1. When a pupil has been discovered missing from the school (after registration), the Headteacher will be notified immediately.—when its known that parents dropped the child in the school (morning or after break times)
2. The parent/carer (or emergency contact) will also be notified immediately, as well as a School Management Board representative.
3. The Headteacher will contact the police.
4. Ensuring that the other children are secure, where possible, an adult should begin a search for the child keeping the Headteacher informed of their whereabouts and where they have attempted to search for the child. This adult should return to the school premises upon the request of the parent/carer, Headteacher &/or police.
5. If the pupil is found, they must be returned to the school premises immediately and the parent/carer called.
6. The Headteacher and parent/carer will determine the next course of action – temporary/permanent suspension from the school, communication with Social Services, provision of additional adult support with the pupil/pupil's class, etc.

## **Medication Policy**

1. If staff are required to administer medication to pupils, the parent/carer will have provided written permission. (CHECK APPENDIX 1)
2. The Headteacher and members of staff will discuss the procedures and necessary timings with the parent/carer and the pupil.
3. The medication will be clearly labelled with the pupil's name, name of the medication and instructions will be left as well.
4. The medication will be in a locked cupboard and accessed only by the adult agreed to administer the medication.
5. If there is any adverse reaction to the medication, the parent/carer (or emergency contact) will be called immediately and the Emergency Procedure will be followed.

### **Administration of medication**

Medicines should only be taken to school when essential; that is where it would be detrimental to a child's health if the medicine were not administered during the 'school day'.

School can only accept medicines that have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber. Medicines should always be provided in the original labelled container as dispensed by a pharmacist and include the prescriber's instructions for administration.

Generally, antibiotics required less than 4 times per day will NOT be administered in school. No medicine is allowed on school grounds unless an 'administration of medication' form is completed by parent/carer.

All medicines brought into school remain the responsibility of parents/carers at all times. Parents are responsible for collecting medicine at the end of the school day if applicable. Medication left for pupils use in conjunction with an arranged health/medical plan will be stored in the school office according to the storage instructions included on the 'administration of medication form'.

'Parents are responsible for monitoring 'best before' dates and observing instructions to replace medicine that has been opened after a certain period of time. All medicines should be removed from the school grounds at the end of each academic year.

A new 'administration of medication' form should be completed at the start of a new academic year.

Empty medicine bottles and out of date medicine should be collected and disposed of by parents/carers.

If your child no longer requires medication, a dated letter confirming this fact should be sent to the school office and any unused medicine collected.

If the school agrees with the parent's/carer's view that the child is of sufficient age and maturity to self-administer varied amounts of medicines then this may be permitted subject to agreement. Blue inhaler relievers are subject to this. Normally all other inhaler treatments (brown/cream/red or orange) are not usually brought into school. Forms should be completed if a residential trip is to take place. Parents of Pupils using reliever inhalers in school should also complete an asthma form. This will confirm if their child suffers from seasonal asthma or diagnosed 'full blown' asthma. Second inhalers should be provided for use in an emergency as detailed on the signed form. [ASTHMA HEALTH AND CARE PLAN]

### **Sick Children Procedure**

1. A pupil who has been ill or sick within 24 hours of the beginning of the school day will not be admitted to the school. This is for the protection of all the pupils, staff and volunteers.
2. If a pupil has been sick, pupils will be removed from the immediate surrounding area. First Aid will be administered if necessary and the area will be cleaned using disposable gloves.
3. Any pupil who begins to feel unwell throughout the course of the session, will be removed from their lesson and First Aider will assess the pupil.
4. The parent/carer (or emergency contact) will be contacted and the pupil will then be collected and signed out.
5. The Emergency Procedure will be followed if necessary.

### **Late collection/uncollected Pupil Procedure**

1. Pupils who are not collected by their parent/carer at the end of school will stay in the possession of two staff members or volunteers.
2. The parent/carer (or emergency contact) will be contacted and arrangements made for their immediate collection.
3. When the parent/carer (or emergency contact) cannot be reached, it is essential that the pupil remains with the two adults and does not receive a ride home from anyone else without the parent/carer's permission.

### **Related Links**

The Safe Keeping guidance – a good practice guide to Health and Safety and Study support - [Teachernet.gov.uk](http://Teachernet.gov.uk)  
Birmingham City Council CYPS Health, Safety and Wellbeing team –



## APPENDIX 1

### HEALTH INFORMATION FORM & HEALTH CARE PLAN

Dear Parents,

Children spend a significant part of their day at school, and this includes also the supplementary school they are registered to. That is why it is so important that any health issues are brought to the knowledge of the school (including the class-teacher, headteacher, volunteers, management committee and any supply staff) and are well managed while they are there.

The school needs to know about your child's medical condition, how severe it is, what medications your child takes, and what to do in an emergency. This is why it is important to complete this form and help us to establish an effective communication with regard to this issue. This communication can be helped by having your health care provider complete an action plan for the school, as well as a medication permission form that includes whether your child should be allowed to carry and use her own inhaler. You should also sign a release at school and at your health care provider's office to allow the exchange of medical information between you, the school, and your health care provider.

