



FIRST AID & MEDICAL CARE POLICY 2025 - 2026

RESPONSIBILITY: Helen Walker	TO BE REVIEWED: August 2026
AUTHORISED BY: Helen Walker DATE: 09.07.2025	SIGNATURE: 

1. Purpose

The purpose of this policy is to ensure that all students, staff and visitors at St Andrew's College Cambridge receive prompt, safe and effective First Aid and medical assistance in the event of illness, injury or emergency. This policy complies with:

- The Health and Safety (First-Aid) Regulations 1981
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Education (Independent School Standards) Regulations 2014
- The Data Protection Act 2018
- Boarding Schools' Association (BSA) standards

2. Scope

This policy applies to all staff, students (boarding and day), contractors, visitors and volunteers on College premises or during College activities off-site.

3. Responsibilities

- **The Headteacher has overall responsibility for First Aid and medical provision.**
- **The Deputy Head (Boarding and Pastoral Care) and Medical Centre Manager** oversee medical arrangements for boarders.
- **The Facilities Manager** ensures the maintenance and provision of First Aid equipment.



- **The Senior Leadership Team (SLT)** ensures compliance with legal obligations and that adequate training is provided.
- **All staff** must familiarise themselves with First Aid procedures and cooperate with this policy.
- **Qualified First Aiders** are responsible for providing First Aid within their competence and for recording all treatment given.

4. First Aid Provision

- Clearly marked First Aid kits are located throughout College buildings, Boarding Houses and College vehicles.
- A list of current trained First Aiders is attached as *Appendix 1* and displayed on staff noticeboards and boarding house offices.
- First Aiders hold valid certificates renewed at least every three years, with refresher training as needed.
- All new students and staff are informed of First Aid arrangements during induction.

5. Arrangements for Boarding

- All House staff are first aid trained.
- A qualified First Aider is contactable 24/7 during term time via the out-of-hours emergency phone: 07985 026835 a second contact being the Senior House Parent on duty.
- Boarders must not be left unattended if they require hospital treatment. A House Parent or trusted adult will accompany them and remain until parents/guardians arrive if possible.
- Language support will be arranged where required to ensure students fully understand their treatment.
- Parents/guardians will be informed as soon as practicable if medical treatment is needed.

6. Off-Site Activities

- A First Aid kit and a trained First Aider will accompany all off-site trips.
- Trip leaders must carry emergency contact numbers for the College and parents/guardians.

7. Emergency Procedures

- **Dial 999 immediately** for serious or life-threatening injuries or illness.



Call **999** immediately if someone:

- Is unconscious, semi-conscious, or unusually confused
- Has a blocked airway or is not breathing
- Has no pulse
- Has severe bleeding, is coughing or vomiting blood
- Has been poisoned or overdosed
- Has a severe allergic reaction (anaphylaxis)
- Has a first-time seizure or seizure lasting longer than 5 minutes
- Has a head, neck, or spinal injury
- Has sudden, severe pain anywhere
- Shows signs of a stroke, heart attack, or severe chest pain
- Has a serious injury such as amputation, severe burn, or limb-threatening condition
- May worsen if moved without paramedics
- Needs specialist equipment or paramedic skills
- Cannot safely reach hospital due to distance or traffic

When in doubt — always call 999

Calling an Ambulance

- Dial **999** (landline) or **112/999** (mobile)
 - State “ambulance”, location, number of casualties, condition, and age (if a child)
 - Provide known details (name, DOB, GP — Woodlands Surgery)
 - Wait with the casualty until help arrives
 - Arrange access and send someone to direct the ambulance if necessary
 - A staff member must accompany any student taken by ambulance
- If an ambulance is called, the Headteacher or Head of Boarding must be informed.
 - Any suspected self-harm or suicide attempt must be treated as a medical emergency and reported immediately to the Designated Safeguarding Lead (DSL).

8. Medication Administration

- Prescription and non-prescription medicines will only be administered with prior written parental consent and in line with the College’s Student Health Policy.
- Individual Healthcare Plans will be created for students with long-term or complex medical needs.



9. Parental Consent

- Written consent for emergency medical treatment, including surgery under general anaesthetic, is required for all students and is renewed annually as part of the admissions process.
- Parents must update the College with any changes to their child's medical conditions.

10. Hygiene and Infection Control

- Staff must use single-use disposable gloves and wash hands thoroughly after giving First Aid.
- All body fluids are clinical waste. Clinical waste must be disposed of in designated yellow bags.
- Sharps bins are provided in the Medical Centre and boarding houses for the safe disposal of needles, EpiPens or other sharps.
- In case of contamination, wash thoroughly and report to the Medical Centre Manager.

11. Reporting and Record Keeping

- All accidents, injuries and First Aid treatment must be recorded in the College's accident book within 24 hours.
- The Facilities Manager is responsible for reporting incidents to the Health and Safety Executive under RIDDOR where applicable.
- Medical records are kept securely in line with Data Protection requirements.
- All medical information is confidential and only shared when necessary for the student's welfare

12. Safeguarding

- Any medical incident with safeguarding implications must be reported immediately to the DSL.
- The College recognises its duty of care towards students' physical and mental health.
- Staff should treat any incident involving suspected self-harm or suicide attempt as a medical emergency. Mental health emergencies should be escalated to the DSL and the local CAMHS crisis team as appropriate.

13. Insurance

- Staff acting in good faith to administer First Aid are covered by the College's employer liability insurance.