



DGPS Health & Safety Policy 23-24

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Motto

Learning Together, Growing Together

Vision & Values

At Dove Green, we are creating a world class British school that promotes a respectful, happy, caring and inclusive community. We strive to prepare all students to become lifelong learners and responsible citizens, ready to meet the challenges of the future. In partnership with families and the wider community, our goal is to create purposeful, enriched opportunities for students that inspire them to become leaders of their own learning and develop the knowledge, critical thinking skills, and character necessary to succeed in an ever-changing world. We are dedicated to providing stimulating learning experiences through an evolving, challenging curriculum, fully reflecting the culture of the UAE and the wider world.

DGPS Way

At Dove Green Private School, we are:

Determined learners

Global thinkers

Positive achievers

Striving for success

1. Purpose and Scope

- 1.1 The Purpose of this policy is to outline Dove Green Private School's commitment to provide a healthy and safe workplace for employees, students, parents, contractors and visitors. This commitment reflects the Intention of the KHDA and other Government bodies in Dubai to keep every school safe and secure.
- 1.2 Dove Green Private School Health and Safety policy is a statement of the aims, objectives, principles and strategies of assessing risks and putting in place proportionate control measures for ensuring Health and Safety at the school.
- 1.3 The Policy is reviewed annually and, revised as and when necessary, to ensure compliance with all current regulations.

2. AIMS

We recognise our responsibilities in shaping the values of future generations and aim to ensure our sustainability as a school through proactive **leadership** in the protection of health and safety and preservation of our surrounding environment as reasonably practical. Therefore, our commitment is:

- 2.1 Dove Green Private School is committed to providing a healthy and safe environment for learning and working, for the whole school community including students, employees, parents and all visitors who come onto the school premises.
- 2.2 To ensure that all members of the school community understand and are aware of their responsibilities in maintaining a healthy and safe environment.
- 2.3 The success of this policy and the establishment of a healthy and safe environment rely on the cooperation of all persons, strong management and vigilant supervision.
- 2.4 Promoting a culture of responsibility and accountability towards protection of the environment and human health and safety;
- 2.5 Dove Green Private School is committed to ensuring that risk assessments are undertaken, and all control measures are continuously monitored and reviewed to minimise environment, health and safety impacts, hazards and risks rising from our activities and operations – see Risk Assessment Policy and Risk Assessments
- 2.6 Promoting awareness and encouraging participation through effective communication and consultation with staff, students, contractors and concerned stakeholders
- 2.7 Providing on-going training on relevant environment and health & safety issues
- 2.8 Preventing injuries, health problems and environmental pollution

2.9 Enhancing the health and wellbeing of our staff and students

2.10 Complying with relevant Health and safety legislation of the relevant Regulatory body

2.11 Providing equate resources to maintain sustainable, healthy and safe environment;

2.12 Preserving and improving the cultural, natural and built environment in which we operate; and

2.13 Achieving continual improvement of our EHS performance

This policy applies to all school employees, students, contractors and visitors and is **accessible** to all interested stakeholders.

ROLES AND RESPONSIBILITIES

3.1 All members of the school community work towards the policy aims by:

- 3.1.1 Fully familiarising themselves with the school's Health & Safety Policy and their responsibilities.
- 3.1.2 Being familiar with and adhering to instructions and guidance of safety within the school
- 3.1.3 Using common sense at all times and to take responsible and reasonable care for their own safety and that of others.
- 3.1.4 Reporting unidentified potential hazards without delay.
- 3.1.5 Ensuring that access and egress routes are clear, emergency equipment is not tampered with and that clear signage exists giving instruction in the event of an evacuation.
- 3.1.6 Taking an active role in promoting a positive Health and Safety culture throughout the organisation.
- 3.1.7 Being vigilant and good role models.
- 3.1.8 Cooperate with the Board and Senior Leadership Team

3.2 Senior Management (including governors) work towards the school's aims by

- 3.2.1 Ensuring there is an effective and enforceable policy for health and safety throughout the school
- 3.2.2 Take reasonable steps to ensure that the school is following the Health and Safety Policy and Procedures through regular discussion at Senior Management meetings.
- 3.2.3 Approving the whole school budget which includes policy requirements
- 3.2.4 Work in close partnership with the School Principal of the school to support the approach to Health and Safety.

