



13A - MEDICAL AND FIRST AID POLICY

RESPONSIBILITY	SENIOR CLINICAL LEAD NURSE
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INTRODUCTION

Framlingham College is an independent boarding and day school. It is responsible and committed to ensuring the health and safety of pupils, staff, and visitors (*Health and Safety at Work Act 1974, Health & Safety (First Aid) Regulations 1981, Department of Education - School: Statutory Guidance*). Using these frameworks, the Senior Clinical Lead Nurse has developed this Medical & First Aid Policy to ensure bespoke care of all staff, pupils and visitors to our college.

The Medical Centre and the Senior Clinical Lead Nurse is ultimately responsible for the provision of this care. Regular meetings with the Health and Safety Committee ensure open communication, collaborative problem-solving, and a shared responsibility for workplace safety. These meetings facilitate the review of health and safety performance, discuss emerging risks, and develop strategies to improve safety.

This document covers the Framlingham College Senior School and Prep School, including the Early Years Foundation Stage Nursery children.

MEDICAL POLICY

INFRASTRUCTURE

SENIOR SCHOOL MEDICAL CENTRE

Framlingham College Medical Centre is a dedicated building located opposite the main entrance to the Senior School. The driveway to the Medical Centre allows easy access, and there is parking for ambulances and the collection of pupils. The Medical Centre incorporates a purpose-built ward, with 4 rooms (including 2 isolation rooms) that are used for the care of pupils who are admitted. The Medical Centre has several rooms allowing the Schools Physiotherapists, Counsellors and Clinical Psychologist to provide their services.

MEDICAL CENTRE OPENING HOURS, CLINICS AND SERVICES

During term time, the Medical Centre is open between 0800 - 1800hrs Monday to Saturday. Registered Nurse led appointments and assessments are available during this time for all pupils and staff members. The Medical Centre is staffed by 2 highly qualified Registered Nurses with over 35 years' experience in emergency & practice nursing. The Nurses are supported by 1 Health Care Assistant with 27 years' experience working within children and young people's services. Collectively they provide clinical treatment, emotional wellbeing support and sports injury assessment and treatment to all Framlingham pupils and staff.

Between 1800 – 2300hrs, a Nurse led on-call triage and advice service can be accessed by House Staff. This services also runs all day on Sunday from 8am to 11pm and offers House staff additional support and guidance when pupils are injured or unwell after the Medical Centre has closed.

THE PREP SCHOOL MEDICAL ROOM, CLINIC AND OPENING HOURS

The Prep School Medical Centre is situated on the first floor of the main school building and contains a consultation/treatment room and a room to admit either male or female pupils. The senior matron's office/linen room is also situated on the first floor opposite the Head of Boarding Office.

During term time, the Medical Room is open between 0830 - 1600hrs Monday to Friday. The Medical Centre is staffed by a highly qualified Registered Nurse. Registered Nurse led drop in assessment and treatment is available during this time for all pupils and staff members.

Between 1400 – 1800hrs, House staff have access to a Nurse led on-call triage and advice service ran by Framlingham College Nurses. This services also runs over the weekend until 11pm and offers House staff additional support and guidance when pupils are injured or unwell after the Medical Room has closed.

EYFS - THE NURSERY AT FRAMLINGHAM COLLEGE PREP SCHOOL

The Early Years Department is housed in a dedicated, standalone building situated on the main site of the Prep School. There is a quiet area off the main room that is used for the nursery. The Early Years department has first aid resources within the building. Pupils can also be transferred to the Prep School Medical Centre in the main building for assessment and ongoing care by a Registered nurse when needed.

EYFS MANAGEMENT OF ILLNESS

As stated in the Parental Guidance Booklet, The Nursery believes that the best place for a child who is ill, is at home. If a child has been given medication to reduce a fever in the morning, then they should not attend the Nursery for that day. It is recommended by the Health Authority that if a child has been

ill, including vomiting and or loose stools, then the child should not attend Nursery until 48 hours after the last bout of sickness.

If a child becomes ill whilst at Nursery, for example, develops a temperature, or has a bout of vomiting or loose stool, the staff will treat accordingly and inform the School Nurse. The parents/carers will be asked to collect their child at their earliest convenience and the child will be cared for in the Medical Room until collection.

If a child has had a recent illness treated by a course of antibiotics and is considered well enough to attend Nursery, they may attend. If further medication is required, the parent/carers will be asked to fill in a medication administration form giving permission for the medication to be given. It will be the responsibility of the Nursery Staff to inform the School Nurse that a pupil is requiring medication whilst at school. The School Nurse will be responsible for the collection, storage and administration of this medication. At the end of the day the medication will be given back to the parent/carers.

