

**Presentation Primary School,  
Station Road,  
Portarlington,  
Co. Laois**



**Presentation Primary School Mission Statement**

We endeavour to provide a holistic Catholic education for each child, where respect and care for all, are central values.

**Health and Safety Statement**

1. The Board of Management of Presentation Primary School Portarlington, charged with the direct government of the school, has prepared this “Safety Statement”, in accordance with the requirements of the Health, Safety and Welfare at Work Act, 1989.
2. In doing so, it is mindful of the unique place the school occupies as an extension of the home life of the child and of the responsibilities entrusted to the personnel of the school, by the parents of the children.
3. “Health & Safety” within the school is and always has been, an intrinsic duty incumbent on all employees and school community members, and one which calls for constant vigilance – it is everybody’s business.

The Board of Management of Presentation Primary School, Portarlington, Co. Laois brings to the attention of its staff the following arrangements for safeguarding the safety, health and welfare of those employed and working in the school.

This policy requires **the co-operation of all employees**. It shall be reviewed annually or more frequently if necessary, in the light of experience, changes in legal requirements and operational changes.

A safety audit shall be carried out annually by the Board of Management Safety Officers and a report made to staff. All records of accidents and ill-health will be monitored in order to ensure that any safety measures required can be put in place to minimise the recurrence of such accidents and ill-health.

The Board of Management of Presentation Primary School Portarlinton wishes to ensure that as far as is reasonably practical:

- The design, provision and maintenance of all places in the school shall be safe without risk to health
- There shall be safe access to and from places of work
- Plant and Machinery may be operated safely in so far as is possible
- Work systems shall be planned, organised, performed and maintained so as to be safe and without risk to health
- Staff shall be instructed and supervised in so far as is reasonably possible so as to ensure the health and safety at work of its employees
- Protective clothing or equivalent shall be provided as is necessary to ensure the safety and health at work of its employees
- Plans for emergencies shall be complied with and revised as necessary
- This statement will be continually revised by the Board of Management as necessity arises and shall be re-examined by the Board on at least an annual basis
- Employees shall be consulted on matters of health and safety
- Provisions shall be made for the election by the employees of a safety representative

The Board of Management of Presentation Primary School recognises that its statutory obligations under legislation extends to employees, students, to any person legitimately conducting school business and to the public.

The Board of Management of Presentation Primary School undertakes to ensure that the provision of the Safety, Health and Welfare at Work Act 1989 are adhered to.

### **Duties of Employees:**

It is the duty of every employee while at work:

- A) To take reasonable care for his/her own safety, health and welfare and that of any person who may be affected by his/her acts or omissions while at work.
- B) To co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions.
- C) To use in such manner, so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or thing provided (whether for his/her lone use or for use by him/her in common with others) for securing his/her safety, health or welfare at work.

- D) To report to the Board of Management without unreasonable delay, any defects in plant, equipment, place or work, or system of work, which might endanger safety, health or welfare of which he/she becomes aware.

No person will intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or thing provided for securing safety, health or welfare of persons arising out of work activities.

Employees using available facilities and equipment provided, should ensure that work practices are performed in the safest manner possible (see section 9 of Safety, Health and Welfare at Work Act 1989)

### **Consultation and Information**

It is the policy of the Board of Management of Presentation Primary School to consult with staff re. safety audits, to give a copy of the safety statement to all present and future staff, and to convey any additional information or instructions regarding health, safety and welfare at work to all staff as it becomes available. Health, safety and welfare at work will be considered in relation to future staff training and development plans.

### **Fire**

It is the policy of the Board of Management of Presentation Primary School, Portarlinton that:

- (i) The Board of Management will ensure that an adequate supply of fire extinguishers, suitable for the type of fires to occur in each area, is available, identified and regularly serviced by authorised and qualified persons. Each fire extinguisher shall have instructions for its use.
- (ii) **The principal will ensure that fire drills shall take place at least once a term.**
- (iii) Fire alarms shall be clearly marked. (Responsibility of Board of Management Safety Officer)
- (iv) Signs shall be clearly visible to ensure that visitors are aware of exit doors and routes. (Principal)
- (v) All doors, corridors, and entries shall be kept clear of obstruction and shall be able to be opened at all times from within the building. Each teacher must ensure that the exit from her/his classroom is kept clear. P.E. hall, small hall and entrance lobby – Principal will see they are free of obstruction.
- (vi) Assembly area is the play area/car park at front of school facing the road.
- (vii) Exit signs shall be clearly marked.
- (viii) All electrical equipment shall be left unplugged when unattended for lengthy periods and when the building is empty. Teachers are responsible for their own classroom. The Secretary/Principal as appropriate are responsible for the office. Staff room is every teacher's responsibility. Cleaner to check when cleaning.

