

Pirbright Village Primary School



Supporting Children with Medical Conditions and First Aid

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Reviewed
Next Review Date

Annually
Autumn 2026

Introduction

Pirbright Village Primary School is an inclusive community that aims to support and welcome all children, with and without medical conditions. We work to support all children to meet and fulfill their potential. We aim to provide all children with all medical conditions the same opportunities as others at school.

We will help to ensure they can:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well-being.

Purpose

Children with medical conditions are encouraged to take control of their own condition. Children need to feel confident in the support they receive from Pirbright Village Primary School to help them do this. Equally, the parents/carers of children with medical conditions feel secure in the care their children receive at Pirbright Village Primary School.

We aim to include all children with medical conditions in all activities.

Pirbright Village Primary School works to ensure all staff

- understand their duty of care to children and young people in the event of an emergency
- feel confident in knowing what to do in an emergency
- understand that certain medical conditions are serious and can be potentially life-threatening, particularly if ill managed or misunderstood
- understand common medical conditions that affect children at our school and children's centre. Staff receive training on the impact this can have on children.

With this aim, staff are first aid trained and a number of staff have additional paediatric first aid training. The majority of staff are trained in managing anaphylaxis, asthma and the use of epi-pens.

Information sharing about this policy

The medical conditions policy is understood and supported by the whole organisation and local health community. An introduction to the policy is included in induction for all new staff. The school's medical conditions policy has been drawn up in consultation with a wide range of local key stakeholders, within both the school and health settings

The views of children with various medical conditions were actively sought and considered central to the consultation process. The medical conditions policy is supported by a clear communication plan for staff, parents and other key stakeholders to ensure its full implementation. The policy is available via the Pirbright Village Primary School website.

Children are informed and regularly reminded about the medical conditions policy:

- through school council
- in personal, social and health education (PSHE) classes
- in science lessons
- in assemblies
- circle time sessions.

Parents are informed and regularly reminded about the medical conditions policy:

- via school website
- in the Pirbright Village Primary newsletter at several intervals in the school year
- when their child is enrolled with the organisation

Staff are informed and regularly reminded about the medical conditions policy:

- at scheduled medical conditions training
- during staff meetings
- all staff are informed of the policy and their responsibilities.

Relevant local health staff are informed and regularly reminded about our medical conditions policy:

- school/community nurse
- discussion during multi-professional meetings

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Training

1. All staff who work with groups of children at Pirbright Village Primary School receive training and know what to do in an emergency for the children in their care with medical conditions.
2. The school uses Individual Healthcare Plans to inform the appropriate staff (including supply and support staff) of children in their care who may need emergency help.

All staff need to know what action to take in the event of a medical emergency. This includes:

- how to contact emergency services and what information to give
- who to contact within the organisation.

Action to take in a general medical emergency is displayed in prominent locations for staff.

Roles and responsibilities

Pirbright Village Primary School works in partnership with all interested and relevant parties including the governing body, all staff, parents, community healthcare professionals and children to ensure the policy is planned, implemented and maintained successfully.

General Principles

- All staff at Pirbright Village Primary School are aware of the most common serious medical conditions and are trained in what to do in an emergency for the most common serious medical conditions at the school
- Staff understand their duty of care to children in the event of an emergency.

In an emergency situation, staff are required under common law duty of care to act like any reasonably prudent parent. This may include administering medication, including;

- a. Short term prescribed medications with parental permission e.g. finishing a course of antibiotics
 - b. Long term prescribed medications with parental permission and in line with medical/ paediatrician's advice.
 - c. Asthma inhalers
 - d. Over the counter medications with parental permission, e.g. cough medicine, after completion of the appropriate medical form.
 - e. Emergency medication including
 - Epi-pens
 - anti-histamine, in case of allergic reactions
 - any other medication as given, with medical advice, for a particular child
- If a pupil needs to be taken to hospital, a member of staff will always accompany them and will stay with them until a parent arrives. Pirbright Village Primary School tries to ensure that the staff member will be one the pupil knows.

Staff should only take children to hospital in their own car if no alternative solution can be found or if, advised to do so by the ambulance or other emergency service.

Head teacher

- Pirbright Village Primary School is inclusive and welcoming and that the medical conditions policy is in line with local and national guidance and policy frameworks
- liaison between interested parties including children, staff, special educational needs coordinators, teaching assistants, school nurses, parents, governors, the school health service, the local authority transport service, and local emergency care services takes place
- the policy is put into action, with good communication of the policy to all
- every aspect of the policy is maintained
- that information held by the school organisation is accurate and up to date and that there are good information sharing systems in place using children's Healthcare Plans
- pupil confidentiality
- assessment of the training and development needs of staff and arrange for them to be met
- all supply and new staff know the medical conditions policy
- delegation of a staff member to check the expiry date of medicines kept at Pirbright Village Primary School and maintain the school medical conditions register happens
- monitoring and reviewing of the policy,
- updating the policy, as necessary, according to review recommendations and recent local and national guidance

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and legislation

- reporting back to all key stakeholders about implementation of the medical conditions policy.

