

Supporting Healthcare Needs and First Aid Protocols

Caledonia High School



CHS Vision & Values

Our Vision

Caledonia High School aims to create a community where everyone feels included, respected, safe and nurtured. Together, we strive to provide consistently high quality learning and teaching that develops confident and ambitious learners.

The whole school community supports our young people to achieve their full potential and to prepare them for life beyond school.

Ambitious

We are determined to achieve success, setting high expectations for ourselves and taking responsibility for our learning.



Respectful

We are respectful to ourselves, each other and our community. We respect differences and everyone's contributions are valued.



Kind

We are caring, showing empathy and compassion through our words and actions. This helps to create an inclusive, supportive and nurturing environment.



Information for Parents/Carers

July 2026

All staff at Caledonia High School are committed to supporting pupils who require healthcare throughout the school day or those with medical conditions. This policy will provide additional information for parents/carers to ensure that we work in partnership to ensure the best care for all pupils.

Parents/carers have responsibility for their child's health and should provide the school with up-to-date information about their child's medical conditions, treatment and/or any special care needed. If their child has a more complex medical condition, they should work with key staff and other health professionals to develop an individual Healthcare Plan, which will include an agreement on the role of the school in managing any medical needs and potential emergencies.

Procedure if a pupil is feeling unwell or injures themselves in school

- Pupil communicates to staff member that they are feeling unwell or have been hurt
- Staff member provides the pupil with a slip to attend the Reception
- Staff at the Reception will listen to the young person and decide whether contact home is required, or if a First Aider needs to attend
- A group call text/email will be sent to indicate when a young person has sought support at the Reception
- In the event that a pupil requires to go home or requires additional medical support, staff will contact home to request collection of the young person and/or recommend a visit to the GP/hospital for further checks
- If emergency treatment is required at any point then staff will contact for a paramedic to attend before contacting the parent/carer
- If a pupil requires transportation in order to seek further medical support, then the staff member will contact all emergency contacts listed on the young person's record
- At no point should a young person leave the school premises or be collected by parents/carers without the school being notified of such a decision.
- Head injuries will be treated seriously and contact home will always be made

First Aid provision

The Council's First Aid guidance states: *'First Aid in the workplace is defined as the treatment given for the purposes of preserving life and minimising the consequences of injury or illness until professional help is available, and the treatment of minor injuries which otherwise would not receive treatment or do not need further treatment from a medical practitioner.'*

First aiders may need to contact for emergency support before contacting parents/carers if a young person requires this level of input. **Please note that first aiders are not medical professionals.**

Parent/Carer responsibility

- Parents/Carers must also provide the school with up-to-date information about their child's medical conditions, treatment and/or any special care needed
- It is the responsibility of the parent/carers to ensure that the medication stored in school is prescribed and is in date (and replaced as necessary)
- All medicines used in school must have been prescribed by a doctor, dentist, nurse prescriber or pharmacist prescriber and must be presented in the original container dispensed by a pharmacist and include the pupil's name and the prescriber's instructions for administration and dosage
- Work in partnership with key staff to create/update an individual Healthcare Plan (where appropriate)
- Provide medication for their child in a clear bag or Tupperware container with the following information included: Full Name, DOB. and Year Group

Please note that if your child sustains an injury which impacts their movement around the school e.g. broken leg and they require the use of crutches, they should report to First Aid on the first day of their return to school to ensure that we can organise a temporary Personal Emergency Evaluation Plan (PEEP).

Key information

- Prescribed medicines should only be brought to school when essential (that is where it would be detrimental to a child's health if the medicine were not administered during the school day)
- Pupils should not carry painkillers/medication on their possession e.g. paracetamol or ibuprofen (unless specified in their individual healthcare plan)
- Pupils should only carry medication for emergencies and where agreed in an individual healthcare plan e.g. EpiPen
- All medication should be handed in to Reception and a parent/carers medication form completed
- All medication is required to be checked in and out of the school premises by parents/carers
- The First Aid Team will check medication across the year and contact parents/carers where appropriate
- School staff are not permitted to administer drugs of any kind to pupils without prior consent from parents/carers

Extracurricular activities/after school provision

If a young person has a medical condition or may require medication, we would ask parents and carers to update school staff in advance if a young person plans to attend an after-school club/supported study so we can ensure we plan effectively to support the young person.

When to keep a child off school and how to report it

Caledonia High School High School strives to support all pupils to achieve their potential. However, we do acknowledge that pupils can be absent from school, and we hope the below link will support you in making these decisions:

[Should I keep my child off school or childcare? \(publichealthscotland.scot\)](https://publichealthscotland.scot/should-i-keep-my-child-off-school-or-childcare/)

If your child is absent, please contact the school using one of the 4 options shown below. Please provide information related to the absence and planned duration of absence.

Parents Portal  : parentsportal.scot

Text  : 07860030889

Phone  : 01383 602403

Wellbeing continues to be a priority for all staff at Caledonia High School. If you have any queries, please do not hesitate to contact your child's Guidance Teacher.