- (ix) Principal and Deputy Principal shall be responsible for fire drills and evacuation procedures.
- (x) All recommendations made by Fire Officer in addition to these provisions shall be implemented.

### **The Principal is responsible for Fire Safety**

#### **He organises:**

- (a) Fire Drill at least once per term.
- (b) Sees that the Fire Alarm System and Fire Extinguishers are in working order.
- (c) Keeps a Record of children assigned to door duties during Fire Drill.
- (d) Records the events of Fire Drills.
- (e) He has prepared the following Fire Drill Organisation Plan after consultation with the other members of the Teaching Staff.

#### ***Fire Drill Organisation***

1. ***Assembly Point*** Senior Yard
2. ***Fire Drill Warning*** When fire bell sounds there should be **Silence** in the classroom, or wherever you are
3. ***Evacuation*** The teacher is in sole charge of his/her class. Each class exits in single file in silence. Teacher leaves last, making sure all windows and doors are closed. Teacher should bring Roll Book along.
4. ***Assembly*** When pupils arrive at assembly, they should line up class by class facing towards the road. The teacher will then call the roll and report the findings to the Principal. If a child is missing, their class teacher will leave his/her class in the care of another teacher. while she/he searches for the missing child.

#### **Fire Drill**

##### **Door Arrangements**

- **Main Door**
- **Back Door**

- **Fire Door A (beside Language Support room)**
- **Fire Door B (Staff room end)**
- **Prefabs**
- **S.N.A.'s to exit with class they are working with, at time of Drill.**

### **Hazards**

Hazards shall be divided into two categories. Those which can be rectified, will be dealt with as a matter of urgency. Those that cannot, will be clearly indicated and appropriate procedures will be put in place to cope with them. All hazards shall be eliminated in so far as resources and circumstances allow.

The following hazards (in so much as can be identified) are considered by the Board of Management to be a source of potential danger and are brought to the attention of all concerned.

<b>1. Wet Corridors</b>	<b>6. Laminators</b>	<b>11. Ladders</b>	<b>16. Lawnmower plus all garden equipment</b>	<b>21. Windows opening out</b>
<b>2. Climbing Frames</b>	<b>7. Projectors</b>	<b>12. Excess Gravel on School Yard</b>	<b>17. Entrance/Exit of Car-Park</b>	<b>22. Stairs</b>
<b>3. Trailing Leads</b>	<b>8. Fuse Board</b>	<b>13. Protruding Units &amp; fittings</b>	<b>18. Garden Stores</b>	<b>23. Shelter</b>
<b>4. Computers</b>	<b>9. Electric Kettle</b>	<b>14. Flat roof of school</b>	<b>19. Icy surfaces on a cold day</b>	
<b>5. Guillotine</b>	<b>10. Boiler House</b>	<b>15. External stores to be kept locked</b>	<b>20. Mats in hall plus other P.E. equipment</b>	

To minimise these dangers the following safety/protective measures must be adhered to ( see duties of employee pages 1-2 of this document)

Ladders must be used with another person's assistance

- Avoid use of glass bottles where possible by pupils. Remove broken glass immediately on discovery

