

The British International School Istanbul Health and Safety Policy

This policy should be read in conjunction with our First Aid, Risk Assessment and PSHE Policies, and our Crisis Action Plans.

Rationale:

- BISI should be a safe and healthy place for all staff, student and visitors.
- BISI models good safety practice throughout the school campus.

Objectives:

- To have regular emergency and evacuation procedures and safety drills.
- To ensure that all staff and students understand and practise their role in an emergency. Every room should have an up-to-date evacuation map and drill.
- To provide each campus with adequate medical provision i.e. nurse, medical records and appropriate resources.
- To monitor each campus with 24 hour security.
- To keep the School grounds, indoor and outdoor resources in a good state of repair.

Details:

- If a child comes into School who is deemed ill by the Nurse, the Nurse will call home and inform parents to come and pick up their child from School.
- If a child visits the Nurse, the Nurse will issue a note for the teacher. This note will be put into the child's Home School Communication Book. The Nurse will write a note in the Log Book. (Pre and Primary School).
- If a child needs medication within the School day, parents should supply the Nurse with a note from the doctor informing her of the dosage. This medicine will be kept in the Nurse's office. The bottle should be labelled with the student's name and class and the dosage to be given.
- If medicine needs to be administered at School, in case of a fever for example, the Nurse should telephone the parents concerned and ask for their permission first.
- If a more serious incident occurs, the Nurse will telephone the parents concerned and an Incident Report Form will be completed and signed by the Deputy/ Director.
- If a serious incident occurs, parents will be called and the student will be taken by the Nurse/parent to the Acibadem Hospital.
- The Nurse carries out head lice checks and temperature checks regularly. Parents will be called after these checks if necessary and asked to pick up the student as soon as possible. A head lice information letter will be sent to each parent in the class concerned. The student concerned will be checked at 9:00hrs the following morning by the Nurse.
- A Medical Update Report form is completed as part of the admissions process.

The BISI Health and Safety officers make regular reports to the school Directors.