



FIRST AID & MEDICAL CARE POLICY

2026 -2027

Policy Owner	Deputy Head (Pastoral)
Responsible Officer	Head
Approved by	Head and Governing Body
Applicable to	Whole College (Day and Boarding Students)
Last Reviewed	August 2026
Next Review	August 2027

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.

The policy is informed by and should be read alongside:

- The Health and Safety (First-Aid) Regulations 1981.
- The Health and Safety at Work etc. Act 1974.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The School Premises (England) Regulations 2012.
- The Education (Independent School Standards) Regulations 2014.
- Department for Education guidance on first aid in schools.
- Department for Education guidance on supporting pupils with medical conditions.
- Department for Education allergy safety guidance, as applicable to independent schools.
- National Minimum Standards for Boarding Schools.
- The College's Safeguarding Policy.
- The College's Medical Conditions Policy.
- The College's Allergy Safety Policy.
- The College's Health and Safety Policy.



The College will maintain appropriate first-aid and medical arrangements based on a regular **first-aid needs assessment**, taking account of the College's premises, activities, staffing, boarding provision, off-site activities and identified risks. DfE guidance specifically recommends that schools carry out and keep under review such an assessment.

2. Scope

This policy applies to all staff, students, boarders, contractors, visitors and volunteers on College premises or participating in College activities, including educational visits and other off-site activities.

The policy applies to students aged 16 and over as well as those under 16. When providing medical care to students aged 16 and over, the College will take account of their capacity, consent and right to confidentiality while continuing to meet its safeguarding responsibilities.

3. Responsibilities

- **The Head** has overall responsibility for first-aid and medical provision.
- **The Deputy Head (Boarding & Pastoral Care)** oversees pastoral and boarding medical arrangements and works with the Medical Centre Manager and DSL as appropriate.
- **The Medical Centre Manager** oversees day-to-day medical provision and arrangements for students with medical conditions.
- **The Facilities Manager** ensures appropriate first-aid equipment and facilities are provided and maintained, in accordance with the first-aid needs assessment.
- **The Senior Leadership Team (SLT)** ensures that the College meets its legal obligations and that appropriate staff training is provided.
- **All staff** must familiarise themselves with first-aid and emergency procedures and cooperate with this policy.
- **Qualified First Aiders** are responsible for providing first aid within their competence, obtaining further medical assistance where necessary and recording treatment appropriately.

The College will ensure that sufficient trained personnel, equipment and facilities are available to provide first aid without unreasonable delay and that arrangements take account of staff absence, boarding hours and off-site activities.



4. First Aid Provision

- Clearly marked first-aid kits are located throughout College buildings, Boarding Houses and College vehicles.
- First-aid equipment will be provided and located according to the College's first-aid needs assessment.
- A list of current trained First Aiders is maintained and displayed in appropriate staff and boarding areas.
- First Aiders will hold appropriate, in-date qualifications from a competent training provider and will undertake refresher training as required to maintain competence.
- First-aid equipment will be checked regularly and replenished promptly following use or when items expire.
- All new students and staff are informed of first-aid arrangements during induction.
- First-aid arrangements will be reviewed following significant changes to the College's premises, activities, staffing or boarding arrangements.

The College will provide suitable accommodation for the medical examination and treatment of students and for the short-term care of sick or injured students. Such accommodation will be readily available when required and appropriately equipped. DfE guidance confirms this requirement for independent schools.

5. Arrangements for Boarding

- Appropriate first-aid provision will be available throughout the period in which boarders are in the College's care, including evenings and weekends during term time.
- A qualified First Aider is contactable 24/7 during term time via the out-of-hours emergency phone. A second contact is the Senior House Parent on duty.
- The current out-of-hours emergency contact details will be maintained and checked regularly.
- Boarders requiring hospital treatment will not be left without appropriate supervision. A House Parent or other suitable member of staff will accompany the student where permitted and practicable and will remain with them until appropriate arrangements are made.



- Parents/guardians will normally be informed as soon as practicable where medical treatment is required, subject to the student's age, capacity, confidentiality and safeguarding considerations.
- Appropriate language or communication support will be arranged where required to ensure that students understand their treatment and can communicate their needs.
- Students with medical conditions requiring ongoing support will be managed in accordance with the College's Medical Conditions Policy and, where appropriate, an Individual Healthcare Plan (IHP).

