



134 RONALD AVE CNR 1ST RD LINBRO PARK
P O BOX 134 LINBRO PARK 2065
TEL: (011) 608-3260 FAX: (011) 608-4027
E-MAIL: kingschool@kslp.org.za

The King's School Linbro Park Health & Safety Policy

SAFETY INSPECTION

A safety inspection is to be conducted by all teachers in their classrooms once a week. A written report detailing any problem must be delivered to the principal on a KSLP Maintenance Request Form. The principal will then send the Maintenance Request Form to the head groundsman as and when the fault is noted. If necessary, the danger area is to be placed out of bounds, using danger tape. See the *KSLP Maintenance Request Form*.

The principal meets with the head groundsman on a weekly basis. Safety will be an item that is discussed at each meeting. Once a month the principal and the head groundsman walk the property, taking note of any potential hazards.

ACCIDENTS

A KSLP Accident Report Form is to be filled in for every child receiving attention from a trained first aid person (i.e. cases more serious than a mere scratch which needs a plaster). These forms are to be duplicated, and a copy must be sent to the parents. The same procedure is followed in case of any accidents occurring during aftercare. See the *KSLP Accident Report Form*. The circumstances of the accident will be discussed between the principal and any teachers involved to see if preventative measures need to be taken for the future. Any preventative measures agreed upon will be implemented by the appropriate member of staff.

FIRST AID

All preschool staff and selected primary and secondary school staff will be trained in the Save-a-child course and in C.P.R. First Aid boxes will be kept in the school office and in the preschool. C.P.R. procedure is to be displayed on all toilet room walls and in aftercare areas. All classrooms must be equipped with a mouthpiece and gloves.

EMERGENCY NUMBERS

The following emergency telephone numbers must be displayed with all first aid equipment and pasted inside the outings case.

NETCARE:	082 911	
POLICE/FIRE:	10111	CELL: 112
POISON:	0800 111 229	
CRISIS CONTROL CENTRE:	375-5911	

SAFETY RULES

Safety rules must be displayed in each classroom so all staff can refer to them as necessary. In addition, a KSLP Alarm Signal Reference and KSLP Evacuation Plan must be posted in each classroom. See the *KSLP Alarm Signal Reference* and *KSLP Evacuation Plan*.

All preschool learners are taught these safety rules:

- No climbing up the front of slides.
- No dressing-up clothes allowed on while climbing.
- No playing with sticks or sharp objects.
- No throwing of sand or stones.
- Keep away from the area in front of and behind swings
- No rough play or chasing on climbing apparatus.

All primary and secondary school learners are taught these safety rules:

- Walk in corridors and bathrooms
- Bathroom floors to be kept dry (cleaners to close bathrooms while floors dry after each wash.
- No children allowed inside the kitchen (unless under supervision of an educator).
- We do not hurt others and we keep ourselves safe.

All parents are made aware of these safety rules:

- Children must be held by the hand when traversing the car park.
- Drive slowly.
- Drive with extreme caution.
- Older children may not fetch younger children.

FIRE

For details, see the *KSLP Emergency Plan* and *KSLP Evacuation Plan*.

SECURITY

The following security measures will be implemented in the school:

- Learner and staff timetables are kept in the school admin office in order to quickly and easily locate a specific teacher or learner.
- If an educator needs to leave the classroom, he/she must notify someone to watch the children, i.e. no children are ever left alone.
- All outside gates to be locked by 08h00 and kept locked until 12h50.
- Every key in the school to have duplicate (apart from cleaner's keys) clearly marked and hung in the spare key cupboard. The key to the key cupboard is kept with the secretaries. This means that any room may be accessed quickly in an emergency.
- Children going home from aftercare have their names ticked off by aftercare staff.
- Parents must enter details at Reception if their child is to go home with another. If people other than the parents will be fetching the child, e.g. au pairs and drivers, the parents are asked to bring them to school to introduce them to the secretaries and/or to the aftercare staff.

SAFETY ON OUTINGS

Indemnity for the year is completed as part of the registration form and is kept in the learner's file in reception. Depending on age and type of outing, some parents should accompany each outing so that there is a ratio of 1 adult to 3 or 4 children. A list of "rules" for the outing is handed to each accompanying parent. (See the *KSLP Outing Form*).

HEALTH POLICY

If a child at school complains of illness or if a staff member notices any signs of illness, the child is taken to the secretary. She will assess the situation and decide whether to send the child back to class or to the sick room. The parent will be contacted as is necessary.

An "admin slip" is completed and filled with all the details of treatment, signs and symptoms etc. See *KSLP Admin Slip*.

Any medicines needed to be administered during the morning are kept in the secretary's cupboard or the kitchen fridge and she is responsible for this. Emergency medicines for individual children are also kept with her, e.g. asthma pumps. See *KSLP Policy for Administering Medication*.

HIV-AIDS POLICY

See the *KSLP HIV-AIDS Policy*.