

Health and Safety Policy

1. Introduction

Health and safety is an important consideration for our school. We will take all reasonable steps to provide a safe and caring environment for children, staff and our visitors. All personal data/information maintained in this respect will be held in the strictest confidence.

The Director and SMT will:

- Ensure health and safety has a high profile
- Ensure adequate resources for health and safety are available
- Consult staff and provide training opportunities
- Monitor and review health and safety
- Develop a health and safety culture throughout the school
- Take day to day operational decisions
- Ensure staff are aware of their responsibilities
- Update governing body
- Draw up health and safety procedures
- Monitor effectiveness of procedures through the monitoring report from the committee half termly, scheduled walk arounds and a monitoring report
- Appoint a Health and Safety officer and committee, including the nurse, doctor and administration

Health and Safety committee will:

- Monitor the implementation of the Health and Safety policy through half termly, scheduled walk arounds and a monitoring report

- Undertake regular inspections of the school premises to identify any potential hazards
- Liaise regularly with the site management staff over identified hazards
- Conduct fire, earthquake and lockdown drills and monitor their effectiveness

All staff will:

- Support the implementation of health and safety arrangements
- Take reasonable care of themselves and others
- Ensure as far as is reasonably practicable that their classroom or work area is safe
- Report shortcomings to the Administrator by e-mail

General Health and Safety Arrangements

The school building, maintenance and medical procedures as well as cafeteria hygiene and cleaning standards are strictly monitored by Romanian authorities.

- ISO cleaning and disinfection regulations are kept by the school nurse and by the Administrator.
- Smoking is not permitted anywhere on the school site.
- When contractors are on site they are expected to follow school safety procedure. The Administrator or Director will liaise with contractors as appropriate.
- A yearly check will be carried out by a member of the board, the Administrator and the health and safety representative to monitor the upkeep of buildings and grounds.
- The Board agrees to appropriate training for staff in relation to health and safety.
- All new staff and visiting staff, as part of their induction programme, will be advised on safety procedures and associated contingency plans.
- All members of staff must pass a police clearance check before beginning their employment.

Monitoring and Review of Health and Safety Arrangements

- The yearly check will be used to prioritise need and to inform planning.
- All staff will carry out monitoring on a day to day basis.
- The Campus Manager will monitor school grounds and premises daily.
- Monitoring by Board will be via the Principal/Director's Report.

- The policy will be reviewed annually.

2. Equipment

- Any equipment in school should be used safely and for its intended purpose only.
- Equipment identified as defective should be taken out of use immediately and labelled accordingly. The Administrator staff should be informed immediately in order that arrangements for repairs or replacement can be made swiftly.
- No second hand equipment must be introduced to school without the agreement of the Director.
- Electrical equipment, plugs and leads will be visually checked regularly.
- Any electrical equipment used outside must be attached to the electric supply through an RCD, and any lead should be covered by mats to allow safe passage over the wire.
- Fire-fighting equipment and alarm systems are maintained via annual contract.
- Hazardous substances, such as glazes, cleaning materials, etc., are kept locked in appropriate storage areas.

3. Curriculum

Use of Resources

We follow the safety guidelines with regard to technology lab and PE. A copy of each is kept in the school office and also with the subject manager who is responsible for disseminating the information to the staff and pupils. In addition the following have higher risk aspects:

- Technology reference should be made to 'Make it Safe
- Physical Education (PE):

Clothing

All children will change into suitable clothing for the activity in which they will participate. Details of clothing are listed in the school handbook.

Teachers should change into appropriate clothing for outdoor games. This sets a good example to children and allows a greater degree of manoeuvrability for demonstrating skills, or accessibility to a child should an accident occur.

Jewellery

The wearing of jewellery and nail varnish is not permitted for children. If ears are pierced, studs only may be worn but must be removed for P.E.

A watch may be worn if it is named and not of any great value. It is advisable to collect all such items prior to the lesson and stored safely.

Dangling jewellery should not be worn to school at anytime.

Lifting and Moving

Each child should be taught how to lift and move equipment. Techniques should be revised at least each year with your new class. Children should be stationed at the corners of each piece of equipment. A leader of the group says when the lift should start.

4. General Safety School Building Access

In order to improve safety for everyone in school, measures have been taken to restrict access into the school building.