In the event of an accident resulting in injury, Nursery staff will provide first aid and will contact the School Nurse for advice and assistance.

Treatment will be recorded in the Accident Record Booklet. The parent/carers will be informed either by phone or upon collection and asked to sign the accident record book.

MEDICAL CENTRE SERVICES

FOR ALL PUPILS

- ✓ Nurse led clinics, treatment and treatment advice given to House staff and parents
- ✓ Admission to the Medical Centre for management and assessment of illness and emotional wellbeing
- ✓ Minor injuries clinic
- ✓ Head injury assessment and evaluation – referral to Return to Play
- ✓ Sports prehab clinic and strapping
- ✓ Referral to physiotherapy, school counsellor and psychologist
- ✓ Individual care plans, assessment, treatment and education for pupils with medical conditions
- ✓ General health advice and health promotion
- ✓ Sexual health advice and services
- ✓ Emotional wellbeing support, guidance and referrals to schools' counsellors and psychologist
- ✓ Smoking cessation advice and referral

FOR REGISTERED BOARDERS

- ✓ Registered Nurse led clinics
- ✓ Referrals to GP, Physiotherapy, School Counsellors and Psychologist
- ✓ Blood and other requested pathology tests
- ✓ Repeat prescription and collection from the Medical Centre or Framlingham Pharmacy

REGISTRATION

As per clause 5 of the Parent Contract, the School requires the parent to complete the Student Medical Information paperwork incorporating all requested medical information **by the submission date**. The form gives account of past immunisations, current and past medical history, current medication and allergy information; the latter includes food allergies and intolerances.

Boarding pupils of more than 3 nights per week are requested to register with Framlingham Surgery. This allows for the transfer of pupil medical records facilitating their continuing care. The GMS1 and Framlingham Surgery Medical Form found in the attachments, must be completed for registration to take place. In the situation where a boarder is not registered but requires prompt medical treatment the pupil may be seen as a temporary patient.

GP SERVICES

Currently we provide 3 face-to-face GP clinics per week. These are currently held on Monday, Wednesday and Friday. Dr Tom Hindmarch from Framlingham Surgery is the school's Medical Officer. Dr Hindmarch and his team of GPs and Advanced Nurse Practitioners deliver clinics for registered boarders when needed. We have both male and female clinicians, enabling the pupils to choose the clinician they see (Children's Act 2004). The School Nurse will assess each pupil, and based on the clinical need, the nurse can organise a GP appointment at the earliest opportunity. Prescriptions are delivered to the Medical Centre 3 times per week and can be collected from Framlingham Pharmacy when required.

RECORD KEEPING

All relevant documentation from recent visits to medical Specialists and Consultants should be included with the medical form. Copies of relevant consultation notes and Information associated with current repeat prescriptions, including controlled medications, should be provided by the parent/guardian. For overseas boarders copies of this information must be provided in English.

All medical paperwork is treated as highly confidential and is securely stored in the Medical Centre and is only accessible by Medical Staff. Care plans will be created when required and these will be shared with those who need to know such as House staff, kitchens and sporting staff.

CONFIDENTIALITY & CONSENT

In accordance with the School's Doctors' and Nurses' professional obligations, medical information about the pupils, regardless of their age will remain confidential, unless it is deemed a safeguarding concern. Any child over the age of 16 can consent to treatment. Children under the age of 16, who fully understand the purpose of their treatment, and who are considered Gillick or Fraser competent, have a right to consent. The nurses do encourage the pupils to inform their parent/guardian of any presentations to the medical centre. Where consent is provided from the pupil, nurses will endeavour to email parents/ guardians explaining the health issue, treatment provided and plan. House staff will also be made aware of any treatment advice.

MEDICALS

All pupils new to the school will be invited for a nurse led medical screening. The medical screening allows the nurse to go through the pupil's medical paperwork and conduct a height, weight and vision assessment. The Nurse will also document a full set of baseline vital signs including blood pressure, heart and respiratory rate. The Nurse will discuss any medical conditions noted on the paperwork and compile a list of medical conditions that may need further information. Parents will then be contacted

accordingly. Based on this information, an individual care plan (IHP) may be developed.

CARE PLANS FOR PUPILS WITH MEDICAL CONDITIONS

All pupils with a specific health care need, for example asthma, anaphylaxis, epilepsy or diabetes to name a few, will have an individual care plan written by a Registered Nurse. These care plans are written in conjunction with the pupil, parents/guardian and relevant health care providers. Copies will be held in the Medical Centre, Boarding Houses and can be found on the schools share point.