3.3 The School Principal work towards the school's aims by

- 3.3.1 Ensuring safe working conditions of the school premises and facilities
- 3.3.2 Approving the policy budget requirements.
- 3.3.3 Ensuring compliance with the relevant Regulatory Authorities.
- 3.3.4 Ensuring there is an effective Health & Safety Policy in place and that staff are aware of their responsibilities and are adhering to them.
- 3.3.5 Ensuring that there are procedures in place to respond to any emergency situation, including accident and incidents, and that these procedures are practiced on a regular basis.
- 3.3.6 Encourage staff and others to promote health and safety
- 3.3.7 Undertaking regular inspections of the site to ensure a healthy and safe environment is maintained.

3.4 The site Operations manager work towards the school's aims by

- 3.4.1 Taking responsibility for the day-to-day implementation of the Health and Safety policy.
- 3.4.2 Ensuring that assigned responsibilities are accepted and adhered to at all levels.
- 3.4.3 Liaising with other section leaders to ensure standardised procedures throughout the school to ensure safe working practices and procedures so that all risks are controlled.
- 3.4.4 Ensuring that emergency procedures are in place, accessible and understood.
- 3.4.5 Collate accident and incident information and, where required, carry out investigations on accidents, incidents or near misses so as to implement any remedial action necessary to prevent recurrences.
- 3.4.5 Undertaking routine inspections of the premises to ensure that equipment, buildings and grounds are safe, secure, well maintained and comply with the set regulations.
- 3.4.6 Managing and monitoring the day-to-day use of the school bus service in conjunction with Bus Supervisor.

3.5 Teachers work towards the school aims by:

- 3.5.1 Carry out effective supervision of their students and know how to carry out procedures in respect to fire, first aid and other emergencies.
- 3.5.2 Give clear oral and written instructions and warnings to students where necessary
- 3.5.3 Developing guidelines as necessary within their teaching areas and proceed to ensure the day-to-day implementation of the Health and Safety Policy and assigning responsibilities
- 3.5.4 Follow safe working procedures personally
- 3.5.5 Require the use of protective clothing and guards where necessary
- 3.5.5 Communicating responsibilities to the assigned person and ensuring these responsibilities are accepted, understood and adhered at all levels.

- 3.5.6 Developing guidelines and procedures in line with the relevant codes of practice to allow day-to-day school activities to take place safely and that these procedures are communicated to the relevant persons.
- 3.5.7 Complying with this policy as well as the Risk Assessment Policy by completing the Risk Assessment for safeguarding children during school trips, residential trips and off-site events and ensuring these are communicated to the relevant persons in a timely manner.
- 3.5.8 Developing guidelines and procedures in line with the relevant codes of practice to ensure that supply staff and volunteers are fully aware of the school's Health and Safety Policy and the implications for them whilst on the premises.
- 3.5.9 Make recommendations to the Health and Safety Officer where required
- 3.5.10 Managing and monitoring First Aid trained personnel to ensure adequate coverage.
- 3.5.11 Undertaking routine inspections of classrooms and teaching environments.
- 3.5.12 Report all accidents, incidents, near-miss occurrences to the Principal, Health & Safety Officer, and Operations Manager.

3.6 Department Heads, Senior Leaders, Senior Managers and Administrators, work towards the school's aim by:

- 3.6.1 Developing written departmental guidelines on safe methods of working and teaching throughout their area of responsibility and that these guidelines are monitored and reviewed as required. Including but not limited to day-to-day routines, start and end of day safety checks of the working/teaching environment. Where departments are categorised as higher risk including Foundation Stage, PE, DT, art, drama, music and science these procedures should include precise instruction on protective equipment, risk assessments, specific emergency procedures and routine equipment inspection, including new installations and maintenance.
- 3.6.2 Ensuring guidelines are current, accessible, accepted, understood and applied by everyone within the department and communicated to other persons accessing or using the department facilities.
- 3.6.3 Undertaking regular inspections of the department and raising Health and Safety awareness within the team.
- 3.6.4 Ensuring that the guidelines and procedures in place for safeguarding children on school trips, residential trips and attending off-site events are communicated and adhered to. Page 6 of 21
- 3.6.5 Developing a system to ensure that new staff are introduced into the department, made aware of emergency procedures and to Health and Safety guidelines and that their responsibilities are understood and accepted.
- 3.6.6 Ensuring that supply staff has access to sufficient information pertaining to the students in their care and the teaching environment to operate in a safe manner.
- 3.6.7 Holding regular departmental meetings with Health and Safety as a regular agenda item.
- 3.6.8 Undertaking routine inspections of furniture, equipment, toys, fixtures and fittings for signs of fatigue or failure.