- Board of Management will check that floors are clean, even, non-slip and splinter-proof
- Anyone who uses P.E. equipment will check it is stacked securely and is positioned so as not to cause a hazard and that P.E. hall is left in a tidy condition
- Check that all P.E. and other mats are in good condition
- An annual routine for inspecting furniture, floors, apparatus, equipment and fittings by Principal and Caretaker and/or Staff Safety Representative
- Check that wooden beams, benches etc are free from splinters and generally sound (Assistant Principal)
- Check that vaulting horses, beams and benches are stable and do not wobble when in use (Assistant Principal)
- Check that there are no uneven/broken/cracked paving slabs (Caretaker, under Board of Management)
- Check that roofs, guttering, drain pipes etc as far as can be seen are sound and well maintained (Caretaker)
- Check that manholes are safe (Caretaker/Principal)
- Check that all play areas especially sand pits, are kept clean and free from glass before use (Caretaker and Staff)
- Check that outside lighting works and is sufficient (Caretaker/Principal)
- Check that all builders materials, caretakers maintenance equipment, external stores etc are stored securely (Principal and Caretaker)
- Check that refuse is removed from building each day and is carefully stored outside (Caretaker) (The bins are enclosed in a permanent fenced area over by the Staff car park)

### **Constant Hazards**

- Machinery
- Kitchen equipment
- Electrical appliances
- Laminators
- Guillotines

It is the policy of the Board of Management of Presentation Primary School that machinery, kitchen equipment and electrical appliances are to be used only by competent and authorised persons. Such appliances and equipment will be subject to regular maintenance checks.

### **Electrical Appliances**

Arrangements will be made for all appliances to be checked on a regular basis, at least annually, by a competent person (i.e.) maintenance person, the supplier or his agent. Before using any appliance, the user should ensure that;

- All safety guards, which are a normal part of the appliance, are in working order
- Power supply cables/leads are intact and free of cuts or abrasions
- Appliances are unplugged when not in use

- Suitable undamaged fused plug tops are used and fitted with the correct fuse
- Guidelines issued by the Health and Safety Authority are followed

## Hazards

**(i) Area:** School Interior

<i>Hazard</i>	<i>Location</i>	<i>Risk</i>	<i>Suggested Remedy</i>
Mats	Landing mats, Mats at each entrance and exit	Tripping hazard	Purchase non slip mats. Secure strips to edges of mats on carpet area at main & rear exits
Stairs	Main central stairs, Stairs at language area and staffroom end	Tripping hazard	Constantly remind children to walk up/down stairs in single file while holding on to the railing. Regularly check stairs for wet surfaces, spillages(Principal & Dep. Principal) Every teacher should be vigilant re: condition of stairs

**(ii)Area: Yard/Car Park/Play Area**

<b><i>Hazard</i></b>	<b><i>Location</i></b>	<b><i>Risk</i></b>	<b><i>Remedy</i></b>
Green Railings	Surrounding the car park/ playground	Children climbing	Teachers supervising play area ensure that children do not climb railings. Principal reminds children at assembly and on the inter-com that children are forbidden to climb railings at any time.
Bins	Play area	Bins being knocked over, litter blowing about. Bins causing obstruction	Colourful,mushroom bins have been purchased and these are permanently secured to the tarmac over by the wall. They are not causing obstruction and can't be moved.

**(iii) Area: Classroom**

<b><i>Hazard</i></b>	<b><i>Location</i></b>	<b><i>Risk</i></b>	<b><i>Suggested Remedy</i></b>
Chairs	Classroom	Swinging/falling off	Sit properly, Push in before leaving table
School Bags	On floor	Tripping over them	Keep them tidily under



	On the backs of chairs		the tables
Wet floors	Toilet area	Slipping	Check regularly and keep a supply of newspaper close at hand
Furniture	Classroom	Causing obstruction. Sharp edges sticking out Broken/damaged may cause injury	Check regularly that all furniture is in good condition and in its place. (class teacher is responsible for this)

### **Chemicals**

It is the policy of the Board of Management of Presentation Primary School that all chemicals, photocopier toner, detergents etc, be stored in clearly identifiable containers bearing instructions and precautions for their use and shall be kept in a locked area, and protection provided to be used when handling them. (Secretary/Cleaner/Principal where appropriate).

### **Drugs and Medication**

It is the policy of the Board of Management of Presentation Primary School that all drugs, medications etc. be kept in a secure cabinet in a separate and secure place and used only by trained and authorised personnel and always wear gloves.

