

Sun Safety and High Temperature Policy



Scientia Academy
October 2021

LGB – to review October 2021

**Review date Annually or as
required**

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Statement of Intent

The aim of this sun safety policy is to protect children and staff from skin damage caused by the effects of ultraviolet radiation from the sun. The success of *this* health promotion programme will be more successful when an integrated whole school approach is adopted.

The main elements of this policy are:

- Ensuring that we meet our health and safety obligations staff and pupils, including during outdoor activities
- Protection: providing an environment that enables pupils and staff to stay safe in the sun
- Education: learning about sun safety to increase knowledge and influence behavior
- Partnership: working with parents/carers, governors, our school nurse and the wider community to reinforce awareness about sun safety and promote a healthy school

During summer months, there comes the possibility to heatwaves. In these cases, it is exceptionally important to stay in cool conditions inside, and in the shade outside. As a school, we know that health and safety is of the utmost importance, and it is vital that we address this issue.

Overexposure to the sun's ultraviolet (UV) radiation presents a severe risk to the health and wellbeing of our staff and pupils, with the potential to cause sunburn, blistering and sickness.

This policy outlined the framework in which our school will identify, manage and minimise the risks of UV rays to our staff and pupils. The procedures outlined in this policy will be adhered to by all staff members, pupils, parents and visitors whilst on the school premises or attending a school event.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of Governors

Date: _____

Review Date: _____

1. Legal Framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

- Education (School Premises) Regulations 1999
- 1.2. This policy operates in conjunction with the following school policies:
- First Aid Policy
 - Child Protection and Safeguarding Policy
 - Allegations of Abuse Against Staff Policy
 - Pupils with Medical Conditions and Administration of Medication Policy

2. Roles and Responsibilities

2.1. The Headteacher is responsible for:

- Obtaining consent forms from parents to ensure staff have permission to apply sunscreen to pupils.
- Reviewing this policy annually.
- Ensuring staff have received appropriate training and guidance on the stipulations in this policy, and ensuring staff act in accordance with this policy.
- Determining if pupils should be sent home due to hot temperatures.
- Ensuring classroom temperatures are maintained at an appropriate level.
- Ensuring that staff model good practice in terms of sun safety.
- Ensuring that staff understand the precautions for pupils in terms of sun safety, e.g. wearing sun-safe hats.

2.2. Staff members are responsible for:

- Adhering to this policy.
- Modelling good practice in terms of sun safety.
- Ensuring that pupils have the appropriate sun-safe clothing and sunscreen on.
- Encouraging pupils to stay appropriate hydrated.
- Applying sunscreen to pupils.

2.3. Parents are responsible for:

- Sending their children to school with the necessary sun safety precautions, e.g. sunscreen, hats and water bottles.
- Completing the Parental Consent to Apply Sunscreen (appendix 2) form.
- Encouraging their children to practice sun-safe precautions.
- Being good role models in terms of sun safety.

2.4. Pupils are responsible for:

- Wearing the appropriate sun safety clothing, e.g. hats and sunglasses.
- Applying, or asking for assistance with applying, sunscreen.
- Staying appropriately hydrated.
- Spending time in shaded areas to avoid sunburns and other associated risks.

3. Minimising Risks

3.1. In accordance with our Child Protection and Safeguarding Policy, the school is committed to ensuring the welfare and wellbeing of pupils. To minimise risk of heatstroke, sunstroke and sun damage, we:

- Encourage staff and pupils to keep as much of their skin as possible covered up during the Summer months.
- Encourage staff and pupils to use sunscreen of at least sun protection factor (SPF) 15 on any part of the body that they cannot cover up.
- Use sunscreen in accordance with the product's instructions.
- Encourage staff and pupils to take their breaks in the shade, if possible, rather than staying out in the sun.
- Reschedule work/outdoor lessons to minimise UV exposure.
- Situate water points and rest areas in the shade.
- Encourage staff and pupils to drink plenty of water to avoid dehydration.
- Encourage staff and pupils to check their skin regularly for any unusual moles or spots and refer themselves to a qualified medical practitioner where necessary.
- Encourage the removal of PPE during rest periods, to help facilitate heat loss.
- Ensure all staff members, pupils and visitors are aware of, and adhere to, this policy.

