

# Sawyers Bay School - Board of Trustees

## Hygiene, Health & Safety Policy



### Purpose

To ensure the health, safety and hygiene of everyone at school and when undertaking activities in and around the school.

### Objectives

#### **Absences from School**

- \* The school follows up on unexplained absences.

#### **Playground Supervision**

- \* A teacher duty roster is established at the beginning of each year.
- \* Duty teachers ensure all playground activities are of a safe nature. Hazardous activities are stopped immediately.

#### **Sickness & Accidents**

- 1 A record of injuries is maintained in an accident book and parents are notified.
- 2 Current first aid certificates are held by at least two staff.
- 3 The Principal ensures specialist aid is requested when required.
- 4 First aid supplies are safely stored, checked and restocked as appropriate.
- 5 In instances where children have prescribed medication which needs to be taken during school hours, the medication will be kept by staff and administered as requested. Parents are required to fill in and sign the school's Administering Medication form and a written record is provided for the Parents/Caregivers.
- 6 Children who take sick during teaching time are put in the care of the School Secretary/Principal while parents are notified.

#### **Road Safety**

- When developing bicycle, pedestrian and bus safety programmes, regular visits from Police Education Officers are scheduled. Note, Police Ed. Officers' recommendation that no children under the age of ten ride bikes to school.
- It is the expectation of the Board of Trustees that any child using a wheeled means of transport to school (such as, but not limited to scooters, skateboards), that the child is expected to wear the appropriate safety gear and most specifically a helmet.

#### **Class Trips and Visits**

- \* Prior approval from the Principal is required for all class outings.
- \* Any trips requiring an overnight component will first receive approval from the Board of Trustees
- \* Bus-transport is the preferred mode of transport for most class/school trips.

When using private cars all children must wear a seat belt, and drivers are required to confirm up-to-date safety details (Current Driver's Licence; Warrant of Fitness), Car seat legislation is also considered (7 years or 148cm require car seat/ booster seat).

#### **Sun-Safety, Shady School**

The school is working towards a safe environment that provides shady places for children and staff. Children are taught about the need to be aware of, and take responsible action to protect against, the dangers of exposure to the sun. Shady School procedures and requirements are outlined in information for Parents and Caregivers.

#### **Effectiveness Review**

1. This policy will be reviewed annually in accordance with the Board's self-review timetable.
2. The review process will include opportunity for involvement by interested parents/caregivers and staff, in addition to Board members.  
Previously developed survey formats may be used as part of this review.
3. Review results will be formally noted in Board meeting minutes, and available to the school community.

Annual Review & Confirmation process completed:

Signed.....

(Principal/BOT Chairperson)

Date .....