

WESTFIELD PRIMARY SCHOOL

Sun Safety Policy

October 2024

Review July 2026



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Westfield Primary School believes in sun safety to ensure that children and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight. We want children and staff to enjoy the sun safely and we aim to work with staff, pupils and parents to achieve this through education and offering protection and timetabling adjustments.

Education & communication

- We will talk about how to be safe in the sun in an assembly during the summer term.
- We will regularly remind children, staff and parents about sun safety through newsletters, emails, posters, parents' meetings, and activities for pupils.
- Staff will regularly reinforce the sun safe message through discussions.
- Staff and parents are encouraged to act as good role models by practicing sun safety at home.
- Parents will be notified by email, text and/or Marvellous Me messages of special measures taking place during extreme heat.

Protection

- On sunny days supervising staff will remind children that they need to seek shade during breaks, lunchtime, sports and school trips.
- We will hold outdoor activities in areas of shade whenever possible and encourage children to use these shady areas during breaks and games lessons;
- Where appropriate, we will aim to schedule outside activities outside of the hottest and sunniest parts of the day.
- In extreme heat break time will be taken inside classrooms, with a shortened outdoor break if conditions permit.

During periods of high temperature, the following steps should be taken (hot weather plan)

- Pupils to wear loose, light-coloured clothing to help keep cool and wear appropriate named caps and hats (e.g. with extra neck coverage/ wide brims) when outside, including on school trips.
- Pupils encouraged to apply a high factor sun cream, regardless of ethnicity; hair or skin colour which needs to be applied before school by parents or carers and so should be long-lasting.
- If appropriate pupils may bring in named sun cream and teachers to allow the reapplication of sun cream, particularly around midday, by the child.
- If appropriate, fans or air con to be on in 8 classrooms that have them.
- Teachers should make a judgment as to the temperature of classrooms in other rooms and make internal arrangements to teach in cooler areas where possible, e.g. Pod with air con, Computing suite, larger areas such as the hall/ dining hall, cooler shaded area in Wild Garden.
- Children are encouraged to bring in their own named water bottle in each day. Teachers should encourage pupils to drink water and ensure there are regular breaks for them to do so as well as being able to refill their bottles if needed.

- Children are encouraged to increase their water intake in hot weather and are encouraged to drink water during outdoor play times.
- Where possible, all doors and windows should be opened as early as possible in the morning before children arrive to provide a through breeze & classroom blinds should be drawn, being careful not to block window ventilation.
- Keep the use of electric lighting to a minimum.
- Switch off all electrical equipment, including computers, monitors and printers when not in use - equipment should not be left in 'standby mode' as this generates heat. Almost close windows when the outdoor air becomes warmer than the air indoors - this should help keep the heat out while allowing adequate ventilation.
- If possible, use those classrooms or other spaces which are less likely to overheat, and adjust the layout of teaching spaces to avoid direct sunlight on children.
- Physical education lessons should be carefully planned to avoid undue or lengthy sun exposure, unnecessary exertion and dehydration. In extreme weather, outdoor PE lessons should not last for more than 20-30 minutes when children should be brought indoors, given time to rest and drink water.
- Children should not take part in vigorous physical activity on very hot days, such as when temperatures are in excess of 30°C.
- Sports' Day will be determined by preceding days' climate. Again children spectating should not do so for more than 20 minutes at a time if unable to access sufficient shade.
- Pupils with asthma, breathing difficulties or other relevant health conditions should avoid excessive physical exertion. Staff must be aware of children whose parents have informed the school that their children have a medical condition which means that they have a low tolerance to hot/humid conditions.
- Office staff to keep medicines below 25° or in the refrigerator where storage instructions indicate this is a necessity.
- If necessary, consider rearranging school start, finish, and play times to avoid teaching during very hot conditions.

Medical issues and First Aid assistance

- Children suffering from heat stress may seem out of character or show signs of discomfort and irritability. These signs will worsen with physical activity and if left untreated can lead to heat exhaustion or heatstroke.
- Symptoms of heat exhaustion vary but include one or more of the following:
 - tiredness
 - dizziness
 - headache
 - nausea
 - vomiting
 - hot, red and dry skin
 - confusion

- In rare cases, extreme heat or sun can cause heatstroke. Heatstroke symptoms to look out for include:
 - cramp in arms, legs or stomach;
 - feeling of mild confusion, lack of co-ordination or weakness,
 - high body temperature - a temperature of or above 40°C (104°F) is a major sign of heatstroke,
 - red, hot skin and sweating that then suddenly stops,
 - fast heartbeat,
 - fast shallow breathing
 - fits
 - loss of consciousness
- If anyone has these symptoms, they should rest for several hours, keep cool and drink water or fruit juice. If symptoms get worse or do not go away medical advice should be sought. NHS Direct is available on 111.
- If you suspect a member of staff or pupil has become seriously ill, call an ambulance. Inform the school office and a senior member of staff immediately and enlist the help of a member of staff who is a qualified first aider.

Review

- In the event of extreme heat, hot weather risk assessments for children, staff, activities, events, school visits and use of the school premises will assist decision making regarding any further adjustments required to this policy.
- This policy will be reviewed bi-annually.