The Senior Nursing Staff will educate Boarding House staff of any pupils with medical conditions and relevant training will be provided to the House Staff if needed. The care plan will be reviewed annually or more frequently if necessary. Personalised care plans for any health issue that may have an impact on a pupil's wellbeing during their time at Framlingham College, will be developed by the Registered Nurse with support from the parent and if applicable the Designated Safeguarding Team or Learning and Development Team.

The Medical Centre will provide a list of all pupils with known food allergies to the Catering Manager and House Staff. An electronic copy can also be found on the schools share point. This list includes known allergy/s and symptom/s and has a photograph of each pupil for easy identification. It is the responsibility of the member of staff taking pupils on any trips out of school, to check this medical information and to ensure that they have collected any medication they need from the Medical Centre or Boarding Houses. Prior to leaving on any school trip, the responsible staff member must check that pupils who carry epi pens or asthma inhalers have these items with them, as failure of this will forfeit the pupils from attending the trip.

MEDICATIONS MANAGEMENT

Administration, consumption, storage and recording of medications, both prescribed and nonprescribed, will be controlled by the Medical Centre. The Senior Clinical Lead Nurse will provide policies and protocols governing the above.

There is no legal duty, which requires school staff to administer medication; this is a voluntary role. Staff who provide support for pupils with medical needs or who volunteer to administer medication, will get the appropriate Educare training and ongoing support and training by the Medical Centre. Records of this training will be held at the Medical Centre.

Parents who do not wish over the counter medications to be administered to their child, except in emergencies, must state this in writing. No child is to hold their own medication in school unless, they have had an assessment with the School Medical Officer or has had explicit permission from the School Nursing team. In this case, it will be the responsibility of the pupil to keep the medication in their safekeeping and be administered by them in accordance with the prescription.

Pupils who have been diagnosed with asthma or anaphylaxis and who need to carry asthma inhalers and epi pens will be exempt from this rule.

It is important to be aware, when administering Paracetamol, that many medications are Paracetamol based. This includes Lemsip, Cold and Flu capsules. It is important that the person administering Paracetamol, asks the pupils if they have taken any recent medications, as failure to do so could result in an excess dose over a 24hr period if given simultaneously. Aspirin should never be given to a child under 16 years.

HOMELY REMEDIES (OTC MEDICATIONS)

A range of non-prescribed over the counter medications (homely medications) often considered the type of medications parents would have at home, are stored in the Medical Centre and dispensed to

Houses. This allows treatment of minor illnesses to all pupils. House staff have access to a homely remedies protocol, giving guidance of drug doses and indication for use. They are also encouraged to call the Medical Centre for advice. Telephone triage, treatment and advice will be given over the phone and if a medical assessment is needed, pupils can be sent the Medical Centre for review, treatment and admission if needed.

OTC Medications such as those provided by Framlingham College, should not be brought in from home. If a pupil is found to have OTC medications on them, they will be asked to take these home, or the medication will be stored at the Medical Centre and given back to the pupil at the first school term break.

PRESCRIBED MEDICATIONS

When prescribed, all medications will be delivered to the Medical Centre or collected from Framlingham Pharmacy. It is the responsibility of the House Matron or House Staff to collect the medication on behalf of the pupil. After collection, House staff will be responsible for that medication unless the pupils have been deemed competent to self-administer and have signed the self-administration declaration. Exceptions to the rule will be the collection of the oral contraceptive pill, which for reasons of confidentiality, can be collected from the Medical Centre by the pupils directly.

SELF-ADMINISTRATION OF MEDICATIONS

It is recognised, at times it may be appropriate for a pupil to manage their own medications, based on the Fraser / Gillick Competency Framework. If a pupil is deemed competent to administer their own prescribed medications or supplements, a self-administration declaration should be completed for each pupil and approved by the School Nurse. We recognise that there are some circumstances when a pupil is prescribed medications by a GP and does not wish boarding staff to know; In these circumstances, pupils will sign the Self Administration Form and are made aware that they are responsible for the safe keeping of the medication. The medication should be kept in a locked area which is not accessible to other pupils. Failure to adhere to these terms could result in the pupil's medication management rights being rescinded.

CONTROLLED MEDICATIONS

All controlled medications must be stored in House in a secure locked cupboard, under the supervision of an authorised member of staff. Day pupils who require prescribed controlled medications whilst at school, must provide the medication in its original container with the prescription information included. A letter of consent from parents is essential. When medication has been received, the Housemaster/Mistress and House Matron will be responsible to enter receipt of the medication into the controlled medication booklet, administer the medication as per the prescriber's details, witness the pupil taking the controlled medication and sign and date the administration into the controlled medication book. This administration needs to be witnessed by one other person; this can be the pupil who is receiving the medication. At the end of term, all controlled medications will be sent back home with the pupil.

