



**St Martin's School
HEALTH,
SAFETY AND
WELFARE
POLICY**

DATE OF APPROVAL BY STAFF:

Status

- New
- Draft
- Guidelines
- Policy
- Review
- Report

PURPOSE:

To provide the framework for the organization and administration of the arrangements for health, safety and welfare in an Education Department maintained school.

CIRCULATED TO:

All members of staff

DATE CIRCULATED: 01.02.07

REVIEW DATE:

01.02.08



St Martin's School
HEALTH, SAFETY AND WELFARE POLICY

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SCHOOL HEALTH, SAFETY AND WELFARE POLICY STATEMENT

STATEMENT OF ORGANISATION AND ARRANGEMENTS FOR ENSURING HEALTH, SAFETY AND WELFARE

For St Martin's Primary School

PART 1 - STATEMENT OF INTENT

1 INTRODUCTION

- 1.1 This is a Statement of Organisation and Arrangements for St Martin's Primary School. The statement does not replace the Education Department's Statement of Intent on Health, Safety and Welfare but is in addition to the Statement for the benefit of all users of the premises. Copies of these documents, along with other information on health, safety and welfare matters will be found in the Deputy Head's Office (red folder).
- 1.2 The Headteacher and staff are committed to promoting the health, safety and welfare of all employees, pupils/students, volunteer helpers and any others who may be affected by activities within this school.

Good health, safety and welfare practices are the responsibility of all employees, who also have a shared responsibility to take care of their own health, safety and welfare and that of other persons in the school, as well as to co-operate with their employer and to comply with any legal obligations and safety procedures.

The Headteacher will ensure both the effective communication of the Department's health, safety and welfare objectives and the monitoring and striving for improvement of health, safety and welfare performance.

The school welcomes the opportunity to develop and maintain a health, safety and welfare partnership with all those who use the premises.

PART II - ORGANISATION AND RESPONSIBILITY

2. RESPONSIBILITIES AND DUTIES IN MATTERS CONCERNED WITH HEALTH, SAFETY AND WELFARE

2.1 OBLIGATION OF ALL EMPLOYEES

The Health and Safety at Work [General] [Guernsey] Ordinance 1987 states that

“It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work, and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.”

The Ordinance also states: “No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.”

In order that the Ordinance be observed, all employees are expected:

- (a) to be aware of the health and safety organisation and arrangements to be adopted in their own working areas and to endeavour to ensure they are applied;
- (b) to observe standards of dress consistent with safety and/or hygiene;
- (c) to exercise good standards of housekeeping and cleanliness;
- (d) to know and apply the procedures in respect of fire, first aid and other emergencies;
- (e) to use and not wilfully misuse, neglect or interfere with things provided for his/her own health and/or the health and safety of others;
- (f) to co-operate with other employees in promoting improved health and safety arrangements in the school;
- (g) to co-operate with the Health and Safety Inspectorate;
- (h) to report all accidents, diseases and dangerous occurrences.

2.2 THE HEADTEACHER

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who is expected to:

- (a) be the focal point for reference on health, safety and welfare matters and give advice or indicate sources of advice;
- (b) co-ordinate the implementation of the health, safety and welfare procedures in the school;

- (c) make clear any duties in respect of health, safety and welfare which are delegated to members of staff;
- (d) seek advice on health, safety and welfare matters from the Education Department's officers as required (see Appendix 4 - Organisation and Responsibility for Health, Safety and Welfare);
- (e) ensure that the Education Department's system for the reporting, recording and investigation of accidents is maintained, and that all reasonable steps are taken to prevent recurrences;
- (f) ensure that the Education Department's system for the reporting of hazards is maintained and adhered to;
- (g) to report a hazard immediately to the appropriate officer at the Education Department (see Appendix 4 - Organisation and Responsibility for Health, Safety and Welfare) when the Headteacher's executive authority does not allow the elimination or reduction to a satisfactory level of the degree of risk posed by the hazard;
- (h) ensure that effective arrangements are in force to allow ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained;
- (i) ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required;
- (j) ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware;
- (k) ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff;
- (l) ensure the dissemination to all relevant parties of health, safety and welfare information organisation and arrangements in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises;
- (m) ensure the annual review of the school's organisation and arrangements health, safety and welfare;
- (n) make recommendations to the Estates Manager for additions and improvements to plant, tools, equipment, machinery, etc. which present hazards;
- (o) make recommendations to the Personnel Manager for changes and improvements in health, safety and welfare organisation and arrangements.
- (p) identify staff training needs.