Your child's school needs to communicate to you its policies on how your child will get access to her medications and how they deal with emergencies, field trips, and after-school activities. The school should also inform you about any changes or problems with your child's symptoms while he/she is at school.

#### Resource:

<http://media.education.gov.uk/assets/files/pdf/n/2900382%20ncmp%20schools%20guidance%20final.pdf>

Health & safety: Advice on legal duties and powers For local authorities, school leaders, school staff and governing bodies, December 2012. Available online:

<http://media.education.gov.uk/assets/files/pdf/h/dfe%20health%20safety%20advice%20181212.pdf>

Department for Education and Schools-Pupil Health and Wellbeing

<http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health>

Warm Regards

Dr. Tryfonos Stella (Head teacher)

Mrs Katerina Jordanou (Chair Management Board)

#### Key Points

*Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them.*

*It is important that children learn to understand and manage the risks that are a normal part of life.*

#### The Law

*The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act.*

*The employer (the local authority, governing body or proprietor) is responsible for health and safety, though tasks may be delegated to staff. Employees also have a duty to look after their own and others' health and safety.*

*Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.*

#### Our Responsibility:

*To raise awareness in our school staff, volunteers, members of management committee concerning any health issues of children who are registered in our school (such as asthma, food allergies or intolerances, diabetes, skin conditions which might affect child involvement in school activities) and to help understanding the needs involved as well as any care plan in place. Information are confidential and will be treated with due sensitivity*

# Greek School of Ayia Triada Birmingham

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge

tel. 01213266538, 07842020089

website: [www.greeksat.org.uk](http://www.greeksat.org.uk)



## HEALTH INFORMATION FORM & HEALTH CARE PLAN

Please complete the following sections to the best of your knowledge and advice of any health care plan in place.

<b>School Setting:</b> <small>(please circle as appropriate)</small>	<b>GREEK SCHOOL OF AYIA TRIADA BIRMINGHAM</b> <b>Erdington Tamworth Worcester Cannock Stourbridge</b>
<b>Name &amp; Surname of Child:</b>	
<b>Date of Birth:</b>	
<b>Child's Address:</b>	
<b>Medical Diagnosis or condition</b>	
<b>Date diagnosed</b>	
<b>Date reviewed</b>	

### Family's Contact Details

<b>Name and Surname</b>	
<b>Relation</b>	
<b>Phone number (work)</b>	
<b>(home)</b>	
<b>(mobile)</b>	
<b>Name and Surname</b>	
<b>Relation</b>	
<b>Phone number (work)</b>	
<b>(home)</b>	

<b>(mobile)</b>	
-----------------	--

<b>Describe Medical Needs and give details of child's symptoms</b>	
<b>Daily Care Requirements</b>	
<b>Describe what constitutes an emergency and the action to take if this occurs</b>	
<b>Follow-up care (including who to contact if required)</b>	
<b>Who is responsible in case of an emergency</b>	

I understand that the school needs to know this information and I have completed this form to the best of my knowledge.

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

**Signature:** ----- **Date:** -----

**Print Name:** -----

## APPENDIX 2

### First Aid Training Course Record

Training Course	Date	Members of staff attended	Names	Valid until



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## APPENDIX 3

### Medication 1- Request to Administer Medication (please complete in full)

<b>Child's Name</b>		<b>Name and Strength of Medication</b>	
<b>D.O.B.</b>		<b>Start Date and length of time to be administered</b>	
<b>Class</b>		<b>Reason for Medication</b>	
<b>Class Teacher</b>		<b>End Date for Medication</b>	

Is this the first time the medicine is administered? YES NO MEDICATION MUST NOT BE ADMINISTERED AT THE SCHOOL FOR THE FIRST TIME

<b>Parents Name</b>		<b>Date</b>	
<b>Member of Staff Signing in medication</b>		<b>Signature</b>	

Date	Time and date last dosage	Method/ route of administration	Name and Signature of parent	Dose	Given/ Supervised by PRINT AND SIGN	Time/dose Administered	Comments and signature of parent confirm medication has been given	Medication Returned
								YES/NO

Date	Time and date last dosage	Method/ route of administration	Name and Signature of parent	Dose	Given/ Supervised by PRINT AND SIGN	Time/dose Administered	Comments and signature of parent confirm medication has been given	Medication Returned
								YES/NO

Date	Time and date last dosage	Method/ route of administration	Name and Signature of parent	Dose	Given/ Supervised by PRINT AND SIGN	Time/dose Administered	Comments and signature of parent confirm medication has been given	Medication Returned
								YES/NO

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## APPENDIX 4

### **ASTHMA** HEALTH CARE PLAN GREEK SCHOOL AYIA TRIADA BIRMINGHAM

#### Child Information [page 1]

Child's Name	
Date of Birth	
Address	
Date of ASTHMA diagnosis	

#### Family Contact Information

Parents /Guardians Name	
Phone no. (work)	
(home)	
(mobile)	

