



# St Mary's Catholic Primary School



**Sun Safety Policy**  
**June 2017**

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## **Contents:**

### Statement of intent

1. Legal framework
2. Risk assessment
3. Minimising risks
4. Pupils with albinism
5. Roles and responsibilities
6. Administration and safeguarding
7. Training and the curriculum
8. Monitoring and review

### Parental consent to apply sunscreen

## Statement of intent

At St Mary's we are committed to ensuring that we meet our health and safety obligations to staff and pupils, including during outdoor activities.

Overexposure to the sun's ultraviolet (UV) radiation represents one of the most severe risks to the health and wellbeing of our staff and pupils when they are working and learning in an outdoor environment, with the potential to cause: sunburn, blistering, skin ageing and, in the long term, skin cancer.

This policy outlines the framework in which our St Mary's will identify, manage and minimise the risks of UV radiation to our staff and pupils. It should be viewed in conjunction with the following other St Mary's policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy( being updated 2016)
- Special Educational Needs (SEN) Policy

Signed by

\_\_\_\_\_ Principal Date: \_\_\_\_\_  
\_\_\_\_\_ Chair of Academy Date: \_\_\_\_\_  
\_\_\_\_\_ Committee

## 1. Legal framework

1.1. This policy has due regard to the following legislation and regulations:

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

1.2. This policy also takes into account the following statutory and non-statutory guidance:

- Keeping Children Safe in Education 2015

## 2. Risk assessment

2.1. Staff and pupils most at risk from UV radiation include those with:

- Fair or freckled skin that does not tan, or goes red or burns before it tans.
- Red or fair hair and light coloured eyes.
- A large number of moles.

2.2. Despite the fact that the above pupils are at increased risk, all pupils and staff should be vigilant about sun safety.

2.3. Sun safety and protection will form a core part of our St Mary's risk assessment for outdoor working and learning.

## 3. Minimising risks

3.1. To minimise these risks, our St Mary's will:

- Encourage staff and pupils to keep covered up during the summer months – especially at break and lunch times when the sun is at its hottest. They can protect themselves by wearing a long-sleeved shirt, and a hat with a brim or flap that protects the ears and neck.
- 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 personal protective equipment (PPE) when resting, to help facilitate heat loss.

3.2. **Sunscreen will be provided and replenished by the parents.**

## 4. Pupils with albinism

- 4.1. St Mary's recognises that the lack of melanin in a pupil with albinism's skin increases their risk of sunburn and skin cancer.
- 4.2. In order to enhance their protection from the sun, St Mary's will ensure that pupils with albinism:
- Wear sunscreen with an SPF of at least 30, and preferably one which provides maximum protection from both UV-A and UV-B radiation.
  - Have a thick layer of sunscreen 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.
- 4.3. We will also ensure that specific medical advice in relation to individual pupils with albinism is adhered to at all times.
- 4.4. Sunscreen will be provided and replenished by the parents, as per the individual pupil's specific requirements.

## 5. Roles and responsibilities

- 5.1. When engaged in outdoor activities, all staff and pupils should:
- Wear appropriate clothing, including a t-shirt or shirt, at all times.
  - Wear a hat with a brim or a flap that covers the ears and the back of the neck.
  - Stay in the shade, whenever possible, especially during breaks and lunchtime.
  - Use a high factor sunscreen of at least SPF 15 on any exposed skin.
  - Drink plenty of water to avoid dehydration.
  - Check their skin regularly for any unusual moles or spots. Immediately see the school nurse/doctor if they find anything that is changing in shape, size or colour, or is itching or bleeding.

## 6. Administration and safeguarding

- 6.1. **Sunscreen should be self-administered, with supervision, wherever possible.**
- 6.2. **Teachers and other staff members are not permitted to apply sunscreen** due to the potential for allegations of abuse.

6.3. Where a teacher or other staff member agrees to apply sunscreen to pupils, such as to a pupil with SEN, an adult witness should be present and parental consent must be obtained beforehand.

## **7. Training and the curriculum**

7.1. Sun protection advice will be included as part of new staff members' HR induction and in routine health and safety training.

7.2. Sun safety will also form part of the personal, social and health education curriculum.

## **8. Monitoring and review**

8.1. This policy will be reviewed on an annual basis in line with our St Mary's policy review timetable.

## Parental consent to supply sunscreen

As the parent/carer of ....., I recognise that too much exposure to ultraviolet radiation may increase my child's risk of sunburn, blistering, skin ageing, and of acquiring skin cancer.

**I therefore give permission for my child to apply a sunscreen product with a sun protection factor of 15 or higher, as specified below, when he/she will be playing outside, especially during the spring and summer months.**

Please tick below all applicable information regarding the use of sunscreen for your child.

<b>I understand that I am to supply and replenish sunscreen sent to school for my child.</b>	<input type="checkbox"/>
<b>The sunscreen that I supply will be clearly labelled with my child's name and class and will be stored in my child's bag for their own use.</b>	<input type="checkbox"/>
My child has albinism/burns easily.	<input type="checkbox"/>
I do not know of any allergies my child has to sunscreen.	<input type="checkbox"/>
I will provide the following brand of sunscreen for my child to apply.	

Parent/guardian name: \_\_\_\_\_

Date:     /     /2017

Parent/guardian signature: \_\_\_\_\_

Thank you for you continued support

Yours Sincerely

Mrs Turner

First Aid Leader