



St Francis National School

Rock Road, Blackrock, County Louth, A91 NHOV

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Fire Drill and Evacuation Policy

Introductory Statement:

The fire drill/evacuation policy of St Francis NS has been formulated following a collaborative consultation process by staff in response to changing circumstances in the school.

Aims:

This policy aims to;

- Enable the school to provide for the immediate needs of students, staff and visitors in the event of a fire
- Have in place appropriate safety procedures which comply with the Health, Safety and Welfare at Work Act
- Ensure a safe school environment for all

School Ethos:

The school is committed to the care of the whole school community and the provision of a safe and secure environment for learning. This policy is in keeping with those ideals.

Objectives:

- To utilize outside agencies (Security Zone, local fire station, fire officer) for training and staff development, so as to enhance safety procedures.
- To develop a tried and trusted framework which will ensure the safety of all school personnel in the event of a fire.

Internal Procedures:

In the event of a fire, the following steps must be taken:

ON HEARING THE FIRE ALARM

- When the alarm sounds the fire brigade is automatically notified via

the National Monitor set up by Security Zone. (The School's Designated Fire Officer, Brigitte Nelson, contacts the National Monitoring Centre before a fire drill.)

- Each teacher and SNA is responsible for ensuring that everyone in their care has been evacuated and if there is any concern they report it to the Principal or Brigitte Nelson.
- After school hours, the responsible adult/leader for activities and homework club will be responsible for ensuring that everyone in their care has been evacuated.
- Toilets must be checked by the teachers on the way out the door.
- Teachers will take their Class Lists (by the exit of each classroom) and accompany their classes in an orderly manner to the Appointed Assembly Area using the Fire Escape Route Map for the class. (Fire Escape Route Maps are located on the Health & Safety notice board, by the exit of each classroom, or in the ancillary rooms/bathrooms these are located by the door.) Brigitte Nelson will also take out a copy of each class list should it be needed. (These are located beside the Fire Extinguishers to the left of the main reception door).
- Children attending Special Education Teaching (SET) classes at the time of evacuation will be evacuated by their SET teacher and will be returned to their class teacher at the Appointed Assembly Area.
- Classroom doors to be closed after the last person has exited, in particular doors designated as internal fire door (displaying blue Fire Door Disc on door)
- There must be no rushing or overtaking on the way to the Appointed Assembly Area. No Talking.
- Classes using ancillary rooms should exit through the nearest Emergency Exit and assemble at the Assembly point. (see the Fire Escape Route Map in each room). Outdoor classes (PE, External coaches, etc.) should go directly to the Assembly point. Brigitte Nelson will have a copy of each class list.
- DO NOT RETURN for anything you have forgotten.
- Other members of staff will immediately make their way to the assembly point, evacuating their rooms by the Fire Escape Route Map for their location.
- Any pupils unable to use the stairs needs to be left at the Refuge Point located at the top of each set of side stairs. These children are to wait at the Refuge Point alone until the Designated Fire Officer contacts them via the Refuge Telephone. (In the event of a fire the Fire Brigade arranges for these children to be evacuated).
- As soon as classes are assembled, each teacher will count their classes twice to ensure correct number of pupils present. Roll call is used to identify missing pupils. Teachers report to the Principal if anyone is missing or waiting at a Refuge Point.
- If anyone is deemed to be missing, an immediate check must be made by designated staff.

External Procedures:

In the event of a fire occurring during playtime or when a class is outside in the school yard, the following steps must be taken:

ON HEARING THE FIRE ALARM

- Teacher/staff member will organise the children into class lines.
- Teacher/staff member will escort the class out of the nearest gate to a designated fire assembly point.
- Each teacher/staff member will then count their classes twice to ensure correct number of pupils present. Roll call is used to identify missing pupils. Teachers report to the Principal/Staff member if anyone is missing or waiting at a Refuge Point.

FIRE EVACUATION: ASSEMBLY AREA INFORMATION

Each Class will assemble at their Appointed Assembly point as indicated on the Fire Escape Route Map. Laminated A4 Fire Escape Route Maps are located on the Health & Safety notice board, by the exit of each classroom, or in the ancillary rooms/bathrooms these are located by the door.

Role and Responsibilities:

1. All school staff are responsible for the safety and well-being of the pupils in their care.
2. The Principal has overall responsibility for ensuring proper procedures are in place.
3. The Designated Fire Officer, Brigitte Nelson, is responsible for arranging termly fire drills and for maintaining the School's Fire Safety and General Register book.

