

# **7. Health and Safety Policy**

“This policy is designed to promote the health, safety and welfare of students, staff and visitors to this school through the provision of health and safety measures, first-aid equipment and trained personnel in accordance to the requirement of the Indian Constitution and United Nation Codes”

## **Motto**

Duty and Discipline

## **7.1 Aims and Objectives**

The objective of the health and safety policy is to present the students, teachers and staff a safe and productive environment, save lives in case of accidents and make sure that minor injuries and illnesses are not advanced into major ones. The following are the aims this policy ensures to achieve:

1. Personnel and a deputy personnel will be present to take care of first-aid requirements of the students, teachers and staffs at all time.
2. All records are to be filled in regularly and presented to the Health and Safety Executive (HSE) for reviewing.
3. To ensure that all students comply with the safety standards of the school and maintain appropriate behaviour.
4. To ensure that there are FDA registered and doctor certified first-aid containers available in the nurse's room of the school
5. To ensure immediate and appropriate medical help is given to students who need it
6. To ensure availability of free sanitary pads, tampons and hygiene products in the school along with proper place for their disposal
7. To ensure all members of staff are correctly informed about the first-aid arrangements
8. To maintain written records of any accidents, reportable injuries, diseases or dangerous
9. Occurrences
10. To ensure that the first-aid arrangements are reviewed by the HSE periodically

## **7.2 Key Points**

The Key Points engulf the main guideline for the safety and security of children of the school.

1. The school is to provide the children with a safe and supportive environment to grow up. Within their right to education, all students will mandatorily receive all facilities of school.
2. The school is to ensure the presence of appropriate medical help within the school grounds, and access to certified doctors.
3. The school is to ensure that all students and guardians are aware of the health and safety policy
4. The school authority along with the HSE is to periodically review the health and safety arrangements and come up with quick solutions for all short comings.
5. When inside the school, the school is responsible for protecting the children from all forms of natural disaster, accidents, health hazards, abuse and violence.
6. Teachers are to ensure that no student is harassed, abused or subject to corporal punishments as it is violative to Article 21 of the Constitution of India under Right to Life with Dignity.

7. There are certain Risk Assessment postulates that will be looked after. On behalf of the school, an annual risk assessment procedure will be carried out by an official, where they will pay main attention to: Practical Activities, condition of the building, desks and classrooms, storage of hazards, sports equipment and machinery.
8. The mechanisms for the security and safety of the children will be monitored by the school. If any physical abuse or harm of the child is suspected school will take adequate measures to protect the child.
9. Harassment in the form of inappropriate photography, verbal abuse or teasing is regarded among Zero Tolerance and steps will be taken to punish those who don't abide by it.
10. The school must ensure to follow the safeguarding policy, for the protection of the child in every way possible, analysing and evaluating potential hazards and taken steps to eradicate it.

## 7.3 Roles and Responsibilities

Roles and Responsibilities to be performed are very crucial regarding this policy. Proper training and qualification are required to become a first-aider and as members of the school, it is your responsibility to be aware of your roles.

### A. Role of the Teacher

- a. Teachers should not ignore the child in any case if they complain about any kind of physical ailment
- b. Teachers are to immediately contact the nurse's office and get a help as their immediate action protocol.
- c. Teachers are required to have a first-aid box at the staff-room in case of an emergency.
- d. Teachers are to ensure not to give the child any kind of corporal punishment
- e. Teachers are required to take notice if any child is feeling uncomfortable in their class certain reasons.
- f. Teachers are to ensure that the students get a healthy and supportive environment to grow at the best of their capacities.

### A. Role of the Student

- a. Students are not to engage in any hazardous activities, be it games or handling equipment, for the sake of their own safety.
- b. At any point, if there is a mishap, fellow students must take the injured one to the nurse's station and do the needful
- c. Students are not to fight among themselves in any way that leads to physical harm.
- d. Students must not run on the corridors or the stairs as they are potential injury risks.
- e. Students must maintain their behaviour and code of conduct so that all potential threats can be dealt with without harm.
- f. Students must have the discipline and ethical value to not lie about any ailment so as to skip classes.
- g. Students must be aware of the proper first-aid and healthy-safety protocols of the schools.

### B. Role of the First-Aid Officer

The first-aid officer or the nurse to subjected to the following roles:

- a. They should be present at their office throughout the school hours. In case they are not available, a deputy officer must be there to fill in.

- b. They should ensure that all data about the available medicines and first-aid items are updated weekly and need to restock is informed to the authority beforehand.
- c. They must never allow any student to be present inside the nurse's office without any valid cause.

### **C. Role of Guardians**

- a. Guardians will be informed immediately if their child is feeling uneasy in any way.
- b. Guardians should respond immediately if they are asked to pick up their ward in any case.
- c. Guardians must know that their ward is in great hands under the supervision of the school.
- d. Guardians should be made aware of the first-aid policy and all health and safety protocols.

## **7.4 Procedure**

First-aid provision will be available at all times while people are inside the school premises and also off-premises during school visit. The school health and safety and first-aid policy must be made available for inspection by the legislation and all recognised staffs and teachers.

Upon any case where the child needs immediate medical help, the following steps are to be followed:

- Take the child immediately to the nurse's office
- Nurse will record the time of arrival of the patient and jot down their symptoms
- As provided by the doctor, meds will be offered to the child which they can take at their own discretion.
- The guardian of the child must be informed about the situation and be allowed to take their child home.
- In case, if a child becomes unconscious or unresponsive, they should be immediately taken to the nearest hospital by the school.

## **7.5 Disciplinary Action**

The disciplinary action engulfs the consequences if any rule is not followed properly or deliberately broke, leading to an actual or a potential threat.

- Students will strictly abide by the Behaviour Policy and not create any situation that might be hazardous for their health
- Students will not lie about any kind of physical ailment as an excuse to get out of class. If caught lying serious actions will be imposed against the particular student.
- Physically harming a fellow student is considered Zero Tolerance. The accused can receive punishments up to termination.