HERBAL/HOLISTIC REMEDIES VITAMINS AND SUPPLEMENTS

It should be recognised that some parents / pupils, might wish to follow alternative methods of treatment. Those wishes should be respected, and provision made for both treatments and remedies to be issued to pupils in accordance with the Administering of Medications Policy.

If pupils wish to take vitamins, minerals or homeopathic medication, they **MUST** inform their HM or Matron, who will then make an appointment with the School Nurse for review. If the supplement is in another language, then the type and dose will need to be translated and verified by the School Nurse and deemed safe for use by either School Nurse or Medical Officer.

The use of meal/protein, and or sports performance supplements, needs to be discussed with and approved by the HM, Head of Sports and School Nurses or Medical Officer.

Any approved supplements should be stored securely and only consumed by the person for whom they are meant. If a pupil fails to comply to this, the pupil will no longer be able to take the supplement.

The Schools Medical Service can accept no liability for any medication which has **not** been prescribed or validated by the School Medical Officer and team.

REQUIREMENTS FOR USE

All supplements and remedies must be:

- ✓ Pre-approved by a parent/guardian
- ✓ Accompanied by clear dosage/instructions
- ✓ Reviewed by the School Nurse for use in houses

ROLE OF THE SCHOOL NURSE

- ✓ Review all proposed remedies to check UK approval, safety and efficacy
- ✓ Maintain a file for each student listing approved alternative treatments

RESPONSIBLE ADMINISTRATION

Students may not keep or administer alternate remedies independently unless:

- ✓ Approved by the School Nurse as safe for self-use (as above)
- ✓ Read and signed the Self Medication Form

PROHIBITED PRACTICES

- ✓ Unregulated use of supplements without school or parental approval
- ✓ Sharing of any remedy between students
- ✓ Use of psychoactive or stimulant herbal products

MEDICATIONS FOR DAY PUPILS

Day pupils who require prescribed medication during the school day, must provide the medication in its original container with the information leaflet and clear written instructions. A letter of consent from the parents is essential. If there are concerns about any medication, House Staff will contact the Medical Centre Nurses for advice. The House Matron is responsible for the medications and should return any unused medication to the pupils at the end of day.

IMMUNISATIONS AND VACCINATIONS

The school offers routine scheduled 'childhood' vaccinations through the NHS schools' Immunisation Team and Vaccination UK. Parents will be invited to consent or decline their child participation in the current vaccination program. It is important to know which childhood immunisations have been given to each pupil prior to attending Framlingham College. Parents

must ensure this section is completed on the medical form. Where possible, the Medical Centre can also organise some travel vaccinations for boarding pupils on parental request.

SAFE STORAGE OF MEDICATIONS

The National Minimum Standards for Boarding Schools indicate “prescribed and ‘household’ medication, is kept securely” (Standard 15.10) The exception to this rule will be for those pupils who carry asthma medication and adrenaline autoinjectors. All drugs must be stored in a locked cupboard in each House. They are supervised by an authorised member of staff. All pupil medications received into the house should be documented in the relevant booklets or data system.

COMMUNICATION

The smooth running of the Medical Centre is dependent on good communication between the pupil, home and school. All personal and medical information is treated in strict confidence. We rely on parents/guardians to inform us of any changes to their pupil’s health whilst they are a student at Framlingham College.

HOSPITAL APPOINTMENTS

Our nearest NHS hospital is in Ipswich. This is our local treatment hub for both emergency and non-emergency appointments. In the situation where pupils have their own private medical cover, it is up to the parents to arrange appointments at their chosen private hospital. In most cases transport can be arranged for private health appointments such as an orthodontist at an additional cost.

ROUTINE APPOINTMENTS (DENTIST/OPTICIAN)

All routine dentist and optician appointments should be made in the school holidays. Routine dentistry is not available at Framlingham College, however in the event of an emergency, advise and possible referral to the dentist in Framlingham can be sort. This dentist does not provide emergency orthodontic treatment.

SPORT MEDIC PROVISION

During the first and second term at Framlingham College, sideline medic provision for sporting fixtures is delivered through a collaborative approach between the College’s medical service and SportsMed East physiotherapists. This ensures comprehensive pitch-side coverage, particularly for high-contact sports such as rugby, netball and hockey. Pre fixture clinics offer injury assessment for readiness to play. Prophylactic taping and strapping are also provided based on player needs.