- 3.6.9 All health and safety information is communicated to the relevant persons and they reports any health and safety concerns to the Principal, Health & Safety Officer and Operations Manager.

3.7 Learning Support Assistants, temporary staff and volunteers work towards the school's aims by

- 3.7.1 Ensuring they follow and adhere to departmental guidelines at all times, including those for trips, residential trips and all events.
- 3.7.2 Undertaking visual inspections of classrooms and teaching environments prior to use to ensure they are safe to be used for the purpose intended, raising any concerns immediately to the class teacher or Health and Safety Officer
- 3.7.3 Actively contributing to departmental meetings with regards to Health & Safety.
- 3.7.4 Promoting Health & Safety amongst students ensuring they are conscious of their responsibilities in taking reasonable care for their own safety and that of others.

3.8 Accounts Manager will work towards the school's aims by

- 3.8.1 Supporting the Principal with the budget requirements to provide a healthy and safe environment.
- 3.8.2 Managing and monitoring contractual compliance of outside users.
- 3.8.3 Managing and monitoring contractual compliance of school bus service.
- 3.8.4 Ensuring that the school has all the necessary insurance in place at all times.

3.9 Operations Manager will work towards the school's aims by

- 3.9.1 Ensuring that, as far as reasonably practicable, the school environment is well maintained, clean, safe, secure and fit for purpose.
- 3.9.2 Managing and monitoring of all contractors who have access to the site and that they are familiar with all site rules including Health and Safety. Evacuation and lockdown procedures and that contractual obligation are met and adhered to.
- 3.9.3 Ensuring that storage of potentially dangerous equipment or materials is safe and secure.
- 3.9.4 Ensuring that the school fully complies with all Regulatory Authority requirements.
- 3.9.5 Developing emergency evacuation and lockdown procedures and ensuring these are accessible to all persons on the site.
- 3.9.6 Working with colleagues who have a responsibility to develop guidelines and procedures with an impact on Health and Safety to ensure they comply with the schools aims.
- 3.9.7 Undertaking site inspections and risk assessments in conjunction with the Principal, Vice Principals, Head of Schools, Assistant Head teacher's, Heads of Year, Year Group Leaders, teachers and administrators with regards to health and safety implications of the site or any school event or activity. Risk Assessments are stored on the Staff shared area.

- 3.9.8 Liaising with the school's Senior Management Team through regular meetings with Health and Safety as an agenda item.
- 3.9.9 Managing the school's in-house facilities team.

3.10 Facilities Team will work towards the school's aims by

- 3.10.1 Undertaking close supervision of maintenance contractors whilst they are on site.
- 3.10.2 Undertaking routine checks and maintenance of buildings and equipment.
- 3.10.3 Responding promptly to complaints and maintenance issues.
- 3.10.4 Ensuring that the requirements requested to support the day-to-day running of the school are organised with safety as a priority.
- 3.10.5 Undertaking training as required.

3.11 The school clinic will work towards the school's aims by

- 3.11.1 Ensuring that all aspects of the health office comply with Dubai Health Authority (DHA) and Dubai Municipality (DM) regulations and follows the UAE Ministry of Health Guidelines for Private Schools in Dubai.
- 3.11.2 Ensuring that 'Medical Alerts' with information regarding children at a higher risk are communicated to all relevant staff and that the provision to deal with an emergency is available, known and understood.
- 3.11.3 Ensuring that there are fully stocked First Aid Boxes at various locations around the school and these are checked on a regular basis
- 11.4 Ensuring that all medicines are kept in a locked cabinet within the School Clinic and administration of these medicines is controlled by the school clinic team.
- 3.11.5 Ensuring that all accidents/incidents are reported and the appropriate documentation is completed and colleagues informed, including Senior Leadership Team.
- 3.11.6 Ensuring that parental permissions are received for all students on site
- 3.11.7 Ensuring that the Health Office is inviting and welcoming for students and parents.
- 3.11.8 Ensuring confidentiality at all times.
- 3.11.9 Liaising with parents regarding health issues.
- 3.11.10 liaising with colleagues where students are identified as 'at risk'.
- 3.11.11 Promoting healthy living and lifestyle through the PHSE curriculum and advice to parents.