2.3 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY FOR HEALTH, SAFETY AND WELFARE MATTERS - as applicable to the type of school

These staff, including for example, Deputy Headteachers, Curriculum Co-ordinators, Heads of Year, Heads of Departments, Technicians and Caretakers are expected to:

- (a) have a general responsibility for the application of the school's health, safety and welfare policy to their own department or area of work and are directly responsible to the Headteacher for the application of other appropriate health, safety and welfare procedures and arrangements;
- (b) establish and maintain safe working procedures including arrangements for ensuring as far as is reasonably practicable, the absence of risks to health, safety and welfare in connection with the use, handling, storage and transport of articles and substances (e.g. chemicals, boiling water and sharp tools) and other appropriate procedures and equipment;
- (c) resolve health, safety and welfare problems. Members of staff may refer to them or refer to the Headteacher or line manager any problems for which they cannot achieve a satisfactory solution within the resources available to them;
- (d) carry out regular health, safety and welfare assessments of the activities for which they are responsible, using the appropriate Risk Assessment Guidelines as agreed by the Education Department;
- (e) ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health, safety and welfare;
- (f) where appropriate, ensure relevant advice and guidance on health, safety and welfare matters is sought where and when appropriate;
- (g) advise the Headteacher or line manager on requirements for health, safety and welfare training, equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

2.4 CLASS TEACHERS

Class teachers are responsible for the health, safety and welfare of pupils in their care. If for any reason, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Headteacher or line manager before allowing work to take place.

Class teachers will be expected to:

- (a) exercise effective supervision of the pupils and know the emergency procedures in respect of fire, first aid and other emergencies, and to carry them out;
- (b) know the particular health, safety and welfare measures to be adopted in their own teaching areas and to ensure that they are applied;
- (c) check that equipment is safe before use.
- (d) give clear instructions and warnings to pupils as often as necessary;
- (e) follow safe working procedures personally;

- (f) require the use of protective clothing and guards where necessary;
- (g) make recommendations to their Headteacher or line manager on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery;
- (h) refrain from introducing personal items electrical or mechanical equipment into the school without the prior authorisation of the Headteacher;
- (i) deal with all accidents, defects and dangerous occurrences in accordance with the Education Department's Procedures.

2.5 THE PUPILS

Commensurate with age and capability, pupils will be expected to:

- (a) exercise personal responsibility for the health, safety and welfare of themselves and others;
- (b) observe standards of dress consistent with safety and/or hygiene;
- (c) comply with the health, safety and welfare rules of the school and in particular the instructions of staff given in an emergency;
- (d) use and not wilfully misuse, neglect or interfere with things provided for their health, safety and welfare.

2.5.1 All pupils and parents will be made aware of the contents of this section by its inclusion in the school's prospectus.

2.6 VISITORS AND OTHER USERS OF THE PREMISES

Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular, parents and other volunteers helping out in school will be made aware of the appropriate health, safety and welfare policy and arrangements applicable to them by the teacher to whom they are assigned.

2.7 CONTRACTORS ON SCHOOL PREMISES

Building work on occupied premises may create risks for those engaged in the work, for staff and pupils, and for those entering the premises. The Estates Manager for the Education Department has responsibility for the safety of the fabric of the buildings and for ensuring the safe procedures of outside contractors. This will be in accordance with the Education Department's Procedure for Building Contracts Undertaken on Education Premises (Strategies for the Health, Safety and Welfare of Staff and Pupils).

PART III - ARRANGEMENTS

3.0 ADMINISTRATION OF MEDICINES

Staff are not compelled by their conditions of service to administer medicines, they may however, volunteer to do so.