- Children may use the front entrance.
- All visitors must report to the security officer at the gate, sign the visitor's log book, receive and wear visibly a visitor badge for the entire duration of the visit. All visitors must sign out when leaving the school premises.
- Any adults on site who do not work in the school and who are not wearing a visitors badge must be reported to the school office.

Fire Safety

The school will provide a safe and healthy working environment with respect to fire safety. The Fire Policy Statement is detailed in [Appendix A](#).

Evacuation Procedures

Evacuation procedures, detailed in [Appendix B](#), are practised each term and reviewed annually or more regularly if appropriate. Evacuation routes and meeting points are detailed on the school site plans and are displayed on each floor. A sample of one evacuation plan is shown at [Appendix C](#).

Earthquake Safety

The earthquake policy statement is detailed at [Appendix D](#).

Terrorist threats

Lock down procedures and bomb threats are detailed at [Appendix E](#).

5. Supervision of Children

School Hours: 08:30 - 15:00. Children should not arrive at school before 08:10. In the event they arrive after 09:00 the students should report to the secretary. There will be no arrangements after 15:15,, except for the days when extra-curricular activities are organised.

Staff are not to use mobile phones for personal reasons, to upload school social media, check emails or documents, etc. while supervising the children.

Office Hours: 08:00 – 17:00.

Duties

A member of staff will be in the main foyer to supervise children arriving for school. The children are lined up at 08.30 to go to class for registration.

At 15.00 the class teachers supervise the children leaving school or going to on-site extra-curricular activities.

At break times members of staff are on duty. Staff should return to their classrooms in time for lessons to resume.

Outdoor Duty: The members of staff on duty supervise the play area of the school, ensuring that they can see all areas throughout the duty. The bell should be rung promptly at the end of each break.

In case of bad weather the teachers assigned the outdoor duties will make the decision where to supervise the students inside the school.

Meal Times: The members of staff on duty in the cafeteria have responsibility for:

- ensuring that children eat some food
- reporting any concerns to the class teacher if there are concerns about the amount eaten
- ensuring all children use good table manners and etiquette
- organizing the children to brush their teeth.

All staff at KS1 have collective responsibility at lunch times and should speak to children and support the duty staff whenever the need arises.

All members of staff are responsible for making sure that their classroom is clear of children. All teaching staff should be in their designated areas to receive the children as they come in the morning, after first break and after lunch. Any children working in classrooms or activity areas must be supervised by a member of staff.

The rota for duties is on the staff room and cafeteria notice board. Each outdoor and indoor area that requires supervision has a duty timetable chart, constantly updated and mounted in a visible place.

6. Medical Procedures

Medical staff and trained personnel

All staff members receive a health and safety overview at the commencement of the school year (or upon the beginning of their contract) including any updates to the Health and Safety Policy and a reminder of basic first aid training. A checklist is kept of which staff members have attended and the Nurse/Doctor is responsible for providing catch up sessions to those members of staff who missed the initial session. A list of first aid trained personnel is displayed in the staff room and is updated regularly. Also the first aid kits have stickers with first aid trained staff.

First Aid

The school has a medical doctor/nurse. First aid and medical treatment is available in the medical room from 08:00-16:30. In the absence of school doctor/nurse, one of the first aid trained staff will take responsibility for the administration of first aid. The list of first aiders is displayed in the staff room and on all first aid kits, being updated regularly by the Nurse/H&S officer. If advance care is deemed necessary during these hours, then appropriate arrangements will be made by school doctor/nurse. This may include an ambulance, a specialist appointment or hospital care.

Attendance and sickness

Fever

Students with a temperature of 38 degrees Celsius or above- parents will be contacted and arrangements made to send the pupil home.

Diarrhoea and sickness

Students with diarrhoea and sickness should go home immediately and remain out of school until symptom free for a minimum of 24 hours.

Contagious illnesses

Staff or parents should immediately inform the nurse/doctor upon diagnosis of a contagious disease. It is the school nurses/doctors responsibility to inform parents in the appropriate year groups of the risk of infection. [Appendix F](#) shows a sample letter.

Accidents and injuries

Minor illnesses and injuries

Minor injuries in the classroom or playground should be dealt with by the member of staff on duty. Students requiring further attention should be sent to the medical room with a responsible friend or an available adult, or if the nurse/doctor is not available then to the school office who will contact a first aider.

Students must ask permission from their class teacher or member of staff on duty before visiting the medical room.