#### GP information

Medical Practice	
Name of GP	
Contact number	
Emergency contact number	

#### Clinic/Hospital

Name	
Contact Number	

**Question 1:** Describe how the asthma affects your child including their typical symptoms and asthma 'triggers'

--

## Child Information [page 2]

<b>Child's Name</b>	
<b>Date of Birth</b>	

**Question 2:** Describe their daily care requirements including the name of their asthma medicine(s), how often it is used and the dose (E.g. once or twice a day, just when they have asthma symptoms, before sport)

**Question 3:** Describe what an asthma attack looks like for your child and the action to be taken if this occurs

**Question 4:** Who is to be contacted in an emergency? Give three contact telephone numbers

**Question 5:** Indicate doctor's advice/ health care plan for administration of inhaler [attach GP letter]

- A. Permission to administer emergency school inhaler –to be used as a last resort only
- B. Administration of Inhaler according to health care plan

SIGNATURE:	PRINTED NAME:
RELATION TO CHILD:	DATE:

### ADVICE FOR PARENTS

#### Remember:

- 1.It is your responsibility to tell the school about any changes in your child's asthma and/or their asthma medications
- 2.It is your responsibility to ensure that your child has their 'relieving' medication and individual spacer with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher
- 3.It is your responsibility to ensure that your child's asthma medication has not expired
- 4.Your child should not be exposed to cigarette smoke

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## **ALLERGIES** HEALTH CARE PLAN GREEK SCHOOL AYIA TRIADA BIRMINGHAM

### Child Information [page 1]

Child's Name	
Date of Birth	
Address	
Date of diagnosis	

### Family Contact Information

Parents /Guardians Name	
Phone no. (work)	
(home)	
(mobile)	

### GP information

Medical Practice	
Name of GP	
Contact number	
Emergency contact number	

### Clinic/Hospital

Name	
Contact Number	

**Question 1:** Describe how AN ALLERGIC REACTION affects your child including their typical symptoms and 'triggers'. List allergens

--

## Child Information [page 2]

<b>Child's Name</b>	
<b>Date of Birth</b>	

**Question 2:** Describe their daily care requirements including the name of their prescribed medicine(s), how it is used and the dose.

**Question 3:** Describe what an allergic reaction looks like for your child and the action to be taken if this occurs

**Question 4:** Who is to be contacted in an emergency? Give three contact telephone numbers

**Question 5:** Indicate doctor's advice/ health care plan for administration of inhaler [attach GP letter]

A. Permission to administer emergency school inhaler –to be used as a last resort only

B. Administration of Inhaler according to health care plan

SIGNATURE:	PRINTED NAME:
RELATION TO CHILD:	DATE:

### ADVICE FOR PARENTS

#### Remember:

- 1.It is your responsibility to tell the school about any changes in your child's asthma and/or their asthma medications
- 2.It is your responsibility to ensure that your child has their 'relieving' medication and individual EPI PEN [if it is the case] with them in school and that it is clearly labelled with their name. You should confirm this with your child's class teacher
- 3.It is your responsibility to ensure that your child's allergy medication has not expired

# Greek School of Ayia Triada Birmingham

Branches: Erdington, Worcester, Tamworth, Cannock, Stourbridge, Stoke on Trent

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## INTIMATE CARE PARENTAL CONSENT

<b>Pupil's Personal Details</b>	
<b>Full Name:</b>	
<b>Date of Birth:</b>	<b>Parent/Carer name:</b>
<b>Address:</b>	
<b>A. My child has a diagnosed medical condition:</b> YES      NO	
If yes please provide details [attach recent medical report/GPs letter]	
<b>B. My child needs help with toileting:</b> YES      NO	
If yes please provide details	
Add any information you consider necessary:	

I/We give permission for school to provide intimate care to my/our child.

I/We will advise the school of anything that may affect issues of personal care (if medication is changed or my child has an infection for example)

I/We understand the procedures that will be carried out and will contact the school immediately if there are any concerns.

**Signature:**

**Printed Name:**

**Relationship to child:**

**Date:**.....

## 1. Version Control

<b>Version Name</b>	<b>Date</b>	<b>Reason for Update</b>
Draft Health and Safety Policy (1 <sup>st</sup> version)	01/12/2007	Not in place, needed to Create Health and Safety Policy. Feedback Dr Riaz Farooq – Birmingham City Council-Local Supplementary School Officer
Draft Health and Safety Policy (2 <sup>nd</sup> Version)	October 2009	More amendments agreement in School Management Board to change the Health and Safety Policy and make it more comprehensive
Draft Health and Safety Policy	17/11/2010	Feedback from Karen Gardiner
Updated Health and Safety Policy	10/09/2013	Ratified and signed by the Management Board.
Updated	01/09/2014	Ratified and signed by the Management Board.
Updated	01/09/2015	Ratified and signed by the Management Board.
Updated	02/09/2016	No changes. Updated and signed
Reviewed	10/01/2017	Request for Administering medication added in this version
Updated	01/09/2019	No changes
Reviewed	01/09/2020	No changes
Reviewed	01/09/2021	No changes
Reviewed	20/09/2022	No changes