

# Health & Safety General Rules

## Illness and Accidents

If you are ill or have an accident at school, tell a member of staff. If necessary your family will be contacted and asked to collect you. You must not make your own arrangements – the school staff will do it for you.

If you need to take medicine during the school day, you must hand it in to your Year Office with a completed consent form from your parents - do not carry it around with you.

## Health and Safety

We all have a responsibility toward those around us and ourselves to ensure that we all remain safe in the school environment.

- If you see anything that could be a danger to other people, report it immediately to a member of staff
- Knives, other sharp items and lighters are not permitted in school
- Never wilfully misuse equipment, or tamper with things provided for safety purposes – such as fire extinguishers
- If you see a fire, set off the nearest fire alarm and exit the building as quickly and safely as possible – do not stop to collect your belongings.  
**If fire alarms or extinguishers are set off maliciously, you will be charged to replenish items or for call out fees**
- Make sure you know where the fire exits are and how to use them