### **Welfare**

To ensure the continued welfare of the staff and children, toilet and cloakroom areas are provided. A Staffroom separate from the work area is provided, where tea and lunch breaks may be taken. Staff must co-operate in maintaining a high standard of hygiene in this area.

A high standard of hygiene must be achieved at all times. Adequate facilities for waste disposal must be available. An adequate supply of hot and cold water, towels and soap and sanitary disposal facilities must be available.

### ***Members of staff and students are reminded;***

- a) A person who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the school of any known side effect or temporary physical disabilities which could hinder

- their work performance and which may be a danger to either themselves or their fellow workers. The school will arrange or assign appropriate tasks for the person to carry out in the Interim.
- b) Staff and students are not allowed to attend the premises or carry out duties whilst under the influence of illicit drugs or alcohol. Any person found breaking this rule will be liable to disciplinary action.

### **Highly Polished Floors**

It is the policy of the Board of Management of Presentation Primary School that every attempt will be made to avoid the creation of slippery surfaces. The washing of floors shall be conducted, as far as is possible, after school hours to eliminate as far as possible, the danger of slipping. Where floors are wet, warning signs regarding wet floors shall be used. Attention is drawn to the possibility of outside floors, surfaces and drainage channels being affected by frost in cold weather.

### **Smoking**

It is the policy of the Board of Management of Presentation Primary School that the school shall be a non-smoking area to avoid hazard to staff and pupils of passive smoking.

### **Broken Glass**

The Board of Management shall minimise the danger arising from broken glass. Staff are asked to report broken glass to the Principal/Caretaker so that it may be immediately removed. The children are not allowed to bring drinks in glass bottles into the school for lunch.

### **Visual Display Units**

It is the policy of the Board of Management of Presentation Primary School that the advice contained in the guidelines on the safe operation of visual display units, issued by the health and Safety Authority be carefully followed. Any up-to-date information regarding hazards relating to the use of VDU's or TV's will be studied and recommendations and directives implemented.

### **Infectious Diseases**

It is the policy of the board of Management of Presentation Primary School, Portarlinton that all infectious diseases shall be notified and steps taken to ensure the safety of staff and students against all such diseases. The Board of management will endeavour to minimise the risk by adherence to sound principles of cleanliness, hygiene and disinfections and have provided disposable gloves for use in all First Aid applications, cleaning tasks etc. Toilets and washrooms shall be provided at all times with an adequate supply of water, soap, towels and a facility for the safe disposal of waste.

## **First Aid**

### **\* See First Aid Policy Appendix B for further details**

- (1) Notices are posted in office detailing:
  - Arrangements for giving first aid
  - Location of first aid boxes (Staffroom, Principals office Back Hall)
  - Procedure of calling ambulances etc
  - Telephone numbers of local Doctor, Gardaí, Hospital
- (2) All incidents, no matter how trivial and whether to employees or to students or to members of the public must be reported immediately. This is necessary to monitor the progress of safety standards and to ensure that the proper medical attention is given where required. An Accident Report File is to be maintained for the recording of all accidents and incidents by Mr. Ruane.

The Assistant Principal will see that there will be maintained in the school a properly equipped First Aid Box available to staff at all times containing:

- Gauze swabs
- Sterile Wipes
- Sterile dressings and bandages
- Surgical Gloves
- Instant ice-packs
- J-clothes to put around ice-packs

**N.B. Insulin Pencil (if required) will be kept by Principal in a safe place in the office. Medical Certificate to be provided by the Parents/Guardians of the children concerned.**

\* Disposable gloves must be used at all times when administering First Aid.

### ***Location of First Aid Boxes***

- (1) Office      (2) Staffroom      (3) Little press in back hall

### **Access to School**

In as much as is compatible with the practical layout of the school premises, anyone entering the school premises shall be required to identify themselves to the Principal or the Secretary as relevant before gaining admittance to the school. Any contractor must make direct contact with the Principal before initiating any work on the premises and shall be shown a copy of the safety statement applying to the school and shall agree to its provisions.

While work is in progress, any noise shall be avoided wherever possible during school hours and shall at all times be reduced to the minimum necessary. The contractor and his workmen shall

not create any hazard, permanent or temporary, without informing the Principal or his nominated agent and shall mark such hazard with warning signs or other suitable protection.

