

7. HEALTH & SAFETY POLICY

The School is committed to providing a safe environment and recognizes its responsibility to promote a culture where Health and Safety issues are discussed in an open and positive way to achieve improved standards and safe methods of work.

7.1 AIMS

Our aims for Health and Safety are to:-

- Provide a safe and healthy environment for children, teaching and non-teaching staff and all other people who come onto the premises of our school.
- Ensure that all members of the school understand their own responsibilities in maintaining a healthy and safe environment.

7.2 SECURITY

The School implements measures designed to promote the safety and well-being of students, particularly having regard to its professional judgment as to what is required and includes in its consideration such matters as:

1. appropriate levels of supervision (see duty roster)
2. security of buildings (see security plan)
3. procedures in case of fire or other emergency
4. use of grounds and facilities
5. travel on school-related activities

7.3 SUPERVISION OF STUDENTS

1. Staff take all reasonable care to ensure that no student is exposed to any unnecessary risk of injury. Staff are in loco parentis - the standard of care required is that of a skilled professional.
2. Staff are familiar with and adhere strictly to the school's evacuation/seclusion procedures.
3. Ill or injured students are attended to by the supervising staff member. Should additional assistance be required, contact is made with the office.
4. Students are not left unsupervised either within or outside of class.
5. Staff remain with students at after school activities until all students have been collected/dismissed. Students are allowed by written permission of parent, to make his/her own way home.
6. Staff are alert to bullying or any other form of discriminatory behaviour, and report incidences to the appropriate staff member.

7.4 SUPPORT

The School aims to promote a learning environment where teachers and students are mutually supportive. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of the School. The

School encourages consultation between all members of the school community in matters which affect them.

7.5 SUPERVISION

Appropriate measures are taken by School staff to ensure that all students are adequately cared for and supervised while undertaking both on-site and off-site activities, bearing in mind the type of activities and age of the students involved.

7.6 ACCIDENT PROCEDURES, ASSEMBLIES, DUTIES AND SUPERVISION, EDUCATIONAL VISITS

Accident Procedures

There is a Medical Room at the High School and the front office personnel have basic first aid training.

In the event of a child's sudden illness or accident at school, every effort is made to contact the parents immediately. However, if the School is unable to contact the parents, the child may, if necessary, be seen by a doctor or taken to the nearest hospital.

In the case of accidents the teacher on duty makes a record of treatment and where necessary completes an Accident Report.

1. If a serious accident occurs during recess, the member of staff contacts the office immediately.
2. If a serious accident occurs in the classroom, a child will be sent for a staff member not on duty or the school secretary.
3. The administration of medication required by children may be supervised by staff. Oral medication required by the child maybe given to the staff by the parent of the child involved.
4. Students needing to take medication at school must have a note from their doctor and written parental permission before any medication will be dispensed. Students needing to take medication must do so through the receptionist at the front office. Parents should notify the receptionist of any changes in medication.
5. No staff member administers oral medication without parental approval.
6. If necessary a child can be taken by a member of staff, to a local hospital. Prior to this the Principal will be notified.
7. Specific medical problems e.g. anaphylaxis/allergies, asthma, should be noted by parents on admission forms. These are stored on the child's file.
8. In the case of a serious accident, an Accident Report form should be filled out by the teacher on duty to relate how the accident occurred. Accident Report forms are available in the office.

Recess and Lunch Recess Supervision

Duty of care responsibility applies to all areas and the following procedures are followed:

- Upon release from the class, the member of staff on duty ensures he/she is on duty on time

School Educational Visits

Educational visits taking place outside Hong Kong require special procedures. A minimum adult/student ratio of 1:8 for visits involving very physical activities and 1:10 for other visits is appropriate. At least two members of staff accompany each visit. Where a visit involves students of both sexes, at least one teacher of each gender accompanies the visit if possible.

The following internal procedures apply:

At the start of each academic year, the school sends out a **Student Record Package Form** containing general permission slip to parents authorizing the school to take students out of school during the school year. The office keeps appropriate files of these permission slips.

All teachers organizing educational visits outside school informs parents of the visit well in advance giving details of the trip, exact dates, and transport arrangements.

Boys must wear a baseball cap/hat over their kippah when on field/away trips.

7.7 ILLNESS OR ACCIDENTS

Students who are ill during school hours should go to the Administration Officer, and should a fever develop will be sent home immediately and may not be allowed to return until they are fever-free for 24 hours.

In the event of serious injury, the school will notify the parents or guardian immediately. In the event they cannot be reached, the emergency telephone number listed on the student medical form will be used. In a dire emergency, the school will take the child to the nearest hospital. An accident report form will be filed by the teacher on duty at the time of the occurrence.

From time to time, outbreaks of contagious diseases, like chickenpox, hand, foot and mouth disease, measles, influenza, etc. may occur in school. Observance of good personal, food and environmental hygiene is important in preventing these types of diseases. The school has a list of the recommended sick leave periods for children with communicable diseases.

It is extremely important that parents complete the emergency forms and notify the school of any changes in address, phone number, or emergency number listed that occur during the year.

7.8 MEDICATION

Students needing to take medication at school must have a note from their doctor and written parental permission before any medication will be dispensed. Students needing to take medication must do so through the Receptionist. Please notify the Receptionist of any changes in medication.

Procedure for Administering Medication to Children

Children who require medication fall into two categories:

1. Those who require on-going, daily medication
2. Those who require a one-off medication

In the case of (1) above, the child may either:

1. Self-medicate (say, in cases where the child has diabetes)
2. Have medication stored in the front office
3. Have medication stored in front office and classroom (say, in cases such as anaphylaxis where an Epipen may be stored in both locations).