6. Off-Site Activities

- First-aid provision for every off-site activity will be determined by the activity's risk assessment and the College's first-aid needs assessment.
- A suitable first-aid kit will accompany off-site activities.
- Appropriate first-aid trained staff will accompany activities where identified as necessary by the risk assessment.
- Trip leaders must have access to emergency contact numbers for the College and relevant parents/guardians.
- Trip leaders must have access to relevant emergency medical information and medication required by participating students.
- Where an emergency occurs, the visit leader will contact the emergency services where required and follow the College's Educational Visits and Emergency Procedures.

7. Emergency Procedures

Staff should obtain emergency medical assistance immediately where a student or other person has a serious or potentially life-threatening condition.

Dial 999 immediately where someone:

- Is unconscious or not breathing normally.
- Has a blocked airway or serious difficulty breathing.
- Has severe or life-threatening bleeding.
- Has a severe allergic reaction/anaphylaxis.



- Has a first seizure, a prolonged seizure or repeated seizures without recovery.
- Has a serious head, neck or spinal injury or symptoms indicating a potentially serious injury.
- Has been poisoned or has suffered a suspected serious overdose.
- Has sudden, severe or unexplained symptoms indicating a potentially serious medical emergency.
- Shows signs of a stroke, heart attack or severe chest pain.
- Has a serious injury such as an amputation, major burn or limb-threatening injury.
- Has a medical emergency requiring specialist emergency treatment or paramedic intervention.
- Has any other condition where the person providing first aid considers emergency medical assistance necessary.

When in doubt, seek emergency medical advice.

Calling an ambulance

- Dial **999**.
- State that an ambulance is required and provide the College's precise location.
- Give the number of casualties and describe their condition.
- Provide the person's age and relevant medical information where known.
- Follow the emergency operator's instructions.
- Remain with the casualty until help arrives, unless doing so would place another person at risk.
- Arrange access for the ambulance and, where necessary, send someone to direct emergency services.
- A member of staff will accompany a student taken to hospital by ambulance where permitted and practicable, and the College will ensure appropriate supervision and safeguarding arrangements.

If an ambulance is called, the Headteacher or appropriate member of SLT/boarding leadership must be informed as soon as practicable.



Any suspected self-harm, suicide attempt or other medical incident with safeguarding implications must be treated as both a medical and safeguarding matter. The DSL must be informed immediately and the College's Safeguarding Policy followed.

8. Medication Administration

Medication will be administered, stored, supplied or self-administered in accordance with the College's **Medical Conditions Policy**, relevant healthcare arrangements and the student's individual needs.

The College will:

- Obtain and maintain appropriate medical information and consent arrangements.
- Support students with medical conditions in accordance with their Individual Healthcare Plan where one is required.
- Ensure that staff administering medication have appropriate training and information.
- Maintain appropriate records of medication administered.
- Make appropriate arrangements for emergency medication, including adrenaline auto-injectors, asthma medication and other prescribed emergency medication.
- Assess and support students who are considered able to manage their own medication safely.
- Make appropriate arrangements for the storage, security and disposal of medication, including controlled drugs.

The College recognises that students aged 16 and over may have capacity to make their own decisions about medical treatment and medication. Their views, consent and confidentiality will be respected where appropriate, while safeguarding responsibilities remain in place.

9. Medical Consent and Communication with Parents/Guardians

The College will obtain appropriate medical information and consent arrangements from parents/guardians as part of the admissions and ongoing medical-information processes.

The College will maintain current information about students':

- medical conditions;
- allergies;



- prescribed medication;
- emergency medication;
- relevant healthcare needs;
- emergency contacts; and
- Individual Healthcare Plans where required.

In an emergency, treatment will be provided in accordance with the requirements of the medical professionals responsible for the student's care and applicable law. Emergency treatment will not be delayed because a parent/guardian cannot immediately be contacted.

Parents/guardians will normally be informed about significant illness, injury or medical treatment, taking account of:

- the student's age and capacity;
- the student's wishes and confidentiality;
- safeguarding considerations;
- the seriousness of the incident; and
- advice from healthcare professionals or emergency services.

For students aged 16 and over, the College will respect their capacity, consent and confidentiality in accordance with applicable law and professional advice.