3.0.1. All pupils need written consent for a member of staff to administer medicines. See form 'Request for school to administer medication' appendix 6.

3.0.2. Any member of staff administering medication should check:

- The pupil's name
- Written instructions provided by parents or doctor
- Prescribed dose
- Expiry date

If in doubt about any of the procedures, staff should check with the child's parents.

Once medication has been administered, staff should make a record of it in the administration of medicines record book held in the First Aid room.

3.0.4. **Record keeping:** The school is required to keep a record of all pupils taking medication and details in the medication log book held in the First Aid room.

Each child taking medication at school will need to have an Individual Health Plan or IHP completed by the parents or doctor. These are held in a folder in the First Aid room and copied to the class teacher. See form 'Health care plan for a pupil with medical needs, appendix 7.

3.0.5. **Receiving and storage of medicines:** Only a responsible adult may bring the medicine to school and pass it straight to a member of staff with the consent form and administration details. Medication should be locked in the First Aid cupboard in the First Aid room, or kept in the staff room fridge if needed to be kept cool.

3.0.6. **Off site visits:** The group leader should carry out a risk assessment specific to a pupil with medical needs in tandem with the Education Department.

3.0.7. Asthma

All pupils who need an inhaler in school should have an individual health care plan drawn up by their parents and agreed with the class teacher.

Pupils with asthma must have immediate access to their inhalers when they need them.

If a child is having an attack, the person in charge should prompt them to use their inhaler and encourage them to breathe slowly and deeply. The pupil should sit rather lie down. If after 5-10 minutes the child is still distressed, is unable to talk and is becoming exhausted, then medical advice should be sought or an ambulance called.

3.0.8 Anaphylaxis

All pupils who need who suffer from Anaphylaxis and/or have an 'epi pen' should have an individual health care plan drawn up by their parents and agreed with the class teacher. This should be reviewed annually.

The epipens are stored in the school office, photographs of pupils with Anaphylaxis are displayed in the First Aid room, staff room and the school office. Annual epipen training will be carried out in the Autumn term. It is school policy to avoid nut products being brought into school.

3.1 PROVISION OF FIRST AID

Each educational establishment should have an easily accessible copy of The Fast Guide to First Aid, prepared by St. John Ambulance. One copy is kept in the First Aid room, one in the office and one in the black holdall for school trips.

1. A First Aid Box should contain the following items as a minimum:

bandages
cleaning materials: gauze and water
protective gloves
scissors
sterile dressings
waterproof sticking plaster - various sizes and strips.
2. First Aid boxes are located in the following designated areas:
 - Office (also EpiPen box)
 - First Aid room
 - Swimming pool
 - Foundation Stage work area
 - Infant work area
3. A First Aid kit is available for school trips as appropriate. A large black holdall is located in the First Aid room, in this holdall are stocked First Aid bags to be taken by each teacher on a school excursion.
4. The Deputy Head, Mrs Jan Wickenden and Mrs Michelle Brehaut are responsible for checking and stocking the individual First Aid boxes and bags.
5. Mrs Jan Wickenden and Mrs Michelle Brehaut have basic emergency First Aid training and they regularly attend refresher courses. They are designated as having responsibility for initial First Aid procedures.
6. Disposable protective gloves must be used for all incidents involving body fluids, including for cleaning the site. This applies to all members of staff. Please see Hygiene Precautions Code of Practice.
7. Procedures must be in place for contacting the educational establishment in cases of off-site accidents/emergencies.
8. All accidents must be dealt with in accordance with the Education Board's Reporting of Accidents Procedure (See Section 3.2.1 below).