Evaluation:

- Positive feedback from all stakeholders
- Maintaining safety standards
- Achieving a coordinated and orderly evacuation in the shortest time possible
- Yearly reviews

The Fire Safety and General Register

A copy of the Register is maintained by Brigitte Nelson, Designated Fire Officer and by our outside Safety and Security providers. The Register is kept in the School Office at all times and is available for inspection by any Authorised Officer of the Fire Authority.

The following data should be recorded in the register:-

- 1) The name of the Fire Safety Manager (and those nominated to deputise for him/her).
- 2) The details of specific duties that have been assigned to staff.

- 3) The details of instruction and training given to staff, and by whom.
- 4) The date of each fire and evacuation drill, the names of staff taking part, and the type of exercise held.
- 5) The type, number and location of fire protection equipment on the premises including water supplies, hydrants etc.
- 6) The date of each inspection and test carried out on fire protection equipment and systems, along with brief comments on the results of the checks and actions taken (and by whom) to remedy defects.
- 7) The details of all fire incidents and false alarms that occur and the action taken.

References:

- Fire safety in the home – National Safety Council
- Fire safety in the school – National Safety Council
- The Fire Safety and General Register, supplied by Dundalk Fire Brigade Station Manager

Responsibility for Review:

All members of staff, Parents Association, BoM.

Timeframe for Review:

This policy will be reviewed annually

Next review: December 2023

Fire Drill and Evacuation Policy

Ratified by the Board of Management on 6/12/2022 (Date)

Signed: *Padraig Keene* (Chairperson, Board of Management)



Policy No: 4

Ratified By BoM Date: 6-12-22

Review Date: Dec. 2023

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Administration of Medication Policy

Rationale:

The policy as outlined was put in place to;

- Clarify areas of responsibility
- To give clear guidance about situations where it is not appropriate to administer medicines
- To indicate the limitations to any requirements which may be notified to teachers and school staff
- To outline procedures to deal with a pupil with a nut allergy in our school
- Safeguard school staff that are willing to administer medication
- Protect against possible litigation.

Relationship to School Ethos:

St. Francis NS promotes positive home-school contacts, not only in relation to the welfare of children, but in relation to all aspects of school life. This policy is in keeping with the school ethos through the provision of a safe, secure and caring school environment and the furthering of positive home-school links.

Aims of this Policy:

The aims and objectives of the policy can be summarised as follows;

- Minimise health risks to children and staff on the school premises
- Fulfil the duty of the Board of Management in relation to Health and Safety requirements

- Provide a framework within which medicines may be administered in cases of emergency or in instances where regularised administration has been agreed with parents/guardians

Minor Injuries:

Pupils are not treated for minor injuries. For more serious injuries, parents will be contacted and they can collect their child if they deem necessary.

In-School Procedures:

Parents are required to complete a Health/Medication section on the school enrolment form when they are enrolling their children in the school. No teacher is obliged to administer medicine or drugs to a pupil and any teacher willing to do so works under the controlled guidelines outlined below.

- **Prescribed medicines only** (i.e. medication with printed pharmacy label re prescription details) will be administered following the acceptance by parents of the terms and conditions agreed by the Board of Management as outlined in this policy. The Board will seek indemnity from parents in respect of any liability arising from the administration of prescribed medicines.
See Appendix re Asthma.
- The school generally advocates the self-administration (e.g. inhalers) of medicine under the supervision of a responsible adult, exercising the standard of care of a prudent parent. Only at the request of a parent, prescribed medication will be kept by the class teacher. Parents are responsible for the provision of medication and notification of any change of dosage.
- School staff have a professional duty to safeguard the health and safety of pupils, both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- The Board of Management requests parents to ensure that school staff be made aware in writing of any medical condition suffered by any child in their class coupled with detailed instructions on the method by which medicines are to be administered.
- No staff member is compelled to undertake the administration of medicines or drugs.
- All staff will be briefed on any child requiring supervision or assistance on the taking of emergency and long term medication.

Long Term Health Problems

Where there are children in school with long-term health conditions, proper and clearly understood arrangements for the administration of medicines must be agreed with the Board of Management. This is the

responsibility of the parents/guardians. It would include measures such as self-administration, administration under parental supervision or administration by school staff.

Life Threatening Condition

Where children are suffering from life threatening conditions, parents/guardians must clearly outline, in writing, what should be done in a particular emergency situation, with particular reference to what may be a risk to the child (Appendix 3). If emergency medication is necessary, arrangements must be made with the Board of Management. A letter of indemnity must be signed by the parents in respect of any liability that may arise regarding the administration of medication.