### **Collecting Children**

- (1) All parents/guardians/carers in the interest of safety must obey all signs upon entering the school grounds.
- (2) Cars are advised to drive slowly on entering school roundabout when collecting children.
- (3) Those parking outside the school grounds are advised to accompany children to and from the school premises.
- (4) Children must produce a written note to class teacher, if being collected by parent/guardian before the end of the official school day. This note must then be signed by Principal, Deputy Principal or Assistant Principal.
- (5) Children who become ill during the day must be “signed out” by parent/guardian, when being collected. This record to be kept in the office by the school secretary.

### **N.B.**

- (6) Children will never be allowed to walk or cycle home on their own, during school hours. They must always be collected by parent/guardian or named other.

### **Safe Work Practice Sheet**

- (1) Cleaners must wear gloves when ringing out wet mops and when handling detergents to prevent dermatitis.
- (2) Cleaners have been asked to ensure that their storeroom is always locked when they have finished using it.
- (3) Teachers are asked to wear gloves when dealing with children’s wounds. This is especially important where blood is involved.
- (4) The Caretaker must wear protective eye coverings when using strimmers, electric or mechanical hedge clippers or other such equipment.
- (5) The Caretaker must wear gloves when using weed-killers or other chemicals that are considered damaging or likely to cause dermatitis.
- (6) Caretakers must wear protective masks to prevent the inhalation of gasses while using chemicals such as weed-killers and others.

- (7) Cleaners and Caretakers, teachers and secretary or others using the school, are all asked to ensure that cables/extensions leads are tight against the wall or are not left in positions where they could cause tripping etc.
- (8) All staff members and all other employees are acquainted with the location and use of fire-fighting equipment. Dry powder fire extinguishers only may be used on fires caused by electrical appliances. The staff are acquainted with same.
- (9) Employees do not use step-ladders or other ladders without the assistance of a colleague.
- (10) Employees inspect step-ladders for loose steps, non rigidity, proper locking bars before use.
- (11) Employees do not stand on chairs which are placed on tables, when changing light bulbs dusting etc.
- (12) Employees report defective equipment to the Principal.
- (13) Employees report incidences of uncollected refuse.
- (14) Cleaners and Caretakers read the instruction and warnings on containers before using the contents. They follow the instructions re. Washing of eyes, if affected by splashing, use of protective masks, wearing of gloves etc.
- (15) Teaching Staff or other employees must not walk about with cups/mugs of hot drinks.

### **The Caretaker and Safety**

- (1) The school caretaker, Mr John Oakley shall leave the main door in the “open” position each morning to facilitate staff members. All other doors should be unlocked around 8.50a.m.
- (2) He shall lock all external doors as near as possible to 3p.m. each evening.
- (3) He shall check that all windows are securely locked each evening.
- (4) He shall check that all electrical equipment i.e. kettles, photocopier, hot water switches, burco boiler etc are switched off.
- (5) He shall check regularly that the Switch Room is free from all materials foreign to this part of the school.

- (6)** He shall ensure that the Garage Door is never left unlocked and that weed-killers, insecticides are never left in a prominent or easily accessible position.
- (7)** He shall check and keep the boiler house and oil/water tank house locked at all times.
- (8)** During exceptionally frosty weather, he shall ensure that the school heating system comes on for a few hours during the night and/or during weekends and during holiday times.
- (9)** During holiday times, he shall keep the mains water controls in the “OFF” position.
- (10)** He shall see that the tractor topper and lawn mowers are in good mechanical condition at all times.
- (11)** Caretaker shall use the lawn mower for school work only. Permission to use the mower for any other purpose may be granted only by the B.O.M. or by either Principal, representing the B.O.M. subject to insurance conditions.
- (12)** The caretaker shall make himself familiar with all fire controlling equipment (including dry powder fire extinguishers) on the premises, know where it is located and how to use it.
- (13)** He shall never allow cut grass, cuttings from hedges or weeds from flowerbeds to lie on footpaths or on lawn edge over night or at any other location where they might be a danger to persons overnight or during weekends.
- (14)** He shall ensure that all Exit Doors are kept clear during Concerts, Sales of Work, Meetings etc. Exit doors must always be open on such occasions.
- (15)** Along with the Principal, he shall check at regular intervals that the Fire Alarm System is in working order.
- (16)** The Caretaker shall check the emergency lighting at regular intervals and especially before school functions e.g. concerts etc.
- (17)** He shall be on the lookout at all times for risk situations and shall repair faults or report them to the Principal.
- (18)** He shall keep lawns, flowerbeds and pitches in good condition.