3.2 EMERGENCY PROCEDURES

3.2.1 REPORTING OF ACCIDENTS PROCEDURE

If anyone should become ill or suffer injury as a result of an accident, the procedures below should be followed:

- (a) **First aid** should be given, *but only as far as knowledge and skill permit*. The patient should be reassured and, only if absolutely necessary, removed from danger.
- (b) **The First Aid Room** is located in the main corridor, next to the Swimming Pool and Mrs Jan Wickenden and Mrs Michelle Brehaut are trained in emergency first aid. If circumstances necessitate it they should be summoned immediately to tend to the patient.
- (c) **Transport to hospital.** If an ambulance is required, the emergency "999" service should be used. It may be appropriate in cases of a less severe nature to transport a pupil without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his/her own car for these purposes he/she must ensure that he/she has obtained specific cover from his/her insurance company).
- (d) No casualty should be allowed to travel to hospital unaccompanied.
- (e) All injuries occurring on the school premises are to be recorded in the School Accident Pad which is available in the First Aid Room on the shelf. The information to be recorded is:
 - date of the accident
 - name of the person injured
 - nature of the injury
 - action taken
 - name of the member of staff who dealt with the injury.
 - ❖ Completed sheets **MUST** be handed to the admin staff.
- (f) **Accidents to Pupils.** It is appreciated that it is not always clear when an accident should be reported to the Education Department. Injuries that require first aid, or for which the pupil must be advised to rest, or which are likely to cause pain for one or more days should be reported in addition to those for which it is known that the child has been taken to a doctor. For reporting accidents to pupils please use the Pupil Injury Report Form obtainable from the Head Teacher/office? Completed forms should be passed without delay to the Headteacher who will advise the Education Department by sending the Pupil Injury Report form to the Administration Manager, at the Education Department.
- (g) **Accidents to Staff.** For reporting accidents to staff at work, please use the Staff Injury Report Form obtainable from the Headteacher. Staff Injury Report Forms should be completed and signed, if possible by the injured person unless the injured person is not in a position to do so, in which case it should be completed by the Headteacher or Line Manager. The form should also be signed by the Headteacher or, in his or her absence, the Deputy Headteacher except in the case of accidents occurring during school holidays, in which case the following will apply:

- The form should be signed by the line manager (e.g. by the caretaker for caretaking and cleaning staff);
- If the line manager is not at work the form should be returned without a second signature.

Completed Staff Injury Report Forms should be sent to the Administration Manager, at the Education Department

- (h) **Accidents to Members of the Public.** For accidents to members of the public please use the Staff Injury Report Form and complete the appropriate parts of Sections A and B. Responsibility for sending reports to the Education Department of accidents to members of the public rests as follows:

- during school hours or a school activity, with the Headteacher;
- during an evening class, with the evening class lecturer, who will report the accident to the Adult Education Co-ordinator;
- at any other time, with the caretaker.

Completed Staff Injury Report Forms should be sent to the Administration Manager, at the Education Department

- (i) **For all accidents** where any person is injured, causing an **absence from school or work in excess of three days, the report must be forwarded immediately** as the Education Department is required to pass these reports to the Health and Safety Inspectorate **within seven days. For serious injuries, reports must be made immediately by telephone to the** Administration Manager, at the Education Department as all such incidents must be reported by telephone to the Inspectorate without delay. This is a requirement of the Health and Safety at Work (General) (Guernsey) Ordinance, 1987.

3.2.2 FIRE PROCEDURES – SEE EMERGENCY AND FIRE SAFETY PROCEDURES

The School's Fire Marshals are Mrs C. Mason and Mr Dave Le Page. The marshal's role is to promote an active awareness of the School's fire safety measures and procedures. To achieve acceptable standards of fire safety the duties below will be undertaken / monitored by the Fire Safety Officer.

Appropriate training to enable the Fire Officer and other designated people to carry out their duties will be provided by the Education Council through the Fire Safety Department of the Guernsey Fire Brigade and other appropriate bodies.

See Staff Handbook for fire and other emergency evacuation procedures.

3.2.3 REPORTING OF HAZARDS PROCEDURE

Hazards in schools are significant because schools are used by particularly vulnerable people. Consequently, it is essential that at St Martin's Primary School hazards are quickly identified and dealt with immediately.