3.12 Students will work towards the school's aims by

- 3.12.1 implement personal responsibility for the health and safety for themselves and others
- 3.12.2 comply with school dress code standards for safety and/or hygiene
- 3.12.3 have awareness of health and safety rules and in particular follow instructions of staff during an emergency or practice drills.
- 3.12.4 Use and not wilfully misuse, neglect or interfere with school facilities and equipment provided for their health and safety

- 3.12.2 Being vigilant around the school.
- 3.12.3 Adhering to the school's procedures and following instructions from staff members at all times.

3.13 Parents will work towards the school's aims by

3.13.1 Ensuring that children attend school in good health.

- 3.13.2 Supporting the curriculum, by allowing their child to participate fully in all activities offered.
- 3.13.3 Providing prompt information to the school about absences and illnesses.
- 3.13.4 Providing support of the behaviour and discipline procedures within the school and the role of the teaching staff.
- 3.13.5 Ensuring the school has up to date contact information and that any changes to details are communicated to the school.
- 3.13.6 Ensuring early contact is made with the school to discuss major changes in family circumstances or other issues that affect the welfare of their child.
- 3.13.7 Following the instructions of staff members during an emergency situation.
- 3.13.8 Ensuring that appropriate equipment and clothing is provided, including recommended footwear and PE kits.
- 3.13.9 Parents have the primary responsibility for their child's health and MUST provide the School with information about their child's medical condition at the admissions stage.

3.14 All other members of the school community, including temporary staff, volunteers, and external ECA providers work towards the school's aims by

- 3.14.1 Ensuring they comply with the school's Health and Safety policy at all times and follow the instructions of a staff member whilst on site.
- 3.14.2 Familiarising themselves with emergency procedures of the site.
- 3.14.3 Adhering to any contractual obligations they may have with the school.
- 3.14.4 Operating any activity in a safe and secure manner.

Linked policies: Risk assessments, First Aid, Safeguarding, anti-bullying.

HEALTH AND SAFETY ARRANGEMENTS

4.1 To ensure that a positive health and safety culture is established, and healthy and safe environment is maintained the following arrangements are in place, these are reviewed regularly through a variety of methods including discussions, staff meetings, inspections, and site walks. Policies linked with Attendance and clinic.

4.2 As a precaution against fire and for smooth evacuation we have:

- 4.2.1 Civil Defence approved contractors who are appointed to maintain the firefighting equipment and the fire alarm system. Compliance is monitored internally by the Operations Manager and externally by Civil Defence. Periodic 3rd party inspections of the systems are carried out to ensure compliance and advise on new or best practice.
- 4.2.2 Firefighting equipment including hose reels, extinguishers and fire blankets are positioned at recommended locations around the school premises. Both sites are inspected annually by Civil Defence and issued with a fire safety certificate to confirm compliance.
- 4.2.3 The school is linked to 24/7 response, which is a direct link to the emergency services in the event of an alarm sounding.
- 4.2.4 Access and egress routes are monitored to ensure they are always free from obstruction and clearly signed.
- 4.2.5 Fire Procedures are displayed at various locations around the site, together with fire action posters advising the location and evacuation route with a 'you are here'.
- 4.2.6 Evacuation procedures are practiced termly, with at least one drill per year in conjunction with Civil Defence. Evacuation drills are reviewed and any issues highlighted are actioned promptly.
- 4.2.7 Permanently on site there are 24/7 security with at least 1 person within the team fire trained plus 'live in' caretakers with in-depth knowledge of the buildings and systems.
- 4.2.8 Fire training courses are being run as part of a rolling programme to staff.
- 4.2.9 PAT testing of all portable appliances.

4.3 To secure the site and protect students, employees and visitors we have:-

- 4.3.1 24/7 Security by an external appointed company approved and licensed by Dubai Police and all reasonable steps have been implemented to prevent unauthorised entry
- 4.3.2 A comprehensive network of CCTV's monitored by the security guards.
- 4.3.3 A combination of outside and inside parking is available. Inside parking is accessed via a security barrier and secure access operating on the staff entrance to the site.
- 4.3.4 All guards are equipped with 2-way radios that enable them to communicate with each other, other locations and also directly with the contractor's command centre.
- 4.3.5 Routine patrols of the internal areas of the school and the perimeter of the site. These are undertaken continuously by guards, with feedback to the Operations Manager. This is monitored using 'Guard Patrol System' installed at both sites which tracks the guard's movements around the school ensuring that all areas are checked frequently.