- (19) He shall familiarise himself sufficiently with the school's Safety Statement and especially with those parts which are relevant to his own position.

### **Classroom and Internal Rules**

- (1) Follow instructions given by Teachers and or/Principal at all times.
- (2) Sit properly on chairs, all four legs on the floor.
- (3) School bags under tables neatly stored. (especially in Infant Classes)
- (4) Walk ways in classrooms must be kept clear.
- (5) Hang all coats, jackets, gear bags etc on hooks in the wet area.
- (6) During wet days, pupils must sit during 10.30a.m. break and 12.30p.m. lunch break, no moving around room allowed.
- (7) No rulers, scissors, mathematical instruments etc, to be used (or to be in pupils possession) during break and/or lunch time, when pupils remain indoors.
- (8) Use all classroom and P.E. equipment according to teachers instructions.
- (9) If in big hall during break and/or lunch time, pupils must sit and play on mats or sit on benches.
- (10) Never bang a door closed – be mindful of others.
- (11) When moving around the school, always walk, never run.
- (12) Walk on the right hand side of the corridors.
- (13) Watch where you are going – don't look behind you while walking.
- (14) At all times, think of your own safety and the safety of others – especially younger ,smaller pupils.
- (15) Children must walk down on right hand side accompanied by their teacher.
- (16) All candles must be extinguished when leaving the room. Never leave lit candles unsupervised.

### **Wet Day Rules**

**\* See Wet Day Policy Appendix A for further details**

- (1) Stay seated at all times.
- (2) No rulers, scissors, knitting needles or any other dangerous implements in pupils hands.
- (3) Only go to toilet with teacher's permission, except in case of emergency.
- (4) Computers switched off, plugged out.
- (5) Other electrical implements plugged out.
- (6) Pre-arrange activities for groups before the teacher leaves the room.
- (7) Sit down properly – four legs of chair on floor at all times.
- (8) Four teachers and 2 SNA's will supervise during lunch break. Two teachers will supervise the Second floor and two teachers and 2 SNA'S will supervise Ground floor.

### **Yard Rules**

- (1) Play safely – no rough play or “pretend fighting”.
- (2) Stay in designated area of the yard.
- (3) Stay off the grass and away from prefabs during inclement weather.
- (4) Don't enter the school without permission from teacher or an S.N.A.
- (5) Report any problems/incidents to the teacher on yard duty.
- (6) No swinging off the rain shelter, green railing or gates. Climbing on the green railing is strictly forbidden.
- (7) No swinging out of coats/hoods.
- (8) No throwing of clothes, hats, hair bands, shoes, stones/ pebbles etc.



- (9) Only soft balls allowed for soccer games on yard.
- (10) If a ball goes into railing, wall in yard or car park the teacher on yard duty must be told. Do not go out after the ball.
- (11) “Yard out of Bounds areas - Front of schoolCar Park.

### **Ratification of Policy**

This policy was adopted by the Board of Management on \_\_\_\_\_ [date].

This policy has been made available to school personnel, published on the school website and provided to the Parents’ Association. A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management once in every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website and provided to the Parents’ Association. A record of the review and its outcome will be made available, if requested, to the patron and the Department.

Signed: \_\_\_\_\_  
of Board of Management)

Signed: \_\_\_\_\_ (Chairperson  
(Principal)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: September 2017

\* Safety Statement ratified by Board of Management at a meeting on 28/05/2014

## **Appendix A**

### **School Policy For Wet Mornings**

There is a shelter located in the middle Play Area of the Main Building where children and parents may wait on wet or cold mornings.

It is our Policy in Presentation Primary School, Portarlington to allow the children to enter the school building early if it is raining heavily, snowing, very windy or if a combination of inclement weather conditions prevail outside as children arrive or wait for school to begin.