All coaching staff involved in pitch-side care are qualified first aider and have completed relevant training in line with England Rugby’s Head Case and Return to Play (RTP) Head Injury Guidance. This ensures that any player sustaining an injury is managed according to the latest evidence-based protocols. The Sports Medic and Physiotherapist deliver pitch side assessment, injury triage, side line treatment and can appropriately escalate and remove the player from the field. Any injuries requiring further evaluation or treatment can be referred to the College Medical Centre. Once assessment and treatment of the pupils has been provided clear communication is given to parents and coaching staff. If needed onward referral to A&E will be organised. All medical assessment notes will be given to the player/coaches from away teams, with guidance to follow up with their school’s medical service the next day. Framlingham College sports medical service aims to support a safe sporting environment while facilitating a structured and medically supervised return to participation.

PHYSIOTHERAPY

SportsMed East (SME) is a local physiotherapy practice who run clinics at the Senior School Medical Centre every Tuesday and Thursday. SportsMed East offer appointments for injury assessments, diagnosis, rehabilitation planning and review. The physio's work closely with the School Nurses, Sports Coaches and Strength and Conditioning Coaches, to assist pupils to return to full sporting activities when they are ready. Referrals to SportsMed East can be made by the GP and School Nurse. Parents and Guardians are also able to make appointments for their child directly with SportsMed East. When a request for a referral is made, information will be emailed to the parent/guardian explaining the booking procedure. Consent and payment are required to SportsMed East prior to any physio consultations. Charges for physiotherapy cannot be added to the school invoice. School Staff may also access this service. Booking should be made directly with SportsMed East and paid by cash on the day of the appointment.

COUNSELLING AND WELLBEING

The Counsellors run their clinics during the week at the Medical Centre. The Counsellors are available for all Framlingham College pupils and staff. The School Nurse and Welfare Team can refer pupils to the School Counsellors when needed. The cost for this service can be added to the school bill.

CLINICAL PSYCHOLOGY

Framlingham College works with a Clinical Psychologist who can receive referrals where appropriate.

MEDICAL CARE OF PUPILS BY HOUSE STAFF

This policy applies to all students, including those who are over 18, who are at both the Prep School and College. Along with the Medical Centre, the boarding houses are committed to ensuring the safety and wellbeing of all pupils.

Each boarding house has trained first aid staff to assist in the event of a minor injury or illness. Any pupil requiring further treatment/diagnosis and care can be referred to the Medical Centre. In the event of referral to external agencies for an appointment or for further review in A & E, it will be the responsibility of the House Staff to accompany the pupil as appropriate.

House Staff are responsible for all medications in house, including the administration and recording of any prescribed, controlled and over the counter (homely remedy) medication. House staff and the Medical Centre take full responsibility for the supply and control of OTC medications within their Houses. The Senior Nursing Staff will provide any medication guidance around dosing if required.

VOMITING AND DIARRHOEA (ALL PUPILS)

Vomiting & Diarrhoea (V & D) may be due to a variety of causes including bacteria, viruses, parasites, toxins or non-infectious diseases. Gastrointestinal infections are spread when the germs enter the gut by the mouth or when contaminated hands or objects are put in the mouth or after eating or drinking contaminated food or drinks.

The most reported bacterial infections are salmonella and campylobacter, usually associated with food poisoning. The most reported viral infection is norovirus, usually associated with person-to-person transmission.

However, as a general principle, all cases of gastroenteritis should be regarded as potentially infectious unless there is good evidence to suggest otherwise.

A liquid stool is more likely to contaminate hands and the environment than a formed stool and is therefore a greater risk. Vomit, like liquid stool, may also be highly infectious, such as when there is norovirus circulating in the setting. Infection can be spread when the affected person vomits. This is because aerosols can spread the organism directly to others and contaminate the environment. A person will be infectious while symptoms remain.

Where a child suffers an isolated incident of up to 1 – 2 vomiting or diarrhoea, that is not repeated within a two-hour window, they may return to their normal timetable. If a pupil has subsequent bouts of vomiting or diarrhoea, then the pupil should be isolated either in House (if they have their own room), practice hand hygiene and clean down their used areas or admitted to the Medical Centre. Boarders will be required to isolate in House and the Medical Centre for a full 48 hours post their last episode of either, and will be required to have been able to tolerate a full meal without a repeat episode.

For Day pupils, it will be the responsibility of the House Staff or School Nurse to organise collection of the pupil from either House or Medical Centre as soon as possible.

