

Ton Yr Ywen Primary School

Sun and Heat Safety Policy and Procedures TYYSS



Rationale - why this Policy has been developed:

During summer months the temperature both indoors and outdoors can become uncomfortable for both pupils and staff.

The susceptibility to high temperatures varies depending on a number of factors including: age (those under 4 are more susceptible), being overweight, and taking certain medications which may increase the risk of adverse effects from heat/sun exposure. Some pupils and staff with disabilities and complex health needs may also be more susceptible to high temperatures.

This policy has therefore been written in response to Cardiff Local Authority guidance on helping to reduce the risks to health brought about by the sun and heat. In order for this policy to be most effective it requires the involvement of pupils, staff and parents in its implementation.

Signs that a person has been exposed to too much sun and or heat:

The main risks associated with exposure to heat and the sun are: heat stress (which can develop into heat stroke), heat exhaustion, sunburn and dehydration.

People suffering with heat stress/ exhaustion will usually show general signs of discomfort including irritability, fatigue, dizziness, headaches, nausea, vomiting and hot red and dry skin.

Signs of heat stroke include a high body temperature, hot red skin and sweating that suddenly stops, a fast heartbeat and fast shallow breathing, confusion, fits and /or loss of consciousness.

In the short-term sunburn can cause skin to blister and peel, but even mild reddening is a sign of skin damage and can cause significant pain and discomfort. Prolonged exposure can have long term effects including skin cancer.

If sensible precautions are taken, school community members are unlikely to be affected by hot conditions, however all staff members should look out for signs of heat/sun related ill-health.

Ton Yr Ywen Primary School

Sun and Heat Safety Policy and Procedures TYYSS

What will we do to reduce the risk of over exposure to sun or heat at Ton Yr Ywen Primary School?

1. Make use of shaded areas:

Staff will actively look to ensure that on sunny days children and staff are encouraged to make full use of all shaded areas. These include naturally occurring shaded areas such as trees, or manmade shaded areas such as the temporary use of gazebos which are erected in line with the manufacturer safety guidelines/instructions.

Where shaded areas are not available children should be brought indoors out of the sun. Senior Leaders will organise a rotation where all classes will be able to have some time outdoors in the shaded areas.

2. Reduce activity:

The majority of school activities occur during the hours when the sun's ultraviolet (UV) emissions are at the greatest (11am-3pm). On hot days, staff will consider the activities required of children, minimising the risk of the children overheating as a result of the activity combined with the heat/sun.

3. Uniform adaptations:

Covering up the skin is one of the best ways to avoid damage from sun exposure. At times when the temperature is hot the school will notify parents via text message of the temporary relaxing of the school uniform. On such days parents will be encouraged to send pupils to school in suitable clothing, such as long-sleeved cotton tops and sunhats. Staff who are required to work outside are also encouraged to wear suitable clothing and footwear.

Note: Even when the uniform policy is relaxed open toe footwear is not permitted, in order to protect toes from injury during activities.

4. Regular access to water:

All year round we provide children with the opportunity to drink water. In warm weather staff will remind children throughout the day to have a drink and to refill their water bottles as required. Parents are advised to teach their children to independently fill up their water bottles at home in order to help assist their child when in school. In extreme temperatures, parents are also advised to consider refrigerating/freezing their child's water bottle overnight in order to help it remain cold.

5. Sunscreen application:

Parents and guardians are advised to apply suitable sunscreen with a high sun protection factor (SPF) and UVA star rating to their child **before** sending them to school.

Cardiff Local Authority do not recommend that school staff apply sunscreen to pupils as the pupil may have unknown allergies or the member of staff may not correctly apply the product, leading to sunburn. This stance also applies to the application of sunscreen by staff to their own children during the school day. If parents wish their child to re-apply sunscreen during the school day, parents are required to teach their child how to properly apply the sunscreen at home before sending it into school for their child to apply at times directed by the class teacher. Staff will then provide supervision whilst the pupils self-apply the cream. Sunscreen will not be provided by Ton Yr Ywen Primary School. Sunscreen provided by parents needs to be sent to school in a bottle labelled with their child's name. **The sunscreen must not contain any nut-based products.**

Ton Yr Ywen Primary School

Sun and Heat Safety Policy and Procedures TYYSS

Where pupils have additional and or medical needs which parents feel will hinder their child's ability to apply the sunscreen, parents should make a formal request to the school office for staff to assist their child on the form provided in **Appendix A**.

Where pupils have a medical need that could put them at greater risk of heat / sun related illness the parents must complete **Appendix B** and return it to your child's class teacher. The class teacher will then contact the parent within 2 working days, in order to arrange a meeting or telephone call to discuss how their child's medical condition can be best supported during the extreme high temperatures.

Summary of advice to parents:

- Apply a long-lasting sunscreen (with a high factor and UVA rating) to your child before school.
- Teach your child to re-apply sunscreen at home.
- Send a bottle of sunscreen to school, labelled with your child's name.
- Complete and return to the school office **Appendix A** if you would like to request support from staff because your child has additional needs that you believe will hinder their ability to appropriately apply sunscreen.
- Complete **Appendix B** if your child has a medical condition that you feel may need additional / specific support during extreme high temperatures.
- Teach your child to clean and re-fill their water bottles each day. Consider refrigerating / freezing the bottles overnight in order to aid keeping the water cool for as long as possible.
- Provide a sunhat and or an adapted uniform when advised to do so by the school.