Should the situation arise that it is **very** wet/windy / when the children **arrive** at school ,we will allow them to enter through the front door and proceed to the main Hall where they will be supervised by members of the In School Management team (ISM).

The school secretary will ring the bell **between 8.35a.m.and 8.45a.m.** and the children should walk quietly to their classrooms in an orderly line.

- \* Mary Kieran and Martina Fenlon have agreed to mop any excess water/slush carried in on childrens' shoes on the corridors and on the stairs

### **Junior Building**

The children and their parents may wait in the shelter located in the Play Area and under the canopy at the Main Entrance.

The bell will ring between 8.35a.m. and 8.45am.

The children may walk quietly in through the main Entrance and proceed to the General Purpose Hall area.

### ***Supervision***

In the hall children will line up behind the chair with their Room Number displayed clearly on it. The S.N.A.s and selected teachers will supervise the Hall area and the Deputy Principal will supervise the Main Entrance . Parents are not allowed in past Reception without prior appointment.

The Principal, Cathal Ruane will monitor both buildings and will supervise as necessary.

The Deputy Principal will mop any excess water/sludge brought in on footwear or umbrellas on the corridor and stairs.

When the main Bell rings at 8.45am.the teachers will collect their classes from the hall in the usual way as if they were outside .

## Appendix B

### **First Aid Policy**

Presentation Primary School, Portarlington aims to ensure that everyone concerned with First Aid ,whether a practitioner or a recipient is kept safe.We will ensure as far as possible that any immediate discomfort is alleviated for the children in our care.

Any First Aid rendered by our school is intended to be of a temporary nature and to be of a minimal level of care.Any further diagnosis or extended care should be passed on to Parents and medical professionals.

### **First Aid Procedure**

- The First Aid Kit is located in *The First Aid Station* at the **back door of the Senior School building**.The *First Aid Bag* on the **Junior Side is kept at reception** and brought out to the playground by the S.N.A. at both break times.
- The First Aid bag contains sterile wipes, plastic gloves ,dry gauze ,scissors and spray for stings .It is our policy not to apply plasters as some children may be allergic to same.
- Assistant Principal is responsible for ensuring that a plentiful supply of wipes,plastic gloves etc. is available in the First Aid bag at all times.
- Parents are notified in the event of a serious accident/injury such as head injury,sprains or breaks.Ice packs are applied to bumps and sprains while parents are being contacted. Emergency contact numbers are available on Aladdin in the office and are updated regularly.If a serious accident has occurred and no contact can be made with parents/guardians or other designated emergency contacts ,the Principal may decide to contact a doctor or an ambulance if hospital treatment is required.
- The consequence of an injury from an accident involving a bump or a blow to the head is not always evident immediately and the effects may only become noticeable after a period of time. In this case we notify parents and the child will be sent home.
- Each day ,on the senior yard,one teacher is responsible for administering First Aid during play time.That teacher's name is preceded by a † sign on the yard duty rota for the day .**The teacher records the incident/accident in the accident book in the First Aid area and informs the teacher at the end of play. Serious injuries /accidents are reported to the principal and recorded on an accident form which is kept in the Principal's office.** Parents /Guardians are contacted immediately if a serious injury has been sustained.
- On the Junior yard ,it was agreed that **all supervisors are responsible for First Aid** as the need arises and any **accidents/incidents are to be recorded in the Accident Book.**

- If any accident involves equipment, it should be removed and kept for inspection.
- Teachers are requested to **wear disposable gloves** when cleaning wounds and using sterile wipes. All First Aid waste is disposed of in a bin labelled 'First Aid Waste'
- Photographs of children with specific medical needs are displayed in the First Aid area of the Senior School and in the secretary's office in the Junior School. Their contact numbers are also displayed for easy access in the event of an emergency.
- A diagram of the Recovery Position is also displayed in the First Aid station.

On our school Enrolment Form, Parents are requested to inform the school of any medical conditions or allergies. This information is recorded on our Aladdin Schools Management System and is easily accessed by teacher. It is each teacher's responsibility to familiarise themselves with this information.