

17th June 2026

Dear Parent/Carer,

First Aid and Medication Update

At Bournville School, the wellbeing of our students is always a priority. We are reviewing how we respond to minor health concerns during the school day to ensure that students remain in lessons where appropriate, while still providing effective support when it is genuinely needed.

We have seen an increasing number of first aid visits for minor issues. While we understand that students may feel uncomfortable at times, many of these situations can be safely managed within the classroom. Our aim is to help students build resilience, independence, and confidence in managing minor discomforts. However, frequent visits to first aid for minor issues can lead to lost learning time and disrupt both the individual student's progress and the learning of others in the classroom. First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. Often the request by pupils for first aid is not around injury but around having a headache or feeling unwell. Often pupils think or feel they need an icepack. Icepacks can only be issued when and where a staff member is sure and clear that there is a sprain, strain or bruise. When there is some bleeding into the underlying tissue which causes pain and swelling. Using ice immediately after the injury will help to limit the body's response to injury, the ice will: reduce bleeding into the tissues. prevent or reduce swelling (inflammation). It is also best students don't walk around with an icepack and instead sit in the room they have requested one from to use it for about 10-15 minutes. Often pupils request icepacks when there is no necessity or after an extended period of time has elapsed, negating the impact.

What will change? We are introducing a traffic light system to guide when first aid involvement is necessary:

Green (Manage in class): Minor issues such as headaches or mild tummy aches will be supported by staff in lessons.

Amber (Monitoring and support): If symptoms persist, a student may be checked by first aid but usually returns to lessons.

Red (Serious cases): First aid responds immediately and parents may be contacted.

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Why are we doing this? To reduce time out of lessons, promote resilience, and ensure first aid supports genuine emergencies.

How you can help: Encourage preparation for school, discuss managing minor discomforts, and reassure your child.

Please be assured that no child's health or safety will ever be compromised.

If you need to update us on your child's medical condition(s), please email Mrs Lowndes Marsh at b.lowndesmarsh@bournville.fmat.co.uk

Should your child need to take medication during the school day, or as part of on-going treatment, the following will need to be completed:

[Short-Term Medication Form](#) or [Long-Term Medication Form](#) (These can also be found on our school website)

For further information, refer to the school's [Supporting Pupils with Medical Conditions Policy](#)

Yours sincerely,

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Ms R Dhinsa
Head of Academy

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