- 4.3.6 All visitors outside of the normal drop off and pick up times are requested to enter via the main gate and sign in with security who will issue a visitor's badge.
- 4.3.7 All visitors to then report to reception and sign in the visitors' book
- 4.3.8 In addition to security there are 'live in' caretakers on site 24/7 to assist in the event of a breach of security.
- 4.3.9 Staff are requested to be vigilant at all times and encouraged to challenge any person not known
- 4.3.10 All maintenance is undertaken outside the normal school day except in an emergency, in this case the contractor would be accompanied at all times
- 4.3.11 All staff are requested to secure their personal belongings at all times and at the end of the day school valuables should be locked away
- 4.3.12 All security guards have been issued with Dove Green Private School Standard Operating Procedures (SOP's) which contain site specific information.
- 4.3.13 Site rules and information are provided for all users of the school premises.
- 4.3.14 An emergency plan and rapid response procedure is in place to deal with any emergency situation.
- 4.3.15 A lock down procedure is in place and practiced to enable staff and students to be familiar with how they should respond to a threat i.e. on-site intruder. Please refer to the Lockdown Policy. The procedure is displayed around the site.
- 4.3.16 A lifeguard present at the swimming pool during operational hours. The guard works alongside the teaching staff and sole responsibility is 'eyes on the pool'. Ratios for FS students are higher, with learning support assistants in attendance and an extra teacher.

LIST OF OUTSOURCED AREAS RELATING TO H&S – CONTRACTORS & SERVICE PROVIDERS

5.0 Contractors and Service Providers (such as ECAs)

5.1 The School has issued guidance for Contractors on Site including:

5.1.1 checking the competence of contractors, visiting workers and service providers.

Competence can be judged from past experience, recommendation, pre-selection evaluation, written documentation, written undertaking of training and competence, or a combination taking into consideration the nature and scale of the works required

5.1.2 examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site-specific conditions etc.

5.1.3 the Facilities Manager and Operations Manager, having clearly identified personnel who are points of contact for contractors and visiting workers

5.1.4 having all significant and unusual hazards and risks on site clearly identified

5.1.5 exchanging information on hazards and risks

5.2 Arrangements for monitoring and controlling works in progress. Key areas to focus attention are

5.2.1 segregation of traffic and pedestrians

5.2.2 segregation of contractors and occupants of the school (wherever possible)

5.2.3 safe systems of work to ensure works undertaken within occupied areas of the premises are adequately controlled

5.2.4 system and routes for evacuation

5.2.5 safeguarding the welfare of students, staff and visitors

5.3 Communication. The school recognises that it is crucial that issues related to premises' works are

communicated effectively. This includes:

5.3.1 providing contractors with copies of any appropriate hazard registers and records

5.3.2 informing contractors about hazards on site

5.3.3 asking contractors about the hazards and risks which are being brought on site e.g. creating noise, dust, fumes etc.

5.3.4 asking contractors about any possible interference with normal working practices e.g. re-routing of emergency escape routes

5.3.5 controlling access so that contractors know who may also be working on the site

5.3.6 sign off/safe completion certificates

5.3.7 ensuring completion of the Log Book by contractors held by Security at the entrance

5.3.8 ensuring completion of the visitors book by visiting persons such as ECA providers, life guards etc. held at Reception

5.3.9 the school translating/explaining any essential documentation, as necessary, so that all contractors and visitors are aware of all requirements

5.3.10 the school translating/explaining any instructions or questions, as referred to above, so that the instructions are clearly communicated and answers understood

6.1 MEP (Mechanical, Electrical and Plumbing)

- 6.1.1 Includes analysis of the chilled water in the air conditioning system and a monthly and quarterly maintenance and cleaning schedule.
- 6.1.2 DM approved specialist companies undertake sanitisation of the AC ducts, sewerage and storm water drains on a continuous programme.

6.2 Pest Control

- 6.2.1 Pest Control of internal areas takes place quarterly with drains and external areas taking place monthly. Reports are submitted and are subject to Dubai Municipality (DM) inspection and company are DM approved.

6.3 Water Tank Cleaning

- 6.3.1 Water Tank Cleaning takes place bi-annually and water analysis by an independent DM approved contractor takes place quarterly on all water storage tanks. A full report is submitted after cleaning which contains before and after photographs. Full water analysis reports are also submitted.
- 6.3.2 In line with Dubai Municipality regulations the contract includes full microbiology tests by an independent third party company after each clean for Legionella, Streptococci, Ecoli, Heterotrophic Plate and Aeruginosa.
- 6.3.3 All reports are subject to regular Dubai Municipality (DM) inspection and the company is DM approved.