10. Allergy Safety and Medical Conditions

The College recognises that allergies and other medical conditions can create significant risks for students, particularly within a boarding environment where students may be in the College's care for extended periods.

The College will:

- Identify students with known allergies and relevant medical conditions.
- Develop and maintain Individual Healthcare Plans where appropriate.
- Ensure relevant staff are informed and appropriately trained.
- Ensure emergency medication, including adrenaline auto-injectors (AAIs), is available where required.



- Ensure appropriate arrangements are in place for boarding, catering, educational visits and other activities.
- Respond to suspected anaphylaxis as a medical emergency and call 999.
- Record and review serious incidents and significant near misses to identify learning and reduce future risk.

Detailed arrangements are set out in the **Medical Conditions Policy** and **Allergy Safety Policy**.

The College will have regard to current Department for Education allergy safety guidance and will review its arrangements as regulatory requirements develop. The DfE's July 2026 guidance is currently statutory for maintained schools and academies, but expressly identifies independent schools as settings for which the guidance may be useful and states that equivalent requirements are intended to be introduced through relevant regulatory standards.

11. Hygiene and Infection Control

- Staff must use appropriate personal protective equipment, including single-use disposable gloves where appropriate, when administering first aid.
- Hands must be washed thoroughly after providing first aid.
- Used dressings, contaminated materials and other healthcare waste must be disposed of safely using the College's designated waste arrangements.
- Sharps must be disposed of in appropriate sharps containers.
- Adrenaline auto-injectors and other sharps must not be placed in general waste.
- In the event of contamination with body fluids, the affected area must be cleaned appropriately and the incident reported where necessary.
- Infection-control procedures will be reviewed and updated in accordance with current public-health advice.

12. Reporting and Record Keeping

Accidents, injuries and first-aid treatment must be recorded promptly and in accordance with the College's accident, medical and safeguarding recording procedures. Recording in Accident Book, CPOMS or ISAMS as relevant.



Serious incidents, significant injuries, medication errors, anaphylactic reactions, hospital attendances and significant near misses must be escalated and recorded on CPOMS without delay.

Records should contain sufficient information to establish:

- what happened;
- when and where it happened;
- who was involved;
- first aid or treatment provided;
- whether further medical assistance was required;
- whether parents/guardians were contacted;
- whether safeguarding concerns arose; and
- whether further action was required.

Incidents will be assessed for **RIDDOR reporting** in accordance with the College's Health and Safety Policy and current HSE requirements. Where an incident is reportable, the responsible person will ensure that the required report is made within the relevant timescale.

Medical records will be kept securely, on ISAMS, and in accordance with the College's data-protection arrangements.

Medical information is confidential and will be shared on a need-to-know basis in accordance with data-protection and safeguarding requirements. Confidentiality will not prevent information being shared where necessary to protect a student or another person from harm.

13. Safeguarding

Any medical incident with safeguarding implications must be reported immediately to the DSL.

The College recognises that medical presentations may sometimes indicate wider safeguarding concerns, including:

- suspected abuse or neglect;
- self-harm;
- suicidal thoughts or attempts;



- substance misuse or poisoning;
- sexual assault;
- exploitation;
- domestic abuse;
- unexplained or repeated injuries; or
- other concerns about a student's welfare or safety.

Such matters must be managed in accordance with the College's **Safeguarding Policy**.

Mental health emergencies must be managed according to the level of risk. This may include contacting emergency services, informing the DSL and seeking appropriate NHS or specialist medical support. The College's Safeguarding and Mental Health procedures must be followed.

The College's Safeguarding Policy remains the principal policy for safeguarding concerns. The current Safeguarding Policy specifically requires immediate referral to appropriate agencies where a child has been harmed or may be at immediate risk of harm.

14. Insurance

Staff acting appropriately and in good faith within their training and competence to administer first aid are covered by the College's relevant insurance arrangements, subject to the terms and conditions of those arrangements.

Related Policies

This policy should be read in conjunction with:

- **Safeguarding Policy**
- **Medical Conditions Policy**
- **Allergy Safety Policy**
- **Health and Safety Policy**
- **Educational Visits Policy**
- **Boarding Policy/Boarding Handbook**
- **Student Behaviour Policy**



- **Mental Health and Wellbeing procedures**
- **Emergency and Critical Incident Procedures**
- **Attendance Policy**, where illness affects attendance.

Policy Review: August 2027