Guidelines for the Administration of Medicines

- The parents of the pupil with special medical needs must inform the Board of Management in writing of the condition, giving all the necessary details of the condition. The request must also contain written instruction of the procedure to be followed in administering the medication (Appendix 1, 2 or 3).
- Where specific authorisation has been given by the Board of Management for the administration of medicine, the medicines must be brought to school by the parent/guardian/designated adult
- A written record of the date and time of administration must be kept by the person administering it (Appendix 4).
- On the cessation of the administration of medicine parents are required to inform the school in writing (Appendix 5).
- Parents/Guardians are responsible for ensuring that emergency medication is supplied to the school and replenished when necessary.
- Emergency medication must have exact details of how it is to be administered.
- The Board of Management must inform the school's insurers accordingly
- Parents are further required to indemnify the Board of Management and members of the staff in respect of any liability that may arise regarding the administration of prescribed medicines in school.
- Parents must update the administration of medicine forms for their children, as the need arises and at least once yearly, regardless if their child's medical needs change.
- All correspondence related to the above are kept in the school.

Medicines

- Non-prescribed medicines will neither be stored nor administered to pupils in school.
- Teachers/SNAs in the school will only administer prescribed medication when arrangements have been put in place as outlined above.

- Arrangements for the safe storage of certain emergency medicines, which must be readily accessible at all times, must be made with the Principal and class teacher of the child concerned and all SNAs.
- A teacher/SNA must not administer any medication without the specific authorisation of the Board of Management (as evidenced by the signed authorisation form - Appendix 1).
- The prescribed medicine must be self-administered if possible, under the supervision of an authorised teacher/SNA if not the parent.
- No teacher/SNA can be compelled to administer medicine or drugs to a pupil.
- In an emergency situation, qualified medical assistance will be secured at the earliest opportunity and the parents contacted.
- Where possible, the parents should arrange for the administration of prescribed medicines outside of school hours.

We are not a nut free school however the following guidelines are in place with regard to pupils with a Nut Allergy

- Staff dealing with the pupil avoid eating nuts or any item with nut trace.
- Children are not permitted to offer or exchange foods, sweets, lunches etc.
- If going off-site, medication must be carried.

In the event the pupil comes in contact with peanuts

Only in the event of anaphylactic shock should the pen be administered. Pen is stored in the classroom of the child in question. Before or immediately after Pen has been administered, an ambulance must be called.

Indicators of shock include

Symptoms of shock can include, wheezing, severe difficulty breathing and gastrointestinal symptoms such as abdominal pain, cramps, vomiting and diarrhoea.

Emergencies:

In the event of an emergency/serious accident during school hours, teachers should do no more than is necessary and appropriate to relieve extreme distress or prevent further and otherwise irreparable harm.

The following procedures will apply:

The pupil will not be moved. He/She will be made comfortable. One staff member will remain at the scene to reassure the injured pupil while the other staff member will seek medical attention and the parents/guardian will be contacted, and the class teacher and principal duly informed. Qualified medical treatment should be secured in emergencies at the

earliest opportunity. Ambulance will be called and instructions from the emergency services will be followed, including staff members taking a child into Accident and Emergency without delay. Parents will be contacted simultaneously.

In addition, parents must ensure that teachers are made aware in writing of any medical condition which their child is suffering from. For example children who are epileptics, diabetics etc. may have a seizure at any time and teachers must be made aware of symptoms in order to ensure that treatment may be given by appropriate persons. A record will be taken of the date and time of administration of emergency medication.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given (See Appendix). Parents should also outline clearly proper procedures for children who require medication for life threatening conditions. It is the parent's responsibility to provide the school with any changes in circumstances or procedures as well as replacement and/or updated emergency medication.

Written details are required from the parents/guardians outlining the child's personal details, name of medication, prescribed dosage, whether the child is capable of self-administration and the circumstances under which the medication is to be given. Parents should also outline clearly proper procedures for children who require medication for life threatening conditions.

The school maintains an up to date register of contact details of all parents/guardians including emergency numbers. This is updated in September of each new school year.

Roles and Responsibilities:

The Board of Management has overall responsibility for the implementation and monitoring of the school policy on Administration of Medication. The Principal is the day to day manager of routines contained in the policy with the collaboration of all staff members.

Success Criteria:

The effectiveness of the school policy in its present form is measured by the following criteria;

- Compliance with Health and Safety legislation
- Maintaining a safe and caring environment for children
- Positive feedback from parents/teachers

- Ensuring the primary responsibility for administering remains with parents/guardians

Ratification and Review:

This policy was reviewed by the school community in November 2022. It will be reviewed yearly or before in the event of incidents or on the enrolment of child/children with significant medical conditions.

