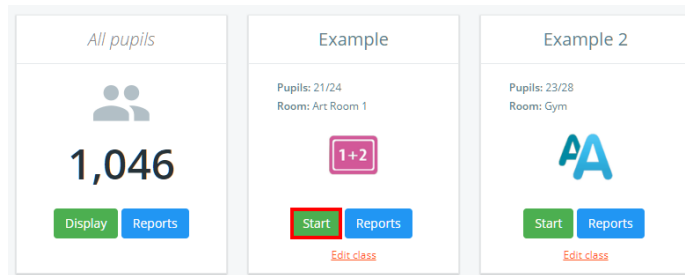


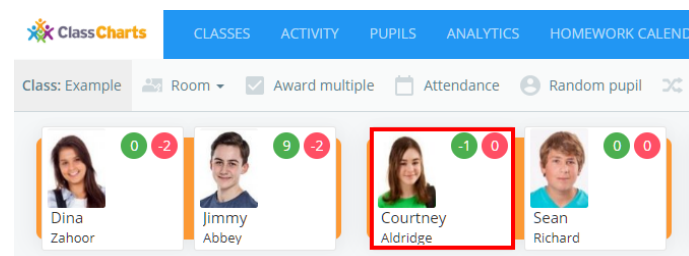
How To Request First-Aid Using ClassCharts

If staff believe a student's needs to see a trained first aider then they should alert First Aid via (**Class Charts**) and the student will be escorted to student reception for assistance. To request First Aid:

- 1) **Start the class** you are teaching by clicking on the **Start** button.



- 2) Next, click on the **Pupil Card** for the pupil for whom you wish to request First Aid.



- 3) The pupil sidebar will appear. Click on the **Negative** tab in their pupil sidebar. The available negative behaviour folders will then be visible.



- 4) Click on the **On-Call folder** and then click on **Medical Removal**. This will then appear in the pupil's activity log, and an email alert will be sent to Admin for the First Aider to attend.

