

Dear Parents and Carers,

Re: Appropriate Use of the School First Aid Room

We are writing to clarify the appropriate use of the First Aid Room by students at St John's Marlborough (previously referred to as the Medical Room) to ensure that all students receive the necessary first aid support while also maintaining a productive learning environment.

The First Aid Room is for students who experience medical emergencies or require immediate first aid attention during the school day. It is crucial that students remain in their lessons unless they are facing a genuine, urgent medical concern that requires a visit to the First Aid Room. Inappropriate use of this facility disrupts learning and places unnecessary strain on our first aid staff, potentially delaying care for those who truly need it.

Schools are not legally obliged to provide first aid for students; however, we are committed to supporting the wellbeing of our students by offering appropriate first aid assistance when needed. To allow us to do this, we have two first aiders who work in the first aid room. There is no registered nurse or medical professional on site.

Appropriate Use of the First Aid Room:

- Sudden illness or medical emergencies (e.g., asthma attacks, severe allergic reactions, injuries requiring immediate attention).
- Prearranged medical care as advised by a healthcare professional (e.g., medication administration that must be given during school hours, ongoing care plans (IHCP)).
- Accidents or injuries that occur during school hours and require assessment by a trained first aider.

Inappropriate Use of the First Aid Room:

- Using the first aid room without a valid medical reason (can be used to avoid lessons).
- Seeking minor comfort measures that do not require first aid intervention (e.g., mild headaches, minor fatigue, general discomfort).
- Frequent, non-medically necessary visits that disrupt academic learning.
- Mental health concerns, anxiety. Students seeking support in school can speak to their tutor, teachers, head of year or key worker (G120)

Additional means of support

- School Nurse who visits on Mondays for appointments and a lunchtime drop-in session, as part of the [School Age Health Service](#) Tel: 0300 247 0090 (weekdays 9-5pm). Can support young people with a range of difficulties including puberty, self-harm, relationships, sleeping, exam stress, friendship, mental health, drugs, anxiety and sexual health.
- [ChatHeath](#), a confidential text service called. This can be used by any young person over the age of 12. Tel: 07480635513 (weekdays 9-4pm). Remember no mobile phone use in school during school hours.
- St John's [Mental Health](#) or [Medical Matters](#) webpage for information, resources and organisations who may be able to assist.

We encourage students to develop resilience and independence regarding their wellbeing while also ensuring they receive necessary first aid when required. If your child has a medical condition that requires special attention, please ensure that the school is informed and that any required medication or care plans are in place.

As part of our duty of care to our students, records of students attending the First Aid Room are kept. We may contact you to let you know your child has been attending regularly whether appropriately or inappropriately.

We appreciate your support in reinforcing these guidelines with your child so that the first aid room remains available for those who truly need it. If you have any concerns or require further clarification, please refer to the [Medical Matters](#) page on our website.

Please note that there is a new email to contact the first aiders': STJFirstAid@stjohns.excalibur.org.uk

Yours faithfully,



Sarah Wilson

Vice Principal