Note: This policy applies to school times only. Arrangements for supporting children in after school clubs are separate to this policy. School-run after school clubs may need to be cancelled or adapted in cases of extreme heat. 'Tons of Fun' will have their own arrangements for supporting children in their after-school club provision. Please contact them for further information.

Top Tips for parents and staff on how to teach children to apply sunscreen properly:

1. Spots and dots – place spots of sunscreen around the face and up and down arms and legs and encourage the children to remove them by joining the dots and rubbing them in.
2. Put on a song and encourage children to rub in their sunscreen to the beat of the music.
3. Apply sunscreen 20 minutes before sun exposure and reapply every 2 hours or more if sweating.

Ton Yr Ywen Primary School

Sun and Heat Safety Policy and Procedures TYYSS

Specific advice to staff during the school day where temperatures are predicted to be high:

In response to approved Appendix A applications staff are permitted to support a child in applying sunscreen to exposed body parts.

In response to parental requests made via Appendix B please arrange a telephone call / meeting with the parents/guardians no later than 48 working hours after receiving the request. In this meeting staff should agree with parents regarding how best to support the child.

Inside the building

- Open windows early in the day to allow cooler air to circulate.
- Close the windows to only allow a small movement of air when the outside air becomes warmer than the indoor air.
- Close blinds.
- Keep the use of electrical lighting and equipment to a minimum. Turn off equipment not in use and avoid leaving equipment in standby mode as this continues to generate heat.
- Where possible, utilise classrooms and spaces which are less likely to overheat (those not in direct sunlight or have access to air conditioning). Where this is not possible adjust the layout of teaching spaces to avoid direct sunlight on children.
- If temperatures are below 35°C, oscillating mechanical fans can be used to increase air movement. These need to be purchased by the school and checked as part of annual PAT testing. Their positioning needs to be carefully considered in order to ensure the safety of all at all time e.g. no trip hazard, no potential threat to catching clothing or body parts such as fingers in the fan. Where temperatures are above 35°C, fans may not prevent heat related illness and may worsen dehydration.
- Encourage children to eat normally and drink plenty of cool water.
- Consider teaching in external shaded areas if applicable.
- Relaxing the school uniform policy.

Outside the building

- Recreational breaks should be rearranged to avoid very hot periods of the day.
- Pupils should not be permitted to take part in vigorous physical activity on very hot days e.g. when temperatures exceed 30°C.
- Pupils and staff must have access to shaded areas and where temperatures are over 30°C. staff must encourage pupils to make use of these.
- Staff must ensure that children and staff have access to cool water and all should be encouraged to take frequent drink breaks.
- The Headteacher may direct that the school uniform policy is relaxed temporarily.

Note: Where staff have a medical condition and/or disability that may be affected by the sun and/ or high temperatures they should complete the Local Authority Adjustment Passport and request a meeting with the Headteacher to discuss their condition and suitable adjustments that can be agreed.

Ton Yr Ywen Primary School

Sun and Heat Safety Policy and Procedures TYYSS

What to do if a pupil or adult displays signs of heat related illness?

The following steps should be taken immediately:

1. Move the child/adult to as cool a room as possible and encourage them to drink cool water (from a water cooler or appropriate cold tap).
2. Cool the child/adult as quickly as possible using whatever methods you can. Methods include using a **cool** wet sponge or **cool** spray (25°C- 30°C), placing cold packs around the neck and the armpits or wrapping the child/ adult in a **cool** wet sheet. Assist cooling with a fan.
3. Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes.

If a child/adult loses consciousness, or has a fit, place the child/adult in the recovery position, call 999 immediately and follow the steps above until medical assistance arrives.

What do we do during a heatwave?

The Local Authority will forward guidance to schools relating to any expected or confirmed heatwaves. Schools will receive advice on managing the health, safety and welfare of pupils and staff during extreme hot weather.

Will schools close to staff and pupils during a heatwave?

School closure would be considered a last resort.

If closure is considered, this will be done in conjunction with the Assistant Director for Education. Please note if some areas of the school can still be safely occupied, a full school closure would not be implemented.

Review:

This policy will be reviewed as and when Cardiff Local Authority guidance changes.

Created by: Mrs Annette James-Griffiths (Headteacher)

Updated and approved by the Governing Body: May 14th 2024.

Ton Yr Ywen Primary School

Sun and Heat Safety Policy and Procedures TYYSS

Appendix A:

Sunscreen Application

I recognise that Cardiff Local Authority do not advise that school staff apply sunscreen to pupils.

However, my child:

Name:

Date of Birth:

In class:

Has recognised additional / medical needs which mean that I/we believe this will affect their ability to effectively apply sunscreen.

I am therefore requesting for Ton Yr Ywen Primary School to consider agreeing to staff member/s supporting / supervising my child in their application of sunscreen to my child's face, neck and arms.

If agreed I recognise that the staff member/s cannot be held liable for the application.

Parents name:

Parents signature:

Date:

Headteacher / Deputy Headteacher decision:

I agree / do not agree to this request based on the information provided.

Signed: _____ Role:

- A copy to be held in school and returned to parents.

Ton Yr Ywen Primary School

Sun and Heat Safety Policy and Procedures TYYSS

Appendix B:

Medical Condition:

My child:

name: _____ Date of birth: / /

has the following medical condition/s which could put them at greater risk of heat/sun related illness:

I therefore request a:

- meeting
- telephone call

(delete as applicable)

with the class teacher, in order to discuss how best the school can help manage this risk during the school day.

Outcome of meeting/telephone call:

Agreed way forward (to be kept on record in school):

Class teacher name:

Date agreement made:

- A copy to be held in school and returned to parents.