



**CHELSEA**  
HALL SCHOOL

## **HEALTH, FIRST AID, AND MEDICINES POLICY**

**Responsible Person:** Headteacher (Jessica Duemler)

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**Review Cycle:** Annual

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## INTRODUCTION

Chelsea Hall School is owned and operated by Cavendish Education; the Proprietary Body, also known as the Governing Body. Any reference to Governors means any Director of Cavendish Education.

This Policy document is one of a series of CHS Policies that, taken together, are designed to form a comprehensive formal Statement of CHS's aspiration to provide an outstanding education for each and every one of its pupils, and of the mechanisms and procedures in place to achieve this. Accordingly, this Policy needs to be ready alongside all of these Policies in order to get the full picture, and should be read in conjunction with other Chelsea Hall School's policies and procedures.

All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that Chelsea Hall School is undertaking to ensure the implementation of its core values, our '4 Cs':

**Character**  
**Creativity**  
**Confidence**  
**Competence**

While this current policy document may be referred to elsewhere in Chelsea Hall School documentation, including particulars of employment, it is non-contractual.

In all CHS Policies, unless the specified context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility](#) considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

CHS employs the services of the following consulting companies to ensure compliance is met and best practice is implemented:

**Peninsula HR Online**  
**Peninsula Business Safe (Health and Safety)**  
**Atlantic Data (DBS)**  
**Educare (online CPD)**

Chelsea Hall School fully recognises the responsibility it has under sections 157/175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children and young people, and expect all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Chelsea Hall School. This responsibility is more fully explained in the statutory guidance for schools and colleges Keeping Children Safe in Education September 2023. [Keeping children safe in education 2023 - GOV.UK](#)

All staff are made aware of their duties and responsibilities under part one of this document.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Chelsea Hall School.

Chelsea Hall School's policy documents are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

## **THE PURPOSE OF THIS POLICY**

- To enable students to play a full and active role in school life, remain healthy and achieve their academic potential by ensuring there is adequate first aid provision and training for all staff, so that they are knowledgeable and confident in identifying and responding to all accidents and health and medical issues.
- To describe the procedures and practices in respect of creating an Individual Healthcare Plan for students with medical needs, administering medicines, and the responsibilities of relevant staff.

### **FOR STUDENTS:**

- To know whom to contact in case of accident or illness (i.e. any staff member who will get support from a first aider when appropriate).

### **FOR STAFF:**

- To be familiar with the arrangements for administering first aid.
- To follow procedure to administer the appropriate first aid and/or medicines as required
- To know how and where to record any illness and/or injuries
- To know how and when to inform parents/carers of any administration of first aid
- To know the location of first aid kits and contents of equipment

### **FOR PARENTS:**

- To know how they will be informed
- To know what records will be completed

## **PRACTICES AND PROCEDURES**

On admission to the school all parents are required to complete:

- an Allergies and Permissions Form;
- a Potential Student Questionnaire;
- a Medical Condition Confirmation Letter;
- a Therapy Team Questionnaire;
- a Healthcare Plan for Student with Medical Needs; and
- an Agreement for CHS to administer medicines.

These forms are kept in the student's individual files and provide staff and the H&S co-ordinator with information regarding the child's past medical history including the nature and effect of any disability and allergies. The information is required to keep students safe whilst in school and is communicated to the relevant staff.

Relevant medical information is kept in the First Aid Room, School Office, Kitchen, Google Suite and on the student's individual file, and must be referred to before administering any first aid. In the case of life-threatening conditions this information is displayed with a photograph in the First Aid Room, School Office, and Kitchen.

Allergies of all children are updated annually or as known and available on SchoolBase, which is accessible to all staff.

Staff are encouraged to provide similar information regarding their own past medical history. This is treated in the strictest confidence and would only be disclosed to medical staff in the event of an emergency. They are kept on the individual staff members files in a protected Google Drive.

## **SAFE SYSTEM OF WORK**

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid staff and equipment is available with the school;

- First Aiders should inform the Health and Safety Co-ordinator that their training certification period is nearing (6 months minimum) expiry.
- The Health and Safety Co-ordinator must ensure that staff are familiar with the identity and location of their nearest First Aider and first aid box.
- The name(s) and location(s) of First Aiders and equipment must be displayed adequately throughout the school.
- Ensure that the Lead First Aider maintains first aid boxes ensuring that the contents have not expired.
- Maintain easy access to a First Aider and first aid box.
- Ensure that all staff are familiar with requirements of this Policy through instruction and training.

## **TRAINING**

First Aiders are qualified personnel who have received training and passed an examination in accordance with H&S Executive requirements. The first aid training, received by employees, must also be approved by the local authority and consistent with the guidelines set out in 'Practice Guidance for the Early Years Foundation Stage.' This training is also relevant to a school setting. First aiders renew their qualifications every 3 years, as recommended, to ensure their skills are maintained. The first aiders, under the supervision of the Head teacher/H&S coordinator, are responsible for ensuring their training is kept up to date.

Questionnaires will be circulated on a half-termly basis to test staff knowledge and check staff understanding of any aspect of safeguarding policy, practice, legislation and guidance, as part of ongoing training and awareness of safeguarding issues. This will include First Aid, Critical Incident, Safeguarding, Physical Intervention, Health and Safety, Anti bullying, Promoting Good Behaviour, and Fire safety.

## **AN APPOINTED PERSON**

An appointed person is someone who: takes charge when someone is injured or becomes ill, ensures that an ambulance or other medical professional help is summoned when appropriate.

## **THE FIRST AID ROOM**

Is located at the front of the school. It is fully stocked with First Aid resources as well as a bed.

## **FIRST AID KIT LOCATIONS**

- Kitchen
- First Aid Room
- Front Door
- Office
- Stage Classroom

## **LEAD FIRST AIDER AND THEIR RESPONSIBILITIES**

The Lead First Aider is Pauline Turner. The lead first aider is responsible for:

- Taking charge when someone is injured or becomes ill

- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate

First aiders are trained and qualified to carry out the role and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment
- Sending pupils home to recover, where necessary
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident (see the template in appendix 2)
- Keeping their contact details up to date

## **ROLE OF THE HEADTEACHER**

The headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils

## **ROLE OF THE STAFF**

School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the Lead first aider in school is
- Completing accident reports for all incidents they attend to where a first aid has not been administered
- Informing the headteacher or their manager of any specific health conditions or first aid needs