3.2. Where pupils have suffered from a sun-related illness, e.g. sunstroke, a first aider will provide appropriate support in accordance with the school's First Aid Policy.

3.3. In rare cases, extreme heat can cause heatstroke. Symptoms to look out for are:

Cramp in arms, legs or stomach, feeling of mild confusion or weakness.

- If anyone has these symptoms, they should rest for several hours, keep cool and drink water or fruit juice;

- if symptoms get worse or don't go away medical advice should be sought. NHS Direct is available by dialling 111;
 - If you suspect a member of staff or pupil has become seriously ill, call an ambulance.
 - While waiting for the ambulance:
 - If possible, move the person somewhere cooler;
 - Increase ventilation by opening windows or using a fan;
 - cool them down as quickly as possible by loosening their clothes, sprinkling them with cold water or wrapping them in a damp sheet.
 - If they are conscious, give them water or fruit juice to drink;
 - Do not give them aspirin or paracetamol.
- 3.4. Work towards increasing the provision of adequate shade for everybody.

4. Clothing

- 4.1. During the Summer months, with temperatures above 25 degrees Celsius (°C), everyone working at or attending the school will be encouraged to protect their face, neck and ears using a hat.
- 4.2. Sun-safe hats include:
- Bucket hats with a deep crown and brim size of at least 5cm for pupils and 6cm for adults.
 - Broad-brimmed hats with a brim of at least 6cm for pupils and 7.5cm for adults.
 - Legionnaire-style hats.
- 4.3. Baseball caps or visors are not sun-safe hats.
- 4.4. Pupils without sun-safe hats will only play in an area protected from the sun, unless a sun-safe hat has been provided.
- 4.5. Everyone working at or attending the school during daylight hours will be required to wear sun-safe clothing that covers as much of their skin as possible. This includes wearing:
- Loose fitting shirts and dresses with sleeves and collars or covered necklines.
 - Longer style skirts, shorts or trousers.
 - Tops that cover the shoulder area.
- 4.6. During hot weather, lightweight clothing will be required to reduce the risk of overheating.
- 4.7. Pupils will be advised not to wear their jumpers or blazers during hot weather.

- 4.8. Pupils not wearing sun-safe clothing will be required to play in an area protected from the sun, if spare clothing cannot be provided.
- 4.9. Staff will encourage pupils to wear UV protected sunglasses.

5. Sunscreen

- 5.1. Everyone working at or attending the school will be required to apply at least SPF 15 broad-spectrum water-resistant sunscreen 20 minutes before going outside and reapply every four hours.
- 5.2. Pupils will be asked to provide their own sunscreen in a bottle labelled with their name.
- 5.3. A reserve supply of sunscreen will be stored in the medical room along with classrooms for pupils who forget theirs.
- 5.4. Sunscreen will be stored in a cool, dry place and the expiry date will be monitored.
- 5.5. Sunscreen will be self-administered, under supervision, where possible.
- 5.6. Teachers and other staff members will not be encouraged, and will not be required, to apply sunscreen to pupils, due to the potential for allegations of abuse.
- 5.7. Any allegations will be handled in line with the school's Allegations of Abuse Against Staff Policy.
- 5.8. Where a teacher or other staff member agrees to apply sunscreen to pupils, such as to our youngest pupils or a pupil with SEND, another member of staff will witness the application and parental consent will be obtained beforehand.
- 5.9. Teachers and other staff members will only apply sunscreen to pupils' faces, necks and arms.
- 5.10. Letters will be sent home during the Spring term asking for parental permission for school staff to apply, and supervise the application of, sunscreen to pupils.

6. PE and Outdoor Activities

- 6.1. On days above 25°C, PE lessons will only involve activities that are not overly strenuous.
- 6.2. Appropriate clothes, hats and sunscreen will be worn during PE in hot weather, and participants will remain suitably hydrated.
- 6.3. All outdoor activities will be planned to take place in shaded areas. Activities will be set up in the shade and moved throughout the day to stay in the shade.