To achieve this all members of staff must be alert to hazards and potential hazards as part of their normal working routine. The identification of a risk to the health and safety of people using the school should result in an appropriate response from the individual concerned. In many instances the individual member of staff will have it within his or her capability and authority to take action which will either eliminate the hazard entirely or reduce the risk to an acceptable level.

In some instances the hazard will constitute a degree of risk which is beyond either the ability or authority of the individual to make an appropriate response and on these occasions the procedure in Appendix 1 should be followed.

3.2.4 ADDITIONAL HEALTH, SAFETY AND WELFARE PROCEDURES

A list of additional Education Council Health, Safety and Welfare Procedures is contained in Appendix 5. Copies of the procedures listed are available in

3.2.5 BUILDING SERVICES SAFETY

(Electrical, heating, lighting, ventilation etc.). Any concerns with such systems must be reported immediately to the Estates Manager at the Education Department via the Headteacher.

PART IV - CONCLUSION AND REVIEW

4.1 CONCLUSION

It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free.

- 4.1.1. If an improvement or prohibition notice is served by an enforcement officer (e.g. Health & Safety Inspector or Environmental Health Inspector), the Headteacher should immediately advise the Personnel Manager. If a prohibition notice is issued with immediate effect the activities should cease forthwith.
- 4.1.2. Any member of staff noticing a failure to comply with this Statement of Organisation and Arrangements or other advice/guidance issued by the Education Council or Headteacher in pursuance of the Health and Safety Policy should immediately report the circumstances to the Headteacher. The Headteacher should then initiate appropriate remedial action. If it proves impossible for the Headteacher to resolve the matter, he/she should then report the facts to the Personnel Manager.
- 4.1.3. Suggestions by any member of staff to improve standards of health and safety are welcomed by the Headteacher.

4.2 REVIEW

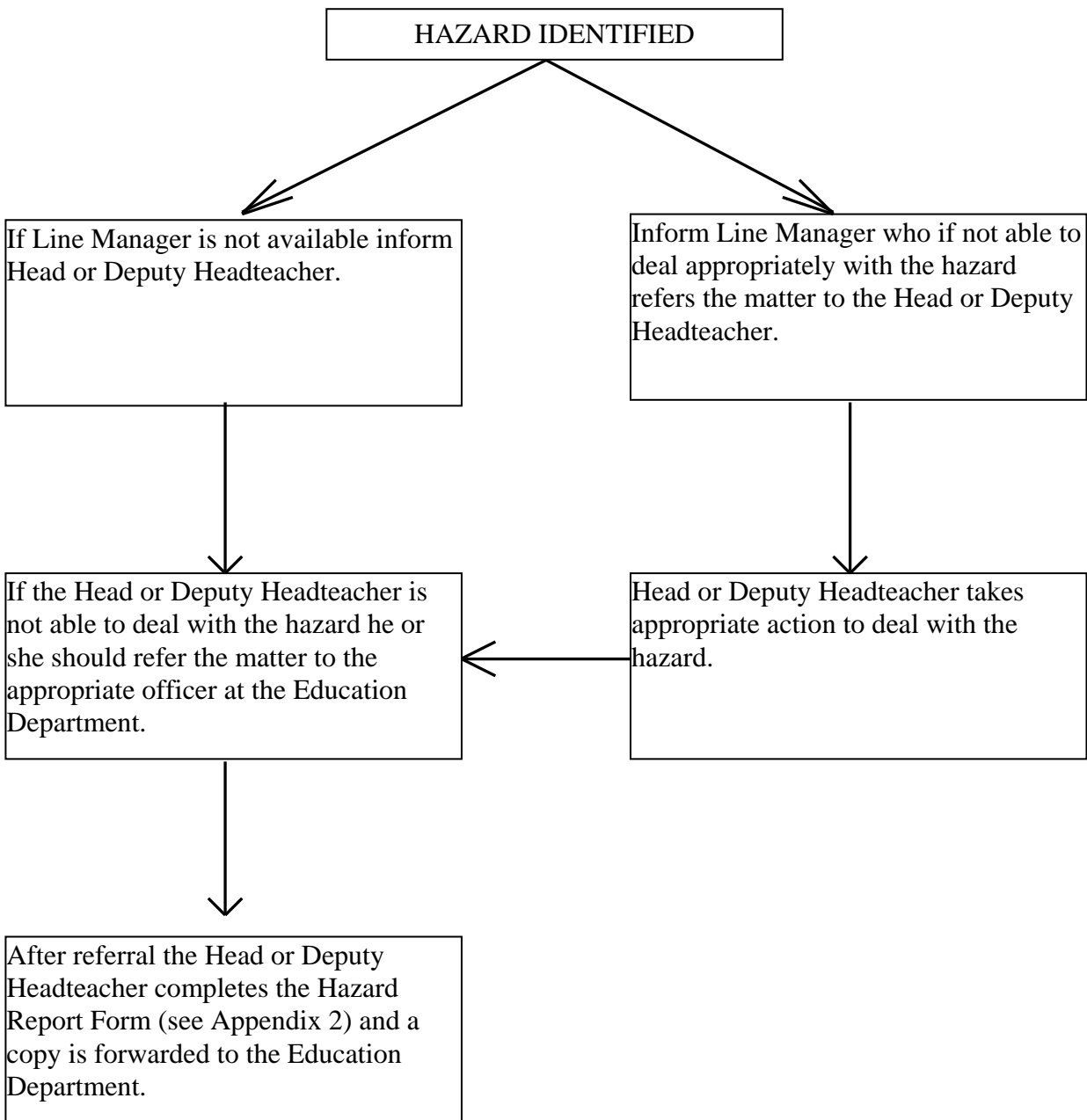
A review of the organisation and arrangements, particularly those in Parts II and III, will take place each year in time for the commencement of the new academic year.