RESPONSIBILITIES OF PARENTS/GUARDIANS

Parents are to complete the New Starter Medical Form prior to the pupil's arrival. Any medical or health conditions must be declared to ensure appropriate care. Parents/Guardians must provide information regarding immunisations as specified on the medical information form.

Parents/Guardians must arrange routine dental, orthodontist and optician appointments during school holidays where possible.

EMERGENCY MEDICAL TREATMENT

A school may experience an issue when a child has had an accident and consent is needed for emergency medical treatment. Section 3 of the Children Act 1989 states that, a person who does not have parental responsibility but nonetheless has care of a child may...do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare. This allows a school to act 'in loco parentis' – that is, in place of a parent – or to seek consent from a parent who may not hold parental responsibility.

If a pupil requires emergency medical treatment, every effort will be made to obtain consent from the parent or guardian. When contact cannot be made, the Housemaster/Mistress or their Deputy acting in *loco parentis* is authorised to give consent to such treatment (including anaesthetics or operations). In all cases, parents or guardians will be informed at the earliest possible moment.

PROVISION OF SPECIALIST DENTAL AND OPTICAL SERVICES

The Medical Centre staff can refer registered boarding pupils with specific requirements for dental, orthodontic or optician related issues. Where such services are required, the pupil's parent/guardian will be contacted in the first instance to gain consent. Costs associated with these services will be charged to the school bill.

If urgent treatment is required for boarding pupils, Medical Centre Staff can organise urgent referrals to the relevant service. If urgent care is required for day pupils, Medical Centre Staff will contact the parent/guardian, and it will be the responsibility of the parent/guardian to organise this treatment.

INSURANCE

It is highly recommended that boarding pupils, particularly those who are international, have private medical insurance. While the NHS (National Health Service) provides healthcare in the UK, private insurance can offer quicker access to specialists and treatments, providing an extra layer of security and peace of mind, especially for those who may need it most.

MEDICAL CENTRE STAFF

Vanessa Cotterill - Senior Clinical Lead Nurse

Amanda Parker – Senior School Nurse

Maxine Galley – Senior School Nurse – Prep School

Jess Garrard – Health Care Assistant / Administration Assistant

MEDICAL CENTRE CONTACT INFORMATION

Medical Centre Telephone: 01728 727224

E-mail: medicalcentre@framlinghamcollege.co.uk

Framlingham College Medical Centre

College Road, Framlingham, Suffolk, IP13 9EY

FIRST AID POLICY

Framlingham College is committed to providing effective and immediate first aid care to students, staff, and visitors who become ill or are injured on school premises or during school-related activities. This policy ensures compliance with relevant legislation and best practice, including the Health and Safety (First Aid) Regulations 1981.

The Department of Education Guidance on First Aid in Schools, Early Years and Further Education states; First Aid provision must be available while people are on school or college premises. It must also be available when staff, pupils and students are working elsewhere on school or college activities, including any off-site activity such as educational visits. The regulations require employers to provide adequate and appropriate equipment, facilities and personnel, based on a first aid needs assessment. This does not apply to work placements as work experience students are employed by the placement provider.

The minimum first aid provision for schools and colleges is:

- ✓ a suitable first aid container stocked in accordance with the findings of the first aid needs assessment and holding at least the minimum requirements suggested by HSE
- ✓ an appointed person or designated first aider(s) to take charge of first aid arrangements
- ✓ information for employees detailing the location of equipment, facilities and personnel

Any member of school or college staff may be asked to undertake first aid tasks, but they cannot be required to do so. Teachers and other staff working with pupils and students are expected to always use their best endeavours, particularly in emergencies, to secure the welfare of the pupils and students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.

AIMS OF THE POLICY

- ✓ To ensure adequate provision of appropriately trained first aid personnel
- ✓ To ensure suitable first aid equipment and facilities are available
- ✓ To provide clear procedures for managing accidents and incidents
- ✓ To communicate the school's first aid arrangements to staff and parents

RESPONSIBILITIES OF THE POLICY

- ✓ Ensure that the policy is implemented and reviewed
- ✓ Ensure appropriate staff receive training
- ✓ Maintain records of first aid training and incidents

RESPONSIBILITIES OF FIRST AIDERS

- ✓ Hold current first aid qualifications
- ✓ Provide immediate care and assistance in case of illness or injury
- ✓ Maintain accurate records of first aid administered

REFERENCED LEGAL FRAMEWORK

This policy is written with reference to:

1. Health and Safety at Work Act 1974
2. Health and Safety (First Aid) Regulations 1981
3. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
4. Department for Education (DfE) guidance: *First Aid in Schools*

RESPONSIBILITY OF ALL STAFF

- ✓ Be aware of the location of first aid equipment and trained personnel.

