

Houlton School
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Michael McCulley
Principal

Registered in England
Company number 07515832

Emailed: 17/09/2025

Dear Parent/Carer,

Re: First Aid Provision Guidelines at Houlton School

We are writing to inform you about the school's procedures regarding First Aid provision, and to remind you of the guidelines in place to ensure that all pupils receive the appropriate care when needed.

Guidelines for Accessing First Aid

We would like to remind all pupils and parents that pupils should only visit the First Aid room during lesson or tutor time in the event of a medical emergency. Medical emergencies are defined as:

- Continuous heavy bleeding
- Difficulty breathing
- Shortness of breath, or weak or ineffective coughing
- Chest pain or discomfort lasting for two minutes or more
- Change in mental status (unusual behaviour or confusion)
- Fainting or loss of consciousness
- Head or spine injury
- Deep or large wound
- Suspected broken bone
- Burns
- Smoke inhalation
- Cardiac arrest or heart attack
- Choking
- Seizure
- Allergic reaction
- Hypoglycaemic coma (low blood sugar)
- Being physically sick (vomiting)
- Required to self-medicate for a pre-existing medical condition, e.g. diabetes

If any pupil experiences these symptoms, staff will raise a callout to ensure the Lead First Aider is made aware and appropriate action is taken. For non-emergency situations, pupils are asked to remain in class and speak with their Pupils Experience Leader (or an available Pupils Experience Leader) during break or lunch times to assess whether medical attention is required. If needed, they will be directed to the First Aid room.

Absences and Wellbeing

As part of our commitment to safeguarding, we ask that pupils do not use their mobile phones during school hours. The use of mobile phones during this time can present potential safeguarding concerns, and it is essential that pupils adhere to this policy to ensure the safety and wellbeing of all.

If a pupil needs to be sent home due to illness or injury, a member of staff will always contact the parent/carer directly to discuss the situation. Pupils should not contact their parents themselves via

mobile phone regarding this matter. We kindly ask that you only come to school to collect your child if you receive a telephone call from a staff member requesting for your child to be collected.

We would also like to remind parents and carers of the importance of ensuring that their child's wellbeing is checked each morning. If your child is well enough to attend school, we ask that they come to school as usual. If your child requires medication to assist with staying in school, please provide it to the Main Reception and ensure the required consent form is signed. Should they not be well enough to attend school, a message via Studybugs is required so all relevant staff are notified of the absence.

Hydration and General Wellbeing

Pupils are encouraged to bring a refillable water bottle to school each day. Proper hydration is essential to avoid issues such as headaches, dizziness and fatigue, which can impact a pupil's concentration and ability to remain engaged in school activities.

Attendance Monitoring

As part of our ongoing commitment to improving pupil attainment, we monitor attendance closely and will contact parents/carers if attendance falls below the required levels. While we understand that some absences are unavoidable, it is important that we work together to ensure that any attendance concerns are addressed promptly.

We appreciate your support in these matters and encourage open communication between home and school to ensure the best outcomes for your child.

If you have any questions or need further clarification on our First Aid procedures, please do not hesitate to contact us. Thank you for your continued cooperation.

Yours sincerely,



Mrs L Hoult
Executive Office Manager