- 6.4. On days above 28°C, PE lessons will be held indoors to prevent any kind of illness resulting from strenuous activities in hot conditions.
- 6.5. Pupils with asthma, breathing difficulties or other relevant health conditions should avoid physical activities.

7. Play Times

- 7.1. On days above 25°C, play times will occur in shaded areas. Activities will be set up in the shade and moved throughout the day to stay in the shade.
- 7.2. Appropriate clothes, hats and sunscreen will be worn, and individuals will be reminded to stay suitably hydrated.
- 7.3. On days above 28°C, play times will be held indoors to prevent any kind of illness resulting from strenuous activities in hot conditions.

8. School Trips

- 8.1. School trips will have a specified maximum temperature, and this will be based on the age of the children, how much walking is involved, the destination and the time of day.
- 8.2. Sports days will be postponed if the temperature exceeds 28°C.

9. Hot Weather Procedures

- 9.1. The Education (School Premises) Regulations 1999, stipulate the temperatures that classrooms should be kept at, which are detailed below:

Area	Temperature
Where there is a below normal level of physical activity due to ill health or physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

- 9.2. The School Office will text, phone or email parents reminding them to send their children to school with a hat, sunscreen and a sufficient amount of water.
- 9.3. Teachers should make a judgement as to the temperature of classrooms and make internal arrangements to teach in cooler areas where possible.

- 9.4. Teachers should encourage pupils to drink water and ensure there are regular breaks for them to do so.
- 9.5. Where possible, all doors and windows should be opened to provide a through breeze and class room blinds should be drawn.

10. Pupils With Albinism

- 10.1. The school recognises that the lack of melanin in a pupil with albinism's skin increases their risk of sunburn and skin cancer.
- 10.2. To enhance their protection from the sun, we will ensure that pupils with albinism:
 - Wear sunscreen with an SPF of at least 30, and preferably one that provides maximum protection from both UV-A and UV-B radiation.
 - Have a thick layer of screen applied at least 15 minutes before going outside.
 - Where possible, avoid going out between 11am and 3pm, when the sun is at its hottest and UV radiation is at its strongest. Pupils with albinism may wait in a shaded area or in the classroom with a teacher during these times.
 - Wear sunglasses with a UV filter.
 - Cover up with a hat and loose-fitting clothing.
- 10.3. We will ensure that specific medical advice in relation to pupils with albinism is adhered to.
- 10.4. Sunscreen will be provided by the pupil's parents; however, the school office will keep a reserve supply.
- 10.5. The school's Pupils with Medical Conditions Policy and Administration of Medication will be adhered to at all times.

11. Curriculum

- 11.1. Pupils will be taught about the dangers of the sun and information about sun protection will be incorporated into the curriculum for all ages.
- 11.2. Educate children throughout the curriculum about the causes of skin cancer and how to protect their skin.
- 11.3. The dangers of sunbeds will also be incorporated into PSHE lessons.
- 11.4. Sun protection will be actively promoted to pupils at key points of the year, such as before and during the Summer term, through assemblies, workshops and lessons.

11.5. Information regarding sun protection will be sent to parents in the Spring and Summer terms.

12. Role Modelling

12.1. All members of staff will act as role models and demonstrate sun-safe behaviour.

12.2. Staff will:

- Wear a sun-safe hat, clothing and sunscreen.
- Spend as much time as possible in the shade whilst outside.
- Wear sunglasses that comply with the BS EN ISO 12312-1:2013+A1:2015 standards.
- Encourage families and visitors to role model sun-safe behaviour when they are visiting the school.