When a student is seen by the nurse/doctor, the details of any treatment or advice given must be entered into the health record book. The student's details and accident or illness needs to be added. An accident form must be completed and sent home with the student to inform the parents of the incident and any treatment given. See [Appendix G](#) for a copy of the accident form. When students are

considered too unwell to remain in school, staff will be informed, transport details arranged with parents and a letter sent home giving details of the student's condition as well as advice on the best course of action to be taken.

Major illnesses and accidents

In the case of a more serious injury or illness, the nurse/doctor should be contacted as soon as possible. The student should remain where the incident has occurred until they have been seen by the nurse/doctor unless the student is in immediate danger. If the nurse/doctor is not available then a qualified first aider must be sent to the scene. The nurse/doctor or first aider will assess the injury and give appropriate medical attention on site or make arrangements to transport the student to receive advanced care. Parents will be informed immediately by phone and kept up to date with any care given to the children. Staff will be informed when students are sent off site. It is expected that following a telephone call from school nurse/doctor, the parents will collect the student and transport them to the appropriate place. If a student has an accident during school time, 112 emergency service will be contacted and asked to provide immediate assistance. See [Appendix H](#) for more emergency contact numbers.

An accident form (see [Appendix G](#)) must be completed immediately and given to the Director. It is school nurse's/doctor's responsibility, in liaison with the Director to ensure all documentation is completed as quickly as possible.

Medication Policy

Medical room

The medical room is the general store of first aid kits, first aid supplies and medicines within the school. NON-URGENT MEDICINES SHOULD NOT BE KEPT ANYWHERE WITHIN THE SCHOOL EXCEPT IN THE LOCKED CUPBOARDS IN THE MEDICAL ROOM. Emergency medications, e.g. epi-pens, will be kept locked in the teacher's drawer or cupboard and a sign saying who it is for and where it is clearly displayed in the classroom.

If a student is unwell then they should be kept at home. If a student is fit to return to school but needs to finish a course of medication, this should be handed to the school nurse/doctor in a sealed envelope at the beginning of the day with administration instructions enclosed and a consent form needs to be completed by the parents. The consent form (see [Appendix I](#)) can be obtained from the school nurse.

Administration of medicines

Medication can only be administered by the school nurse/doctor. In the absence of school nurse/doctor a first aider may administer the medicine but only if accompanied by another first aider of a member of SMT, provided a consent form has been completed (detailing dosage and administration instructions).

NB: Class teachers are responsible for ensuring children have access to inhalers and their medication where necessary.

'At Risk List'

Children who are at risk due to allergies or known medical conditions are placed on a list which is kept in the medical room on the notice board and is also displayed in the staff room and in the cafeteria. This list is continually updated when new information is provided by parents. At the start of the school year it is nurse's/doctor's responsibility to compile this list with the aid of information received from the pupils medical forms (Admissions Officer). When new pupils start the school the nurse/doctor will compile the medical forms with a week. The 'At Risk List' is then distributed to all staff members. It is nurse's/doctor's responsibility to ensure that the relevant teachers are made aware of those children who have severe medical problems and may require attention while in school.

Medicals

All students have an annual medical performed by the school paediatrician/doctor. The school doctor completes the student medicals, administers any vaccinations and advises the school community on relevant health issues. The doctor may prescribe medications or offer parents advice as appropriate.

The Annual Medical

The doctor reviews each student in the following areas:

- *Height*
- *Weight*
- *Chest circumference*
- *Blood Pressure*
- *Palpation of pulse and heartbeat*
- *Chest sounds*
- *Straightness of spinal column*
- *Flat feet*
- *Colour and distance vision*

The school nurse or another adult should always be present when the doctor examines the pupils. Whilst it is not essential for students to remove clothing the doctor requires some access to the student's chest, heart and spinal column in order to fulfil the medical requirements. Any significant findings are reported to the parents via letter and appropriate advice given. All findings are recorded in the student's medical file and stored confidentially in the medical room .

Hair checks

The school nurse is responsible for checking student's hair for head lice after each school holiday. If any head lice are found the parents must be informed and the student is to go home and treatment commenced. Treatment can be bought from pharmacies without the need for prescription. The student can return to school the next day but must be seen by the school nurse/doctor before re-entering the classroom. If any head lice or eggs are still found the parents are advised to continue with combing to attempt to remove the eggs.

Vaccinations The school nurse assists the doctor in the organization and administration of compulsory vaccinations in accordance with current Romanian legislation. At present this includes:

- *MMR - year 2*
- *against poliomyelitis - year 4*
- *diftero-tetanos - year 9*

The school nurse/doctor agrees the date of administration with the SMT and advises parents of this with a letter which includes a consent form which must be returned signed before vaccination may be given. See [Appendix J](#) for a sample consent form.

The vaccinations do not have to be given in school. If parents wish they can be obtained privately by the pupil's individual doctor and a certificate of administration sent to school.

Medical Records

Medical records are stored in the medical room for all students and staff. All pupils must have a medical form completed on admission, which can be seen and downloaded from the school's web site.

The school nurse/doctor must liaise with Admissions Officer to collect in medical forms and follow up parents who have not returned them to the school within the first week after enrollment/starting school. When completed, the medical form is stored in the filing cabinet in the medical room. Each pupil has a folder whether medical form has been completed or not. An annual summary of the medicals performed that year by the doctor is included at the front of each class group.

After each holiday, parents are required to provide an up-to-date medical form within the first week of school. The forms will be sent to parents at the end of the previous term.

First Aid Kit

First Aid Kits are available in and outside of the medical room, in the primary offices and by the primary multipurpose room. First aid kits must be taken on all school trips. The school nurse/doctor will discuss with the trip leader any pupils who are on the 'At risk list' and appropriate medications and necessary training will be given.

See [Appendix K](#) for first aid kit contents. The first aid kit is checked regularly by the school nurse, reading the expiration dates and replacing any used or out-of-date content.

7. Staff Health and Welfare

Safety

All staff members have a responsibility to be mindful of their own safety when putting up displays and moving equipment or furniture. Staff should not climb on chairs or tables. A ladder/stepladder must be available for use (from the maintenance department) and must be used with a person standing at the bottom. Both staff and students should take care when moving or lifting equipment. If in doubt seek help. (See guidance in section 3 of this document).

Health

Both staff and students should be mindful and use the facilities provided in case of extreme weather conditions: drink plenty of water, stay under the shade tents and wear caps in hot sunny days, stay inside the school in case of heavy rain, strong winds, or very cold temperature.

Violence

Staff should always take steps to minimise the possibility of violence in school. See the Parent Handbook and the Behaviour policy. Parents who are known to be violent or aggressive should never be seen by staff unless another member of staff (preferably a member of SMT) is present.

8. Student Health and Welfare

- Bullying and any form of discrimination are not tolerated and must be reported immediately to the class teacher and Deputy Headteacher.
- Substance abuse and alcohol are totally prohibited in school. Any student suspected of using them in school must be reported to the Director.
- Personal information of students must be carefully handled and stored. Any document that needs to be discarded and has student's personal information (name, phone number, address) must be shredded. Pictures of the students posted on the school website, or displays boards around the school must be limited in number, only showing first names or no other personal information.
- Any signs of maltreatment (physical, emotional, sexual abuse) on a child must be reported to the DPO or DDPO.

9. Off-Site Activities

Any visit off site must be approved by the Director. For any visit to take place off the school site, a letter home requesting permission is required. Also, at the start of the year parents are asked to give emergency contact names and phone numbers to be used in an emergency.

Children and staff to wear school high-visibility jackets.

One copy of the official list of the children and adults in the party on a school visit and their contact numbers must be kept in the school office.

All coaches hired by the school will have seat belts fitted and adults must ensure that they are used.

Adults must base themselves in different parts of the vehicle to supervise the children effectively.

Children should not be seated:

- in the front seats of the coach
- in the centre back seat
- by an emergency exit
- by any doors

If the party is travelling on two or more coaches it should be clear on the official list of children and adults who is travelling on which coach. Each adult on the visit should have a copy of the list. Children are not allowed to eat or drink on coaches and should sit still not distracting the driver or drivers of other vehicles.

The child:adult ratio recommended by for the activity must be met.

At least one of the supervising adults must have first aid training.

Where the visit is in the evening, the leader must hold the home telephone numbers of senior members of staff.

The following should be easily accessible throughout the trip:

- Plastic gloves;
- First aid kit;
- Official list of adults and children, including the school name and telephone number;
- Drinking water and beaker;
- Paper towels and hankies;
- 'Sick bags'.

Reviewed: January 2019 by SMT

Approved by: Director &

Date: June 2017

Appendix A

FIRE POLICY

ISO provides a safe and healthy working environment with respect to fire safety. The ISO Fire policy complies with the local fire regulations. The *Administrator /Health and Safety officer* will be responsible for:

- Checking all fire doors are free from obstructions and slip/trip hazards.
- Checking all escape routes are clear.
- Checking all fire doors can be opened quickly and easily.
- Checking all fire resisting doors close properly.
- Checking no fire resisting doors are wedged or propped open.
- General housekeeping standards are adequate.
- Building generally tidy.
- Rubbish and waste materials are not being allowed to accumulate.
- There is no storage, especially combustible materials, in unsuitable locations (corridors or electric intake rooms).
- Waste containers stored externally in a secure compound.

They will give feedback regarding these areas in a report submitted to the Director every ½ term.

Appointments:

- Fire Safety Co-ordinator: *Director, Mr. Ahmet Dundar*, or in his absence the *Administrator, Mr Emre Gul*
- The Administrator: *Mr Emre Gul*
- The Health and Safety Representative: *Ms. Tina Cheregi*

Responsibilities:

- Checking all areas: The Administrator

- Classrooms: *class teachers*
- In the case of evacuation each floor will be checked (classrooms, student and staff toilets) by the cleaning team. The Administrator keeps an updated scheme of staff covering each floor of the building and communicates immediately any changes to H&S officer.
- Announcing a fire: on discovery of a fire the closest adult sounds the fire alarm
- Phoning fire service: the security guard – in case of fire call 112.
- Registers and visitors book: secretary
- Copies of fire evacuation plans are posted on the hallways, in the main foyer and the school office.
- The fire alarm is tested every 3 months by the Fire Safety Officer and recorded in the Fire Log Book, which is kept at the office.
- A fire drill is completed once a term. A record is kept in the Fire Log Book.
- A fire safety risk assessment is carried out by the Administrator and the Health and Safety officer each term. A report is then presented to the governing body.
- Systems and extinguishers are checked on a regular basis by the Economic High School. They are in charge of keeping the documents.
- The Fire Safety Co-ordinator will be responsible for the upkeep of the Fire Log Book.
- The Fire Safety Policy will be reviewed annually.
- The school keeps the updated fire permits that comply with the local fire regulations, accredited by the Romanian authorities.

Appendix B

EVACUATION PROCEDURES

The overall aim is to save life, therefore evacuation is of paramount importance. Members of staff are not expected to fight fire nor should they go back into the building. Anyone discovering fire or smoke should raise the alarm by breaking the glass at the nearest alarm point. Fire drills are carried out at least once a term and recorded in the Fire Certificate Log Book which is kept by the secretary. Once an alarm has been set off (scheduled drill, real situation, or accidentally), under no circumstances it should be turned off before it ends and the evacuation procedures will apply immediately to all personnel present in the building at that time.

On hearing the alarm:

- Direct children to walk quietly to the nearest emergency exit (marked FIRE EXIT) and then walk quietly in single file to the assembly points on the playground.
- Classrooms located in the Small Hallway (EYFS, Year 1, Multi Purpose Room will use the FIRE EXIT doors which are usually used by the highschool students.
- The other rooms (Technology Lab, Cafeteria, Nap Room, Offices, Medical Room, Staff Room, Primary Students' WC) will use the FIRE EXIT doors located in the central part of the building.(Main Entrance)
- Everyone on site, children and adults, must leave the building.
- Leave all your belongings in the classroom and take the red and green cards.
- Each hallway will be checked (classrooms, student and staff toilets, windows) by an assigned staff member from the maintenance department. Sara - EYFS corridor; Cristina - Primary corridor and Emre - Main Hallway
- Walk towards the assembly point, leading the students as far away as possible from the building.
- Children will line up in register order at the assembly point.

- The security guard will bring the registers and early leave forms and give them to the class/subject teachers at the assembly point.
- Security guard to give teachers a green-red visual signal card if needed.
- The form teachers will check that all children are accounted for, continuously signalling the status to the emergency coordinator using the green-red visual cards.
- Students should stand still and quiet until asked to re-enter the building.
- A member of the SMT will approve when each class and members of staff to go back to the building.
- Class teachers will hand the registers to the the secretary while returning to the building.
- Security guard to take bring the visitors sign in book and check that all visitors are accounted for by showing green-red visual signal card.

NB: As the attendance register only reflects the true number of children in school at the start of the morning it will be updated by the nurse, with late arriving children.

If any child leaves before the usual finish time, they will be escorted by a member of staff from the class to the office. Ther person collecting the child will complete the early leave form, which will be un/authorised by the Director/Deputy Headteacher and held by the secretary.

DURING LUNCHTIME

On hearing the alarm:

- Children line up in class lines in register order.
- Designated children to take the green-red visual signal cards.
- Walk silently with the duty staff (all 4) to the nearest exit and then walk quietly in single file to the assembly point.
- Class teachers to meet their class at the correct assembly point.
- Everyone on site, children and adults, must leave using the closest emergency exit routes.
- Secretary will call the fire brigade and check that the medical room is empty.
- The Security will issue registers.

- Class teachers to confirm that all children are accounted for.
- Visitors to report to Security
- Security to confirm that all visitors are accounted for.

DURING NAPTIME

- Children sleeping in the Nursery will be woken up by the member of staff on duty.
 - The Deputy Headteacher and Administrator will help evacuate the children to the assembly point (carried if necessary), leaving all belongings in the nap room.
- If the fire alarm is false, designated staff members will be advised of the situation as soon as possible and given instructions.

Appendix C

NEAREST ALARM POINTS AND ONE EVACUATION PLAN

Appendix D

EARTHQUAKE POLICY

Romania is located in a relatively active seismic zone.

The steps outlined below are to be followed by all staff in the event that the school must be evacuated upon evidence of an earthquake. Earthquakes happen with no warning; therefore, action must be taken at the first indication of ground shaking. Even in the most severe earthquakes, buildings rarely collapse completely. Injury and even death are most often caused by the shattering and falling of non-structural elements such as window glass, ceiling plaster, lighting fixtures, chimneys, roof tiles, and signs. There will be no time to think of what to do. Each hallway in the school has a map posted by the door that clearly shows the recommended evacuation route. Staff members must know these routes for each space that they occupy in the building.

During Instructional time

DUCK-COVER-HOLD

- Issue **“Duck and Cover”** command
- Immediately face away from windows and take cover under or beside desks, counters or tables.
- In science labs, activate emergency shut-off for all power and extinguish all burners if possible, before taking cover; stay away from hazardous chemicals that may spill.
- In the library, move away from where books and bookshelves may fall, take cover.
- Assume **“Crash”** position on knees, head down, one hand clasped over neck (or neck/head covered with book or jacket) and one hand holding on to furniture. Posture must be such that the most vulnerable areas (the neck and chest) are protected. Teachers must immediately take steps to protect themselves and prevent personal injury during an earthquake. Teachers have an extremely important role to play in assisting students through the post earthquake recovery stage.

- Count aloud for the duration of the earthquake. After the shaking stops start counting again and count aloud to sixty (60).
- If the teacher is injured, two student monitors should have designated authority to give instructions.
- Sixty seconds after the shaking has stopped, students should be instructed to check carefully for injuries and dangerous objects such as broken glass before moving and standing up. Students should be instructed to be silent during this time.
- Apply life saving first aid interventions only. Do not delay the evacuation of uninjured students.
- Survivors and walking wounded should be evacuated first. The seriously injured must be left for the school's designated search and the rescue team.
- Teachers lead the students, where possible, out of building using the evacuation route (Appendix C), taking green-red visual signal card.
- Leave any belongings in the classroom.
- Each floor will be checked (classrooms, student and staff toilets, windows) by The Administrator.
- Once out of the building, classes will be lead to the emergency assembly area.
- Avoid overhead wires that may have broken during the earthquake. Lead students directly away from the building and into an open space.
- If a secondary earthquake or "aftershock" occurs, students/staff should "**Squat and Cover**" (Place head close to knees, clasp hands behind neck, cover side of the head with arms (if cover is available use it or place back against an interior wall.) The "Duck and Cover" procedure is not advised as the ground may be littered with debris from the initial shock. Repeat the above earthquake instructions and continue evacuation procedures.
- The secretaries will print the registers and give it to the class teachers at the assembly point.
- The class teachers will check that all children are accounted for, continuously signalling the status to the emergency coordinator using the green-red visual cards.
- Teachers report any seriously injured person that was left in the school for the rescue team.

- Students should stand still and quiet waiting for further instructions.
- The emergency coordinators (the Administrator - Mr. Emre Gul) wearing distinctive equipment, will lead each class and members of staff back to the building.
- Class teachers will hand the registers to the secretary while returning to the building.

During Non-instructional Time (before and after school, break, and lunch) DUCK-COVER-HOLD

- Children sleeping in the Nap room will be woken up by the member of staff on duty.
 - The Deputy Headteacher and/or Accountant will help to move the children to the corner of the room away from windows, shelves, cupboards and heavy objects that may fall (carried if necessary).
 - If the alarm is false, the designated staff members will be advised of the situation as soon as possible and given instructions.
- Anywhere else in the building, move away from windows, shelves, cupboards and heavy objects that may fall
 - Take cover under a table or desk or in a corner.
 - In halls, stairways and other areas where no cover is available, move to an interior wall, kneel, clasp hands behind neck, and cover side of head with arms.
 - In the library, move away from where books and bookshelves may fall, take cover.
 - In the canteen, move away from the windows, towards the centre of the room and take cover.
 - In science labs, activate emergency shut-off for all power and extinguish all burners if possible, before taking cover; stay away from hazardous chemicals that may spill.
 - Stay inside for 60 seconds after shaking stops. Usually the most dangerous place during a quake is just outside of the building where debris may fall; exit only after the shaking has stopped.
- Staff and students are to proceed to the emergency assembly area as quickly and efficiently as possible using the emergency exit routes, leaving all belongings in the building.
- At the emergency assembly areas teachers are to:
 - take attendance.

- remain with class at all times.
- students and staff will remain on the playground until instructed to do so.

Appendix E

LOCKDOWN PROCEDURES

The following security measures shall apply to protect against any threat caused by the presence of an armed individual on or near the school premises.

Danger on the school grounds (inside or outside the building)

- The principal or someone in authority makes the announcement of a lockdown over the sound system.
- Sound alarm will ring inside and outside the building.
- Those in the hallways are required to immediately head to the closest room and close the door to its fullest amount.
- Teachers in each classroom close their door to the fullest amount.
- Students on the outside of the school building are supposed to head away from the building and meet in the public parking lot.
- All students and teachers are required to lie on the floor if gunshots are heard unless they are directly told otherwise.
- Everybody stays quiet in classrooms and nobody uses radio, TV or mobile phones.
- Teachers keep everyone facing away from the glass and doors where possible.
- Windows are closed, the lights are turned off and the blinds and drapes are closed, and department corridor exits are locked by the designated person: EYFS - Sara, in her absence Carmen; Primary - Cristina, in her absence Soumeira
- Release no one except by the direction of the SMT or the police.
- Do not release students or staff for toilets or corridors.
- The office contacts the Police or local authorities by calling 112.
- Have a consistent message for parents who are calling the school during the lockdown.
- Take attendance in each room. Note those who are absent and notify the office immediately/after the emergency is over.

- In the cafeteria, the doors will be closed as much as possible by the staff on duty, everybody moves away from the windows and access doors and hide in the corner away from the door and windows, which is a less visible area and stay in silence
- In the library, students will move and hide in the corner away from the door and windows, which is a less visible area and stay in silence.
- Only open the doors when an "all clear" is given.
- If necessary, parents will be called, but only after the emergency is over.
- The office will call other schools in immediate vicinity, which may be affected by the circumstances that created the need for the lockdown.

Level 2: Danger in the Neighbourhood

- This situation involves slightly less serious precautions, because the threat is farther away. It involves increased supervision, locking the outside doors and controlling the movement of students inside the building.
- Close the windows

BOMB THREAT INSIDE SCHOOL

- The Director carefully evaluates each threat for authenticity. No threat should be disregarded.
- The principal makes the announcement of an evacuation over the sound system.
- Sound alarm will ring inside and outside the building.
- Everybody evacuates the school immediately and quietly, using the evacuation routes, heading far away from the building and meet in the general assembly point as shown on the evacuation route map.
- The office contacts the Police or local authorities by calling 112.

- Teachers take attendance and everybody waits until “Release code” is given by police/local authorities.
- If necessary, parents will be called, but only after the emergency is over.

Appendix F

SAMPLE LETTER: CONTAGIOUS ILLNESS INFORMATION

Date

To Parents/Guardians:

Your child may have been exposed to impetigo at school.

Please watch your child for the following symptoms. If your child has the symptoms below, please call your child's healthcare provider for guidance.

Symptoms usually appear 4-10 days after exposure.

Common Signs and Symptoms:

- Itchy rash
- Red sores that blister, then ooze
- The sores may grow in size and spread
- When blisters break, they form a flat, honey-coloured crust

Impetigo is contagious and diligent hand washing is advised. If you suspect impetigo, your student needs to be seen by your healthcare provider. If your child is diagnosed with impetigo, he/she should not return to school until under treatment for 24 hours or until lesions are dry.

Please call the school's doctor/nurse if you have any questions or concerns.

, School Nurse

Appendix G

INCIDENT/ ACCIDENT REPORT FORM

DETAILS OF INJURED PERSON

Name of Injured person:

Gender: Age:.....

Family member contacted:.....

Relation:..... Contact No.:.....

DETAILS OF INCIDENT/ACCIDENT

Date of Incident/Accident:..... Time of Incident/Accident:.....

Place of Incident/Accident:.....

Give details of how the incident/accident took place.

.....

.....

.....

.....

.....

.....

.....

Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):

.....

.....

.....

Where any of the following contacted:

Police: Yes No **Ambulance:** Yes No **Parent/Guardian:** Yes No

What happened to the injured person following the incident/accident? (e.g went home, went to hospital etc.)

.....

Signed: _____ Dated: _____

Appendix H

OTHER EMERGENCY CONTACT NUMBERS

Security company: Intersec 0359800425

Police/Ambulance/Fire: 112

Appendix I

MEDICATION CONSENT FORM

International School of Oradea Parent Consent Form

Student Medications

I have read the medication label and my child does not have any health problems that could get worse by taking this medicine. My child is not taking any other medication at home that could interact with this medicine and cause unwanted side effects. I will notify the school in writing if I want this medication to be stopped. Otherwise, I understand that it will be kept in the medical room and will be administered as indicated below for the current school year by a school nurse or a designated member of staff.

Medication must be picked up by the parent or a designated adult at the end of the year. Any medications left at school will be destroyed.

Please, administer the medicine according to the following directions:

PRESCRIPTION MEDICATION

Fill out and return it to school with your child's medicine in its ORIGINAL and SEALED bottle or with the physician's order for sample medication.

May we have the permission to contact the Doctor's office to clarify this medication order?

YES NO

Student: _____ Year / Teacher: _____

Medication: _____ Dosage: _____

Purpose: _____ Time to be given: _____

Dates to be given: _____ Doctor's name: _____

Allergies: _____ Number of tablets sent to school: _____

Current day time phone number: _____

Signature of parent/guardian: _____ Date: _____

Number of tablets arrived at school: _____

Name & Signature of Nurse/Doctor: _____

Date: _____

Special instructions:

If prescribed morning dose is missed at home, I authorize the school to give medication after parent contact in writing.

The morning dose is: _____ Signature of parent/guardian: _____

Date: _____

"I hereby release International School of Oradea, its officers and its employees, from any and all liability resulting from my child carrying their asthma inhaler, epipen or diabetic supplies to and from school."

Signature of parent/guardian: _____

Date: _____

Appendix J

VACCINATION CONSENT FORM

Dear parents,

We would like to inform you that starting with _____ there will be a _____ vaccination campaign.

If you want your child to receive this vaccination please give your consent by ticking the box below.

We mention that we will not administer the vaccine if we do not receive this letter back until _____ .

In case of refusal, please bring a letter from your doctor to certify that your child had this immunization.

Yes, I agree with the vaccination.

No, I do not agree with the vaccination.

Child name ----- Year-----

Parent name-----Parent signature-----

School nurse

If you agree, we would also like to know if your child:

Has an acute febrile illness

Had prior allergic or severe reaction to a vaccine

Is taking any immunosuppressive therapy

Received immunoglobulin or blood transfusion in the last three months

Has an allergy to eggs (anaphylactic reaction to eggs)

Received another vaccination in the last 4 weeks

Has chronic disease and long term treatments.

Appendix L

FIRST AID KIT CONTENT

First aid kits contain the following items:

- 2 absorbent compress dressings (14x25 cm)
- 25 adhesive bandages (assorted sizes)
- 1 adhesive cloth tape (10x2.5 cm)
- 5 antiseptic wipe packets
- 1 breathing barrier (with one-way valve)
- 2 pairs of non latex gloves (large size)
- scissors
- 1 roller bandage (10 cm wide)
- 1 roller bandage (8 cm wide)
- 5 sterile gauze pads (7.5 x 7.5 cm)
- 5 sterile gauze pads (10x10 inches)
- 2 triangular bandages
- first aid instruction booklet