6.4 Swimming Pools

- 6.4.1 Swimming Pools are cleaned 6 days a week with more detailed cleaning undertaken during school holidays.
- 6.4.2 The contractor undertakes daily water analysis for temperature, PH levels, chlorine which is checked against Dubai Municipality acceptable parameters. In addition, a full water analysis is undertaken every 2 weeks and submitted to Dubai Municipality for compliance.
- 6.4.3 An independent third party undertakes a full water microbiological analysis every 2 months which is also submitted to Dubai Municipality for compliance.

6.4.4 MSDS (Material Safety Data Sheet) information is held for all chemicals used at school and a sand filled safe storage area, which is locked at all times, is provided on site. The company provides their employees with:

6.5 Landscaping and Grounds

- 6.5.1 A full time gardener is assigned to each site 6 days a week; he is supported by a full team of gardeners and irrigation specialists on a weekly basis.
- 6.5.2 Grounds and plant growth are monitored by the Operations Manager to ensure that pathways and signs do not become obstructed.
- the appropriate PPE (Personal Protective Equipment) for use at school.

6.6 LPG (Low Pressure Gas)

- 6.6.1 only applicable to Science and DT departments.
- 6.6.2 LPG bottles are contained in outside housing which is locked at all times and clearly signed. Quarterly tests include testing for leaks and pressure fluctuations. Gas sensors are located in all relevant classrooms and there is 24 hour call out in the contract in the event of a gas detector sounding.
- 6.6.3 The LPG supply is interfaced with the School's fire alarm system and automatic gas cut off would activate should the alarm sound.

6.7 Waste Disposal

- 6.7.1 daily refuse collection takes place 7 days a week; the cleaning company will segregate the general waste supporting the recycling programme.
- 6.7.2 Medical waste is collected on a weekly basis during term time.
- 6.8.3 Any waste identified as hazardous is disposed of in line with Dubai Municipality regulations and collection by appointment via an approved contractor.

6.8 Equipment

- 6.8.1 Various pieces of equipment within the schools are under preventative maintenance contract such as the dumb waiter in science to ensure minimal risk through fault. PE risk assessments cover the use of PE equipment. Specialist subject risk assessments are in place and are regularly reviewed and monitored.

MANAGEMENT OF ANAPHYLAXIS (Link with First Aid policy)

7.1 Identify and communicate

- 7.1.1 All class teachers have a medical alerts list shared with them annually.
- 7.1.2 Termly electronic communication of children at risk sent to staff.
- 7.1.3 Those at risk will be shared on the staffroom medical alert list.

7.2 Train staff

- 7.2.1 All members of staff are trained annually by the school nurse about anaphylaxis and the administration of an adrenaline auto-injector.
- 7.2.2 All staff are aware of the location of emergency medication.

7.3 Storage of Epipens

- 7.3.1 Each child should have two Epipens in school both should be out of the reach of children.
- 7.3.2 Private
 - a) 1 stored in a lockable cabinet in the nurse's room
 - b) 1 stored in a designated area of the relevant year group.
- 7.3.4 Each epipen is stored in a plastic wallet that also contains the name of the child, her/his photograph, and a copy of the child's individual plan that has been written by a doctor.
- 7.3.5 The clinic keeps details of epipen expiry dates.

7.4 Help Prevent

- 7.4.1 A no nut policy in school;
- 7.4.2 No food sharing policy;
- 7.4.3 Adult supervision at meal times
- 7.4.4 To reduce cross contamination of food allergens, teachers have an awareness of seating
- 7.4.5 Cookery classes are not held in classrooms where there are children with allergies;
- 7.4.6 Children are encouraged to wash their hands after handling food.
- 7.4.7 Those with epipens identified on all risk assessments and the appropriate protocols followed;

7.5 School must:

- 7.5.1 keep one epipen in the Health office at all times, & one in the classroom/ central area
- 7.5.2 On a school trip ensure both the School clinic and classroom/central area epi-pen supplies accompany the child
- 7.5.3 ensure that epi-pens are in date and stored securely
- 7.5.4 ensure all staff are trained in the use of an epipen



7.6 Parents must:

- 7.6.1 Sign a consent form at the beginning of the school year (see Appendix Two: Consent Form)
- 7.6.2 Provide an allergy action plan signed by their child's Doctor
- 7.6.3 Provide a prescription signed and dated by their child's Doctor
- 7.6.4 Provide two in date epi-pens for school at all times.

Signed:

Signed:

Print Name: Christopher Seeley

Date: September 2023

Designation: Principal DGPS

Next Review: September 2024