Children who require medication on a daily basis should report to the front office.

7.9 LICE

In view of the frequent travel undertaken by families, we must be vigilant against the spread of lice. Lice appear as tiny white eggs or very small bugs that stick to the crown of the head or behind the ears and attach themselves to hair shafts. Any child found to have contracted lice will be sent home for treatment. Before returning, the child should have treatment and return either with a doctor's note or proof of this treatment such as the box top. In order to prevent a lice outbreak, the school will conduct a lice check on the return of students after every major school break. Girls should ensure their hair is neatly tied back at all times.

7.10 SMOKE-FREE FACILITY

All areas of the High School are “smoke-free,” including the outside areas and hallways.

7.11 EMERGENCY WEATHER PROCEDURES

Parents are responsible for checking each morning to see if there are any weather warnings in force. These are shown on TV, radio and on the Internet at <http://www.hko.gov.hk/contente.htm>. If the government announces the closure of schools then that announcement takes precedence over the information outlined below:

TROPICAL CYCLONES AND RAINSTORMS

The school's policy with respect to typhoons and persistent heavy rainstorms is to follow exactly the instructions given by the Hong Kong Observatory and the Education Bureau.

TROPICAL CYCLONES

The Government's directions during tropical cyclone alerts are as follows:

When tropical cyclones affect Hong Kong, the following arrangements apply and appropriate public announcements will be made.

Signal	Action to be taken
Hoisting No.1	School as usual
Hoisting No. 3	School as usual
Hoisting No. 8 or above	School is to close
Lowering to No.3	School to resume with the next session unless road or other conditions remain adverse.
Lowering to No.1 or lowering all Signals	School to resume with the next session.

HEAVY PERSISTENT RAINSTORMS

Please review these procedures carefully. The High School will abide by the Education Department's official rain warning system should any of the eventualities described make it necessary to do so.

Rainstorm warning signal	Action to be taken
AMBER	All schools , including kindergartens, to operate as usual.

RED or BLACK	
(i) Before school starts	<ul style="list-style-type: none"> ➤ School to close all day. ➤ School tests and examinations to be postponed.
(ii) When some students have already set out for school	<ul style="list-style-type: none"> ➤ Classes to be suspended all day. ➤ School tests and examinations to be postponed.
(iii) When classes are in session	<ul style="list-style-type: none"> ➤ We will activate our contingency plan to ensure school premises will be open and staffed until proper arrangements are made for arriving students to return home at an appropriate time. (See below.) ➤ School to continue until the end of normal school hours and conditions are safe for students to return home.

7.12 STAFF TRAINING IN FIRST AID

Staff will be trained periodically to administer Epipens for use on children who are anaphylactic. All staff members must update their first aid training when it expires. Each year, the Principal will organize for staff members to attend appropriate first aid training refresher or upgrade sessions. E-training sessions may also take place.

7.13 WET DAY/HOT DAY/POOR AIR QUALITY PLANS

If the weather is very wet, indoor recess will take place. An announcement will be made at 10:00 am signaling that the recess will be indoors, games or quiet activities are planned for such an occasion.

If the weather is bad during lunch recess, a DVD for the whole group may be arranged. Students who do not want to see the video have a quiet area to talk or play games.

If it is extremely hot, or if the government has announced a very high pollution index, the wet day plan is followed.

We ensure students drink enough fluids on very hot days and wear hats outdoors.

7.14 EMERGENCY AND EVACUATION PROCEDURES

Details of evacuation procedures and routings are posted near the door of each classroom.

Internal emergencies are most likely to come from one of the following: fire, bomb threats, explosion, gas or chemical hazards, letter or parcel bombs, brick/stones through windows, kidnapping. Other emergency situations are included for your information. Evacuation is practised each term.

Evacuation Procedure

Notification

In the case of FIRE or BOMB, an evacuation signal will alert staff and students to evacuate or to remain in class. Staff and students listen to instructions delivered over the sound system.

Action by Administrative Staff

1. When informed that there is an emergency, the Fire Brigade or whichever emergency service is required is called.
2. Parents who may be at the school are directed to leave the building and go to one of the assembly points.
3. After students have assembled at their assembly points, the office staff check with each teacher that all students are present. If a child is missing, this must be immediately reported to the Principal.

The decision to return to the building will be made by the Principal in consultation with the Security Advisor and the appropriate authority in control at the time.

The decision to send students home will be made by the Principal.

FIRE EMERGENCY EVACUATION

These procedures are followed whenever it may become necessary to evacuate the school facilities, for whatever reasons.

Discovering a fire

Any adult discovering a fire takes the following actions:

1. Take students from the immediate area and send them to a safe place.
2. Working in conjunction with a colleague, telephone the receptionist and give details. If the telephone system should fail, go directly to the receptionist to give details. If necessary, hand over the class to a colleague.
3. Use the appropriate fire extinguisher or a fire blanket if you consider that the fire can be brought under control quickly.

Security and Evacuation Procedures –

SKW Campus Procedures are discussed and tested with staff at the beginning of the school year and drilled over the course of the year.

7.15 EMERGENCY NUMBERS

POLICE, AMBULANCE, FIRE	999
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HOSPITALS

ADVENTIST HOSPITAL	2574 6211
CANOSSA HOSPITAL	2522-2181
HONG KONG SANITORIUM	2572-0211
QUEEN MARY HOSPITAL, POKFULAM	2855-3111
TANG SHUI KIN HOSPITAL	2291-2000
ST PAUL'S HOSPITAL	2890-6008
MATILDA HOSPITAL	2849-0111
TUNG WAH EASTERN HOSPITAL	2830-2222