Responsibility for Review:

All members of staff, Parents Association, BoM.

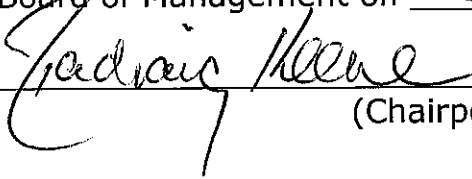
Timeframe for Review:

This policy will be reviewed annually

Next review: December 2023

Administration of Medicines Policy

Ratified by the Board of Management on 6/12/2022 (Date)

Signed:  (Chairperson, Board of Management)



**Administration of Medicines Policy: Appendix 1
Medical Condition and Administration of Medicines**

Child's Name: _____ Date of Birth: _____

Address: _____

Emergency Contacts:

1) Name: _____ Phone: _____

2) Name: _____ Phone: _____

3) Name: _____ Phone: _____

4) Name: _____ Phone: _____

Child's Doctor: _____ Phone: _____

Medical Condition: _____

Prescription Details: - _____

Storage details: _____

Dosage required: - _____

Is the child to be responsible for taking the prescription him/herself? YES /NO

What Action is required? _____

I/We request that the Board of Management authorise the taking of Prescription Medicine during the school day as it is absolutely necessary for the continued well being of my/our child. I/We understand that we must inform the school/Teacher of any changes of medicine/dose in writing and that we must inform the Teacher each year of the prescription/medical condition. I/We understand that we are responsible for updating and replacing prescribed medication. I/We understand that no school personnel have any medical training and we indemnify the Board from any liability that may arise from the administration of the medication.

Signed _____ Date _____
(Parent/Guardian)



**Administration of Medicines Policy: Appendix 2
Allergy Details**

Name of Child: _____

Type of Allergy: _____

Reaction Level: _____

Medication: _____

Storage details: _____

Dosage required: _____

Administration Procedure (When, Why, How)

Signed _____ Date _____ (Parent/Guardian)



**Administration of Medicines Policy: Appendix 3
Emergency Procedures**

In the event of _____ displaying any symptoms of his medical difficulty, the following procedures should be followed.

Symptoms: _____

Procedure:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

***To include: Dial 999 and call emergency services.
Contact Parents***



**Administration of Medicines Policy: Appendix 5
Cessation of Administration of Medication**

Child's Name: _____

Address: _____

Date of Birth: _____

Further to the instruction for administration of medicines dated
_____ this is to confirm the instruction is no longer required.

Signed _____ Date _____ (Parent/Guardian)

Administration of Medicines Policy Appendix 6: Care of pupils with Asthma

Goal

Our school is committed to ensuring that pupils with asthma achieve their full potential and take part in every aspect of school life.

Objectives

This statement aims to:

- Make provision for the immediate needs and requirements of pupils who have asthma
 - Ensure the physical safety and wellbeing of all pupils with asthma
 - Ensure that adequate resources and arrangements are in place to support pupils with asthma
 - Ensure that procedures are in place for communicating with parents
 - Provide training for staff in meeting the needs of children with asthma
- Comply with all legislation relating to safety and welfare at work

Roles and responsibilities

Pupils:

1. Are supported to self-manage their asthma in line with their age and stage of development: we explain asthma and asthma care to pupils and provide care with, not just to, them
2. Have access to their reliever medication at all times

Parents/Guardians should:

1. Provide the school with an Asthma Action Plan (annually), signed by the treating doctor/healthcare professional
2. Provide their child's medication, clearly dated and in the original labelled container. A spacer, and mask as required, should also be supplied
3. Alert staff to any changes in their child's asthma management

Staff should:

1. Assist pupils to take their medication if necessary and administer medication in an emergency
2. Allow pupils to take their medication 15-30 minutes before PE/exercising if necessary
3. Document an asthma attack and advise parents/carers as a matter of priority
4. Have a spacer-and mask- replacement policy: name and give a spacer/mask to a pupil who used them for their own use in the future-otherwise they need to be disposed of thoughtfully
5. Minimise exposure to known triggers
6. Display the 5 Step Rule poster in each class room
7. Accompany a pupil to hospital in the case of an emergency

School Management

1. Meet all legal, regulatory and policy requirements related to health care planning and asthma, and review regularly

2. Induct new staff in asthma statement and procedures including asthma training and information for all staff
3. Review policies and practices