



**Rossett School**  
Success for everyone



11<sup>th</sup> February 2025

Dear Parents and Carers,

Following the February half term, we will be making changes to our first aid provision in school. From Monday, 24<sup>th</sup> February, the school's first aid office will be open daily from **9:00 am to 2:20 pm** to provide emergency first aid only for students, staff, and visitors. This will be managed by our First Aid Lead, Miss Rogers, or another trained staff member if she is unavailable. The first aid office will be closed during **Period 5**.

In line with our school and Trust policies, the first aid service is intended to treat urgent injuries or illnesses that occur during the school day. It is not a substitute for seeing a GP, contacting NHS 111, or visiting A&E. For any injuries or medical concerns outside of school hours, please contact your GP, NHS 111, or attend A&E as appropriate.

We encourage students to manage minor illnesses independently before coming to school. **Paracetamol, ibuprofen, hot water bottles and tights\* will only be given out during break and lunchtime going forward.** Paracetamol and ibuprofen will be provided as a last resort before sending your child home. If your child frequently visits first aid for paracetamol, ibuprofen, or other non-urgent issues, we will contact you to discuss any medical needs the school should be aware of. Other medications will only be administered if prescribed to your child. If your child requires an alternative non-prescription medication, this must be included in their care plan and confirmed by a medical professional.

*\* Please note we have a limited supply of tights which will only be provided in an emergency and not for issues such as ladders. These will be available from **student reception** during break and lunchtime only, and not from the first aid office.*

We encourage any prescribed medications to be taken outside of school hours where possible. If this is not feasible, please send the medication into school in its original packaging, along with a completed parental consent form for prescribed medications. For non-prescribed medications required as part of a healthcare plan, a completed consent form will also be required.

While several staff members are trained in first aid, it is important to note that they are not medical professionals. We expect visits to first aid to be for urgent injuries or illnesses that occur during the school day, or for administering prescribed medication. If your child is too unwell to remain in school, we will contact you to arrange for them to be collected or to receive appropriate medical care. If they are well enough to stay in school, students will be expected to return to lessons immediately after receiving treatment.

Students should only visit first aid during break and lunchtime. If a student feels unwell outside of these times, they should inform their class teacher, who will contact a member of the support team to come and collect them and take them to the first aid office. **Students should not use their mobile phone to contact parents or carers if they feel unwell.** If you arrive at school to collect your child unexpectedly or without prior notice, please be aware that for safeguarding purposes we may ask for identification.

If you are unsure whether to keep your child off school, please refer to the NHS guidance [here](#). If your child has a medical condition we should be aware of, please get in touch with their Achievement and Progress Lead or Pastoral Manager.

Thank you for your support.

Yours sincerely

T Milburn  
Headteacher

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**Learning Trust Alliance Teacher Training Teaching School Hub**

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