



The Assembly of God Church School, Haldia

Health & Hygiene Policy

All stakeholders/AGites have the responsibility to co-operate to achieve a Healthy and Safe work place. All Health and Safety problems should be reported to the Principal/Vice Principal/Coordinators/Phase Heads. It is their responsibility to follow up and resolve such issues.

AIMS & OBJECTIVES

1. To ensure a healthy and safe environment for all staff, pupils and visitors.
2. To ensure that all activities within the school environment have no adverse effect on the health and safety of everyone in the school.
3. To ensure that First Aid is given by qualified or trained First Aid personnel within the school.
4. To inculcate Health and safety consciousness/procedures in pupils and ensure they take responsibility for their health and safety.
5. To maintain a favourable non-polluted environment for the benefit of everyone in school.

PROCEDURES TO ENSURE HIGH STANDARDS OF HEALTH AND SAFETY IN THE SCHOOL

Staff and Children

1. At least one fully trained member of staff must be available to handle situations which cannot be handled by teachers. This member of staff should be known to everyone in the school.
2. A First Aid kit is located in a strategic area where it is easily accessible to all staff. Items in the First Aid kit should be monitored and replaced when due by the School Nurse after informing the Principal.
3. The only medicines in the First Aid kit should be Dettol, Bandages, Splinters and Oral Dehydration solution packets.
4. The school must ensure a First Aid kit is taken when going out on field trips and any other school functions where the pupils will be engaged in.

5. Disposable gloves must be worn by teachers/staff when dealing with body fluids.
6. Hand Sanitizers must be at strategic points in the school where pupils can easily have access to it.
7. Medication brought in by parents must be duly signed for and only be administered by the school nurse.
8. Pupils must remain at home when ill to reduce the possibility of affecting others.
9. Pupils /staff can only be allowed into school with a medical report from a registered practitioner after ill health.

Parents

1. Medical forms detailing vaccinations and other health conditions are filled by parents at the point of registering their children.
2. Parents give their consent in terms of using the school registered hospital (Port hospital) for cases of health emergencies.
3. Children will not be allowed to school when ill with a fever or any contagious disease.
4. In the event of conflicting views, the school reserves the right to request a certified report from a doctor verifying the child is fit enough to be in school.
5. Parents must inform the school if their children develop symptoms of a contagious condition for instance, measles.

Administering First Aid

1. **Small cuts and Minor injuries:** The wound is washed with water first and cleaned with antiseptic. A hypoallergenic plaster is applied if necessary.
2. **High Temperatures:** If the temperature of a child is high, probably suffering from a fever, the parent will be called on phone immediately to pick up the child. Before arrival, tepid sponging is administered to lower the temperature.
3. **Serious injuries:** A Parent will be notified immediately if serious injury occurs. Only the Principal does this or deputes a person.
4. **Emergency:** In cases of emergency, the affected child is taken to the Port hospital (which parents have consented to on the Emergency form). The parent is notified immediately.

General Hygiene

It is the responsibility of the VP/School Coordinators/Phase Heads to monitor the cleanliness of the entire school. An inspection is done daily and recorded. This is to ensure the school is clean at all times. Good hygiene habits in the children is the responsibility of the teachers. Emphasis is placed on hand washing.

Sanitary napkins are available in the

Vice Principal's office and it is the sole responsibility of the student to dispose it off in the dustbin provided in the washroom.

Fire Safety

There are Fire extinguishers at strategic point in the Pre-primary / Primary / Middle /Secondary wings/Auditorium. All exits are marked and kept free of obstructions. Firealarms and other fire safety equipment are checked regularly. Fire Drill exercise is heldannuallyfor staffandchildrenof theschool.

Electrical Safety

The Facilities Supervisor must always ensure electrical equipment are numbered andlogged. All electrical appliances must be duly monitored and serviced regularly. Teachersandstaffmust ensureallapplianceareswitchedoffafter theclose ofday.

Controlling Risks

All staff are responsible for reporting hazards. Action must be taken immediately by theadministrativestaffwhensuchreportsare made.

1. AlltoysusedbythePre-schoolersmustbewashedand disinfecteddaily.
2. The Facilities Supervisor ensures all equipment in school are in good workingcondition and not hazardous to health. Electrical and switches must be out of thereach ofchildren.

Recommended Health Practice

Parents are encouraged to state concerns they may have regarding the health of theirchildren.Thefollowing documentation iskept inschool:

1. Parentalconsentformsforfield trips.
2. Parentalconsentformswithfunctionsrequiringthechildrentoeatordrink.
3. Getwellformsadvisingparents togetmedicalattentionfortheirchildifnecessary.
4. Medicalforms
5. MedicalEmergencyforms
6. InjuryReport

[Nextreview:April2023]