Confirmed by the Headteacher of..St Martin's Primary School on

Date...01.02.07

ad3/jk/Health & Safety/Health & Safety Template

REPORTING OF HAZARDS PROCEDURE



NB: The above procedure does not replace the school's normal emergency procedures relating to fire and the evacuation of the school building.

APPENDIX 2

Hazard Report Form

School/Educational Establishment:

Hazard Reported to:

Position/Title:

Reported By:

Position/Title:

Date Reported: Time Reported:

Description of Hazard

.....
.....
.....

Immediate Action Taken (if any)

.....
.....

Report Received By:

Date: Time:

Action Taken

.....
.....
.....

FOR EDUCATION DEPARTMENT USE

Received by:.....

Date:

Action Taken:

.....
.....

APPENDIX 3

SCHOOL FIRE SAFETY DUTIES

- Mr Dave Le Page shall maintain the school's fire log book which records essential information such as evacuation procedures, tests on fire fighting equipment, details of training sessions and the outcomes of fire drills.
- Mr Dave Le Page/Mrs Cate Mason shall produce an emergency plan and ensure that appropriate fire notices are displayed.
- Mr Dave Le Page shall conduct fire safety inspections, at least every term to confirm that the fire safety rules are being followed.
- The Education Dept. shall be responsible for arranging appropriate fire safety training.
- Mrs Cate Mason shall arrange, initiate, monitor and record regular fire drills (one per term).
- Mr Dave Le Page/Securicor shall ensure that all of the fire fighting equipment provided in the school is operational and regularly maintained.
- Mr Dave Le Page shall ensure fire escape routes and fire exit doors / passageways are unobstructed and doors operate correctly.
- Mr Dave Le Page/Rihoy Electrics shall check that fire detection and protection systems are maintained and tested and records kept.
- Mrs Cate Mason/ Mr Dave Le Page shall ensure appropriate close-down procedures are in place.
- Mr Dave Le Page shall ensure that outside organizations that use the school out of school hours, are familiar with the fire procedures and are instructed in the operation of the fire alarm system in the event of an activation.
- Mr Dave Le Page shall advise workmen of the automatic fire detection system.

Guidance Note:

It would normally be expected that a school's Fire Safety Officer would be a senior member of the school's staff and would be responsible for the co-ordination and monitoring of the above duties.