- ✓ Report any health and safety concerns.
- ✓ providing immediate treatment to an injured or ill visitor or member of the College community until professional medical assistance is available

FIRST AID TRAINING

As outlined in *The Health and Safety (First Aid) Regulations 1981*, the College is legally required to have appropriate first aid arrangements in place. This includes ensuring that employees designated as first aiders receive proper training. The College also considers it best practice for all employees to have some basic knowledge of first aid. In addition, it provides first aid equipment and information about first aid procedures.

First aid in the workplace involves providing immediate treatment to an injured or ill visitor or member of the College community until professional medical assistance is available. The two main types of First Aid Training offered by the College are:

- ✓ **Emergency First Aid at Work (EFAW):**
Focuses on essential life-saving skills, such as CPR and managing unresponsive individuals.
- ✓ **First Aid at Work (FAW):**
A more comprehensive course that covers a broader range of injuries and illnesses, including those specific to the workplace.

AUTOMATIC EXTERNAL DEFIBRILLATORS (AED's)

AEDs in boarding schools is a critical part of ensuring student and staff safety, especially in emergencies involving sudden cardiac arrest. Framlingham College Medical Centre provides defibrillators and associated consumables in designated high volume/high risk areas.

All AEDs will be maintained according to manufacturer's recommendations, by Medical Centre staff. Each unit will be checked for operational status monthly and this information will be recorded.

Following the advice of the Resuscitation Council (UK) the provided equipment will be made freely available for use by anyone in an emergency. The College provides training of first aid staff to include familiarisation with such equipment.

DEFIBRILLATOR LOCATIONS

An Automatic External Defibrillators (AED) is positioned in the following locations:

Prep School

1. Entrance lobby of The Rowley Hall

Senior School

An Automatic External Defibrillator (AED's) are positioned in the following areas:

1. Athlone Hall Reception
2. The Medical Centre
3. Paul's Court
4. Sports Hall Reception
5. Lords Sports Field (Portable – taken with Sports Medic)

ALLERGY EMERGENCY RESPONSE KITS

Ensuring the safety of students with allergies in boarding schools is critical. Allergy Emergency

Response Kits are an essential part of managing severe allergic reactions. These kits containing asthma inhalers and epi pens, are provided by Framlingham College Medical Centre and are positioned in designated high traffic or high-risk areas and labelled accordingly. Information and guidance pertaining to the safe administration of these items are provided within the kit.

On a monthly basis the Medical Centre Nurses are responsible for ensuring that the contents of these kits are present and in date, and that replacement AAls and inhalers are obtained prior to the expiry date approaching.

ALLERGY EMERGENCY RESPONSE KIT LOCATIONS

SENIOR SCHOOL

Allergy emergency response kits are positioned in the following areas:

1. The Medical Centre
2. Paul's Court
3. Sports Hall Reception
4. Geography block

Prep School

1. Dining Hall
2. Medical Room

FIRST AID KITS

The Medical Centre is responsible for the provision and stocking of first aid kits for all sporting disciplines. These sports first aid kits are stored in the Medical Centre and are signed out to the sport coach at the start of the school term and can be replenished at any time. At the end of school term, these kits are given back to the Medical Centre, checked and replenished by Medical Centre staff.

OUT OF SCHOOL TRIPS

Additional first aid kits are stored at the Medical Centre and available for out of school trips. The member of staff (trip leader) taking pupils out of school, is required to take a first aid kit with them. These can be requested by email to the Medical Centre and collected by the trip leader prior to the trip leaving.

PREP SCHOOL FIRST AID KIT LOCATIONS

Medical Room - 10 x First Aid kits (available on request)

College Minibuses - 2 x First Aid Kits per minibus (1 sealed for emergency use), 1 x Biohazard kits per minibus

Design Technology - 1 x First Aid Kit, 1 x Eye wash station

Kitchen - 1 x First Aid kit, 1 x Burns first aid kit, 1 x Eye wash station

Science Labs - 1 x First Aid kit, RM 4 - 1 x Eye wash station, RM 8 - 1 x Eye wash station

Groundsman's Hut - 1x First Aid kit, 1 x eye wash station

Nursery - 1 x First Aid kit

Staff Common Room - 1 x First Aid kit

Main Reception - 1x First Aid kit

Dining Hall - 1 x First Aid kit

Drama Studio - First Aid kit

Music Room / Year 1 Reception - First Aid kit

Year 2 Classroom - First Aid kit

SENIOR SCHOOL FIRST AID KIT LOCATIONS

Medical Room - 20 x First Aid kits (available on request)

