



Macosquin Primary School Health and Safety Information 2023 for Parents of New Pupils

Safeguarding Checklists

All parents on enrolling their child at the school should have accessed all pastoral care policies online, especially the school's policy on 'Pastoral Care', 'Managing Positive Behaviour' and 'Safeguarding and Child Protection' as per statutory regulations.

Pastoral Care Consent Form for Parents/ Carers

Please complete the Pastoral Care Consent Form for Parents/ Carers by Monday 11th September 2023. This must be completed for each child every year.

<https://forms.gle/5A8GyRuGWsoGc2Y89>

Arriving/ Collection

Please adhere to start and leaving times issued. No child should arrive outside their given time slot. Children should enter via their allocated entrance.

Children must be collected by a parent or other named adult. Parents must inform school of any changes regarding who will be collecting the child.

Those children who are staying in our **MPS After School Care Club** must be collected from the junior back gate. Parents must use the buzzer system and wait till a staff member brings the child to the gate.

Leaving School Early

If a parent requires a child to leave school early during school hours they must contact school office. The parent must wait outside the front entrance while the school office signs the child out. No child will be permitted to wait outside.

Food Allergies

Most of you will be aware that some people show a severe and life-threatening allergic reaction to nuts. This reaction can be brought about by contact with even minute quantities of this product (which need not necessarily have to be eaten). Even the presence of chemicals in the air can be sufficient to set off a response. At present, some of our pupils are known to have such an allergy and it is possible that others may also be allergic but are as yet unaware of it. It is therefore essential for us to try to minimise the possibility of those at risk coming into contact with the products that contain nuts.

Please ensure that your child does not bring to school any food which contains, or has been in contact with, even small quantities of tree nuts (especially peanuts), peanut extract or groundnut oil, either as part of a packed lunch or break time snack.

Please impress upon your child that they must not purchase for consumption at school, or on a school related activity such as an educational visit, any foods which **contain nuts**.

Medical Needs

Pupils can only be given medicine in school which has been given on prescription from a doctor. If your child requires prescribed medication during the school day, please complete and return Form AM2 along with the medication. This form must be completed **annually** for pupils who keep medication in school. Teachers are not permitted to give children medication which is not prescribed. A number of children in school occasionally use asthma inhalers. We would ask that **two inhalers** with the child's name on them, be left in school with the class teacher. Form AM3 should also be completed for pupils in P6 and P7 who are allowed to carry their own inhaler. **Forms AM2 and AM3 can be**

printed from the school website under parents' area. Alternatively contact the school office if you require these forms.

Sickness

Children should not attend school if they are unwell. Please see PHA guidance on Infection Control: https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in%20schools_poster.pdf
Parents must contact the school office by phone to report an absence.

Intimate Care

In Junior school, we understand that toileting or playground accidents can occur and as a result the school endeavours to make the pupils as comfortable as quickly possible. Staff will respect the child's privacy and will at all times encourage independence with changing. Staff will wear PPE when supporting pupils with changing. Any concerns should be discussed with your child's class teacher.

Contact Details

Parents must inform school during the year of any changes to their contact details. This will be updated every September. This information is important in the event of an emergency.

Communication/ Informing Parents

For Safeguarding reasons parents are not permitted into the school building during the school day unless by appointment. The school has an open door ethos and school staff are available to help and support in any way we can, working together for the best of every child. Should parents have a concern or wish to discuss an issue, please follow the communication chart listed below and contact the school office. Likewise, parents will be contacted by staff if a concern arises in school. The seesaw app is an invaluable tool for sharing the success of your child's work and school information only. School staff cannot respond to external messages from parents/carers through seesaw, all communication is carried out via the school office. Please refer to our Seesaw Policy which can be viewed under 'Other Policies' on our school website.

Communication Chart

The school secretary – Mrs K. Dunlop/ Mrs G. Acheson
Tel/ Email: 02870344317 info@macosquinps.coleraine.ni.sch.uk



Your child's teacher
Tel/ Email: 02870344317 info@macosquinps.coleraine.ni.sch.uk



Leadership Team: Mrs J. Montgomery (SENCo), Mr P. Grant, Mrs L. Pollock and Mrs C. Allen
Tel/ Email: 02870344317 info@macosquinps.coleraine.ni.sch.uk



Senior Teacher & Pastoral Care Coordinator: Mrs C. Allen
Tel: / Email: 02870344317 info@macosquinps.coleraine.ni.sch.uk



Principal: Mrs L. McElwee
Tel: / Email: 02870344317 info@macosquinps.coleraine.ni.sch.uk

Child Protection

In a situation where someone has a concern about a child's safety, he/she should discuss the matter with Mrs Allen, Designated Teacher for Child Protection or Mr Grant, Deputy Designated Teacher for Child Protection.

First Aid

- (i) Minor injuries are treated in school, by the teacher on duty or 'First Aider':
- (ii) When an injury gives cause for concern the parent, or other named adult, is contacted and asked to come to school. The child may then be taken to hospital if necessary. (Refer to 'Procedure to follow if a child sustains a bump to the head'.)
- (iii) In an extreme emergency where immediate medical attention is critical, the Principal or teacher will obtain such by summoning an ambulance to take the child to the casualty department at Causeway Hospital. Every attempt will be made to contact parents when such emergency medical attention is required. In situations where a parent cannot be contacted, a member of staff will act in loco parentis.

Procedure to follow if a pupil sustains an impact to the head:

**The following symptoms indicate concussion: Headache, Nausea/vomiting, Blurred/double vision
Dizziness and/ or Child seems dazed or unsteady on feet**

If a child had sustained an impact to their head, they will be taken to a First-Aider for assessment.

The child's teacher and parents will be informed straight after the initial assessment and the child will be closely monitored to watch for any signs of further deterioration or a delayed reaction.

During this telephone conversation, parents are given the opportunity to come to school to see their child and decide if they wish to take them to the Accident and Emergency Department of the local hospital or their GP. Otherwise, the child will remain under close observation throughout the rest of the day. If the parents or other contacts are unavailable, the school may arrange for the child to be taken to A&E.

All incidents where a child has sustained an impact their head should be recorded in the First Aid folder (located in the school office) and parents will be informed immediately that their child has bumped their head. Each incident where the child is referred to A&E should be recorded by the First Aider in the Accident Report Book.

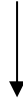
If a child sustains an injury to the head during the school day, it is school policy that they do not participate in Extra-Curricular Activities of a physical nature. In addition, if the child receives medical attention for concussion, they must have medical permission to allow them to resume physical activities.

The leaflet 'Recognise and Remove' produced by the Department of Education and the Department of Culture, Arts and Leisure is available on the Department of Education's website <http://www.deni.gov.uk>



HOW TO INFORM SCHOOL IF YOU HAVE A SAFEGUARDING CONCERN

I have a concern about my/a child's safety



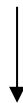
I can talk to the class teacher



If I am still concerned, I can talk to
Mrs Allen
(Designated Teacher for Child Protection).



If I am still concerned, I can talk to Mr Grant
(Deputy Designated Teacher for Child Protection).



If I am still concerned, I can talk/ write to the
Chairman of the Board of Governors.

At any time, I can talk to a social
worker from the Gateway Service
Coleraine at 028-70325462
PSNI Care Unit at 028-70344122 or
0845600800