The expectation would not, however, be that the School Fire Safety officer should be required to undertake the list of duties alone. It is appropriate for the duties to be allocated to more than one member of the school's staff but care should be taken not to fragment the allocation of the duties to such a degree that fire safety is jeopardised. A maximum of three members of staff sharing the duties would be considered to be appropriate.

Appendix 4

Organisation and Responsibility for Health, Safety and Welfare Matters

- The Director of Education has overall responsibility for all matters of health, safety and welfare within the States Education Service.
- The Personnel Manager will be responsible to the Director for the implementation of the Department's Health, Safety and Welfare Policy.
- The Personnel Officer will act as the Co-ordinator, who will liaise with the educational establishments.
- The Administration Manager will act as the Administrator for Accident and Hazard Reports.
- The Pupil Services Manager will liaise with school staff and other agencies on all matters relating to the health and safety, including child protection, of school pupils and pre-school children with special needs.
- The Estates Manager will be responsible for the safety of the fabric of the buildings and for ensuring the safe procedures of outside contractors.
- The Training Manager will be responsible for the organisation and administration of the Department's health, safety and welfare training programme.
- The following have been designated Responsible Officers:
 - Education Department - Personnel Manager
 - College of Further Education, Schools and Central Services - The Principal, Headteachers and Heads of Service
- The Responsible Officers will ensure, within the terms and limits of their appointments, the health, safety and welfare of staff working in that establishment, supported through the line management structure.

APPENDIX 5

ADDITIONAL HEALTH ,SAFETY AND WELFARE PROCEDURES

Document Reference

Document Title

H&S 3	Administration of Medicines*
H&S 4	Alcohol at Work Policy
H&S 5	Hygiene Precautions Code of Practice***
H&S 6	Managing Drug Related Incidents in Bailiwick Schools
H&S 7	Pupils Travelling Unaccompanied During School Time
H&S 8	Reporting Accidents at School and During School Activities
H&S 9	Science Safety Policy/Ionising Radiations *
H&S 10	Smoking at Work Policy
H&S 11	Stress Management Policy
H&S 12	Sunburn and School Excursions
H&S 13	Swimming in Schools - Swimming Procedures - Pools Operating Procedures - Use of Pools Outside School Hours
H&S 14	Workload Management Guidance
Ref to be allocated	Off-Site Activities, Visits and Outdoor Education **

*This document is currently being updated

** This document has been previously issued as a consultation document.

*** This document is awaiting ratification

Request for school to administer medication

The school will not give your child medicine unless you complete and sign this form, and the Headteacher has agreed that school staff can administer the medication.

DETAILS OF PUPIL

Surname: _____

Forename(s): _____

Address: _____ Male/Female:
_____ Date of birth:
_____ Year/Class:

Condition or illness: _____

MEDICATION

Name/Type of Medication (as described on the container): _____

For how long will your child take this medication: _____

Date dispensed: _____

Full Directions for use:

Dosage and method: _____

Timing: _____

Special precautions: _____

Side Effects: _____

Self Administration: _____

Procedures to take in an Emergency: _____

CONTACT DETAILS:

Name: _____ Daytime telephone no.: _____

Relationship to Pupil _____

Address: _____

I understand that I must deliver the medicine personally to _____ and accept that this is a service which the school is not obliged to undertake.

Date: _____ Signature(s): _____

Relationship to Pupil: _____

Healthcare Plan for a Pupil with Medical Needs

Name _____

Date of birth _____

Condition _____

Year/Class _____

CONTACT INFORMATION

Family Contact 1

Name _____

Phone no. (work) _____

(home) _____

(mob) _____

Relationship _____

Family contact 2

Name _____

Phone no. (work) _____

(home) _____

(mob) _____

Relationship _____

G.P./Hospital contact

Name _____

Phone no. _____

Describe condition and give details of pupil's individual symptoms:

Daily care requirements: (e.g. before sport/at lunchtime)

Describe what constitutes an emergency for the pupil, and the action to take if this occurs:

Follow up care:

Who is responsible in an emergency: (state if different on off-site activities)

Form copied to:
