

Our Key Processes at Pittencrieff

First Aid, Illness and Injuries

Pittencrieff First Aid Team

Mrs Caines, Mrs Underwood

If your child is injured during the school day and requires support:

- A member of the First Aid team will check your child and where appropriate administer First Aid.
- A First Aid slip will come home with your child if they have been treated by a First Aider.
- If your child has sustained a head injury we will call you to make you aware. (first emergency contact)
- If your child has an injury that requires further medical attention, such as professional medical care, we will call you to make you aware. (first emergency contact)

If your child is feeling unwell during the school day:

- A member of the First Aid team will check your child.
- If your child needs to come home we will contact the first contact.

Help us to help your child(ren)

- Keep your contact details up to date.
- Let us know if your child is absent or needs support.
- Follow the [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) for absence/recovery.

If your child requires medication during the school day:

- A Health Care Plan will be completed for regular medication.
- If your child requires medication for a short spell of time:
- Complete an 'Administration of Medication' form.
- Hand in and collect the medication at the school office.
- A First Aider will administer the medication as detailed in your form.

The Fife Council Policy for First Aid, Illness and Injuries at Schools can be found: [here](#)