

<p><b>Safeguarding Policy (Section F) / Welfare &amp; Implementing Safeguarding Policy and Procedure</b></p>	<p><b>FOR ETOs &amp; PARENTS AND/OR LEGAL GUARDIANS OF U18s</b></p>
<p>Updated: March 17</p>	<p>Due to be reviewed: March 2018</p>

## **F5. FIRST AID & MEDICAL**

### **OVERVIEW**

Capital School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. All members of the school community (staff, homestay providers, group leaders and parents or legal guardians) have a responsibility to **safeguard** all students, and an extra **Duty of Care** for students under 18 (U18s). Part of our safeguarding responsibility is to ensure appropriate medical provisions are in place.

### **MEDICAL CONDITIONS**

All students, irrespective of age, are asked to divulge any medical conditions on enrolment. All students, irrespective of age, are again asked to divulge any medical conditions during induction on their 'Important Details Form'. This information is collated by a Senior First-Aider and distributed to all members of Student Services. Teachers are informed when deemed relevant by the Director of Studies and/or Academic Administrator (Senior First-Aider).

### **FIRST AIDERS**

CSE has trained first-aiders within the building and all Social Co-ordinators and Social Organisers are first aid trained.

### **SPECIFIC TO U18s**

- All parents and/or legal guardians as part of the 'Parental Consent Form' sign to say they have notified the school of any medical conditions and any medication their child is taking.
- All parents and/or legal guardians as part of the 'Parental Consent Form' sign to say they authorize any member of staff to approve and/or administer such medical treatment for their child as is deemed necessary in an emergency or upon the advice of a qualified practitioner, if they are unable to be contacted on the telephone numbers provided.
- If an U18 needs to visit a doctor (GP), their homestay provider will arrange for them to visit their GP, or the school can arrange for them to visit a local GP.
- If an U18 needs to visit a hospital, they will be accompanied by one of the following:
  - Group leader, if applicable
  - A member of CSE staff
  - A friend over the aged of 18

For more information, see Health & Safety Handbook, Drugs and Harmful Substances Policy and Procedure, and Policy & Procedure for Infectious Diseases.