13. Monitoring and Review

13.1. The Headteacher is responsible for reviewing this policy annually.

13.2. The effectiveness of this policy will be monitored and evaluated through a variety of mediums, including:

- The completion of a sun safety questionnaire by pupils, measuring changes in pupils' knowledge, attitudes and behaviour.
- Gathering feedback from staff, parents and pupils.
- Monitoring incidences of sunburn to see if these are decreasing.
- Assess shade provision

13.3. The next scheduled review date for this policy is October 2022.

13.4. Any changes to this policy will be communicated to all members of staff, parents and pupils.

Appendix 1 - Sun Protection Policy Checklist for Primary Schools

EDUCATION

It is important to raise awareness of why we need sun protection if you want to encourage pupils to change the way they behave in the sun.

Sun Protection Strategy	In place	Planned soon	Not planned	Comments
Sun protection and the dangers of sunbed use are incorporated into the curriculum for all ages.	✓			
All teachers and staff are made aware of this policy and the importance of sun protection within the school environment.	✓			
Sun protection is actively promoted to pupils in other ways at significant points of the school year including before and during summer and prior to summer holidays (e.g. assemblies, workshops, talks).		✓		
Parents are informed of the importance of sun protection through information sent home in a letter informing them of the sun protection policy (see the parent letter template in these guidelines).	✓			

PROTECTION

Consider sun protection when planning all outdoor activities from April to September (the sun is at its strongest at this time of year).

Sun Protection Strategy	In place	Planned soon	Not planned	Comments
SHADE				
Fundraising for trees and shade structures.			✓	
Seats and equipment are moved to shady areas.	✓			
Organised activities make use of the shade available.	✓			

TIMETABLING				
Outdoor activities and events are planned outside of 11am ---3pm where possible and appropriate (if this is sometimes unavoidable, ensure hats,	✓			

clothing and sunscreen are worn to minimise risk of sunburn).				
In the summer term, morning break is extended and lunch breaks shortened to minimise time in the midday sun.	✓			
CLOTHING				
Pupils are encouraged to wear wide---brimmed (or legionnaire style) hats when outside.	✓			
Pupils are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged).	✓			
School uniform tops and hats offer suitable sun protection.		✓		
Pupils are allowed to wear UV protective sunglasses.		✓		
Teachers and assistants also wear suitable hats and clothing to reinforce role modelling.	✓			
SUNSCREEN				
Sunscreen should be used for covering exposed areas of skin when shade may be unavailable and protective clothing is not practical e.g. during outdoor swimming, PE lessons and school excursions. Choose a sunscreen with an SPF of at least 30 which is also labelled broad spectrum to protect from UVA and UVB rays and ensure that sunscreen is applied regularly and generously.				
Letters are sent home asking for parental permission for teachers to supervise application of sunscreen.		✓		
At least SPF 30 sunscreen is used in school and is applied generously and regularly. For the average person, this means two teaspoonfuls for the head, arms and neck or two tablespoonfuls if in a swimming costume.		✓		
Sunscreen is reapplied regularly, by pupils, as it can be easily washed, rubbed or sweated off.		✓		
Each pupil has their own labelled bottle of sunscreen.		✓		
There is a school stock of sunscreen for pupils who forget their own.		✓		
The school provides sunscreen free of charge for all pupils.		✓		

Appendix 2 - Parental Consent to Apply Sunscreen

As the parent of _____ (name of pupil), I recognise that too much UV exposure may increase my child's risk of sunburn and other associated problems.

I, therefore, give permission to the staff at Scientia Academy to apply a sunscreen product with a sun protection factor of 15 or higher to my child, as specified below, when my child will be playing outside in hot conditions.

I further understand that sunscreen will only be applied to the face, tops of ears, nose, bare shoulders, arms and legs.

Please complete the form below to ensure the school has all applicable information regarding the use of sunscreen for your child:

I give staff permission to apply sunscreen to my child.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
My child burns easily.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you answered yes to the above, please provide more information, e.g. if your child has albinism:		
My child has the following allergies:		
Staff may apply sunscreen to my child but, for medical reasons, only the following brands can be used:		
Staff may apply sunscreen to my child but only to the following areas of my child's body:		

Parent Name: _____ Date: _____

Parent Signature: _____

Please return this form to the school office by the beginning of the Spring Term 2022.