College Minibuses - 2 x First Aid Kits per minibus (1 sealed for emergency use), 1 x Biohazard kits per minibus, vomit bags

Design School - 3 x First Aid Kit, 1 x Eye wash station

Kitchen - 1 x First Aid kit, 1 x Burns first aid kit, 1 x Eye wash station

Science Labs - 1 x First Aid kit, 1 x Eye wash station

Groundsman's Staff Tea Room - 1x First aid kit, 1 x eye wash station

Sport Hall/Gym/Pool - 1 x First Aid kit, 1 x Spinal board, 1 x eye wash station

Maintenance Workshop - 1 x First Aid kit

Boarding Houses - 1 x first Aid kit (in each House)

Athlone Hall (HPT) - 1 x First Aid kit, First Aid kit

PERSONAL PROTECTIVE CLOTHING (PPE)

Protective clothing ensures that individuals providing first aid are adequately shielded from hazards and potential risks during an incident. Framlingham College is committed to providing industry related PPE.

Examples of protective clothing in first aid:

- ✓ **Gloves:** Used to prevent contamination from blood and body fluids.
- ✓ **Aprons:** Offer protection from spills and splashes.
- ✓ **Eye protection/face shields:** Protect against splashes and projectiles.
- ✓ **High-visibility vests:** Ensure first aiders are easily identifiable, especially in emergency situations.

- ✓ **Weatherproof clothing:** Important for outdoor or inclement weather situations.

SPILLAGES

In the event of a spillage, Industry specific spillage kits are available in accessible locations for handling spillages of bodily fluids, like blood, vomit, urine, and excrement, to prevent infection and ensure safety. Immediate action should be taken, using protective equipment, and appropriate cleaning and disposal methods.

Immediate Action:

- ✓ Spillages should be dealt with promptly to minimize the risk of infection and exposure.

Protective Equipment:

- ✓ First aiders should wear gloves, aprons, and eye protection, or face shields when handling spillages.

Area Containment:

- ✓ The area should be cleared and cordoned off to prevent further contamination.

Spill Kit:

- ✓ A spill kit should be used to clean up the spillage.

Cleaning and Disinfection:

- ✓ Affected areas should be cleaned with detergent and hot water and then disinfected according to the manufacturer's instructions.

Waste Disposal:

- ✓ All contaminated materials, including absorbent wipes and protective equipment, should be disposed of properly in designated waste containers.

Hand Hygiene:

- ✓ First aiders should wash their hands thoroughly after handling the spill and before removing their protective equipment.

Reporting of Spillages

- ✓ Spillages should be reported to the appropriate staff members, authorities, and any incidents should be documented.

ACCIDENT REPORTING

In UK boarding schools, accident reporting, particularly concerning first aid, is governed by regulations and school policies, including RIDDOR. Accidents must be recorded, with details such as date, time, location, and treatment provided. Serious accidents or injuries are reported to the relevant authorities, and parents must be promptly informed.

RECORD KEEPING:

Detailed records are maintained for all accidents, including:

- ✓ Date, time, and location of the incident.
- ✓ Name of the injured or ill person.
- ✓ Details of the injury or illness.
- ✓ Details of the first aid given.
- ✓ What happened after the incident (e.g., treatment, return to class, hospital).
- ✓ Name and signature of the first aider or person dealing with the incident.

REPORTING TO AUTHORITIES:

RIDDOR-reportable accidents must be reported to the Health and Safety Executive (HSE) within the required timeframe (often 10 days, but sooner for fatal or major injuries).

SPORT MEDIC PROVISION (SUMMARISED FROM MEDICAL POLICY)

At Framlingham College, sideline medical support during the first and second terms is delivered collaboratively by the College's medical team and SportsMed East physiotherapists. This ensures thorough pitch-side care for high-contact sports like rugby, netball, and hockey. Pre-match clinics assess injury readiness and provide preventative taping as needed.

All coaching staff are trained first aiders and follow England Rugby's head injury guidelines. On-field medical professionals manage assessments, treatment, and escalation when necessary. Injuries requiring further care are referred to the College Medical Centre or A&E. Parents and staff are kept informed, and visiting teams receive medical notes and follow-up advice.

ADMINISTRATION TO SAVE A LIFE

Certain medicines can be given or supplied without the direction of a medical practitioner and without a PGD for the purpose of saving a life. An example of this would be the use of adrenaline in anaphylaxis or salbutamol in acute asthma.