School staff

- be aware of the potential triggers, signs and symptoms of common medical conditions and know what to do in an emergency
- understand Pirbright Village Primary School's medical conditions policy
- know which children in their care have a medical condition and be familiar with the content of the pupil's Healthcare Plan
- allow all children to have immediate access to their emergency medication
- maintain effective communication with parents, including informing them if their child has been unwell
- ensure children who carry their medication with them have it when they go on a visit or out of the classroom
- be aware of children with medical conditions who may be experiencing bullying or need extra social support
- understand the common medical conditions and the impact it can have on children (children should not be forced to take part in any activity, if they feel unwell)
- ensure all children with medical conditions are not excluded unnecessarily from activities they wish to take part in
- ensure children have the appropriate medication or food with them during any exercise and are allowed to take it, if needed.

Teaching staff

- ensure children who have been unwell catch up on missed school work
- be aware that medical conditions can affect a child's learning and provide extra help when children need it
- liaise with parents, the child's healthcare professionals, special educational needs coordinator and welfare officers if a child is falling behind with their work because of their condition
- use opportunities such as PSHE and other areas of the curriculum to raise children's awareness about medical conditions.
- Ensure all children have the appropriate medication with them for any off site visits or trips.

School nurse or school healthcare professional

- help update the school's medical conditions policy
- help provide regular training for staff in managing the most common medical conditions
- provide information about where Pirbright Village Primary School can access other specialist training.
- ensure the child knows how to take their medication effectively, if appropriate
- ensure children have regular reviews of their condition and their medication
- provide Pirbright Village Primary School with information and advice regarding individual children and young people with medical conditions (with the consent of the child and their parents)

First Aiders

- give immediate help to casualties with common injuries or illnesses and those arising from specific hazards within the organisation
- when necessary ensure that an ambulance or other professional medical help is called.

SENCo

- help update the medical conditions policy
- know which children have a medical condition and which have special educational needs because of their condition
- ensure teachers make the necessary arrangements if a child needs special consideration or access arrangements in exams or course work.
- work with parents and other professionals to ensure that children's health care plans are up to date and share with relevant staff in collaboration with the school office team.

Children

- treat all children with and without a medical condition equitably
- tell their parents, teacher or nearest staff member when they are not feeling well
- let a member of staff know if another pupil is feeling unwell
- let any pupil take their medication when they need it, and ensure a member of staff is called
- treat all medication with respect
- know how to gain access to their medication in an emergency

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- if mature and old enough, know how to take their own medication and to take it when they need it
- ensure a member of staff is called in an emergency situation.

Parents

- tell Pirbright Village Primary School, if their child has a medical condition and share the information necessary for the school to be able to safeguard and support their child
- ensure Pirbright Village Primary School has a complete and up-to-date Healthcare Plan for their child
- inform Pirbright Village Primary School about the medication their child requires during the hours they are within the organisation's care.
- inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities
- tell Pirbright Village Primary School about any changes to their child's medication, what they take, when, and how much
- inform the organisation of any changes to their child's condition
- ensure their child's medication and medical devices are labeled with their child's full name
- provide the organisation with appropriate spare medication labelled with their child's name
- ensure that their child's medication is within expiry dates
- keep their child at home if they are not well enough to attend Pirbright Village Primary School
- ensure their child catches up on any school work they have missed
- ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional
- ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.

The administration of medication

Administration – emergency medication

Administration of Medicines: In general, the administration of medicines is the responsibility of parents. We suggest that medicines could be given before and after school and where prescription requires upon a dose during the school day, parents are welcome to come to the school office to administer medication. Where this is not possible support staff will be asked to administer medication. Before this can happen parents need to complete a **Pupil Medication Request Form** (see Appendices) and hand the clearly labelled medicines in their original packaging to staff in the office.

Medicine will not be administered if this form is not completed. Staff who administer any medication should complete a **Pupil Medication Record** (see Appendices), which is found in the Medication File, in the office. Whenever medications are administered, a second member of staff should be in attendance, except in exceptional circumstances.

All children with medical conditions have **easy access to their emergency medication**.

Children are encouraged to administer their own emergency medication, when their parents and health specialists determine they are able to start taking responsibility for their condition. However, the medication remains in the care of an adult at all times and is administered under adult supervision. The responsibility for the administration of medication remains with the supervising adult. This is also the arrangement on any off-site or residential visits.

Administration – general

- All use of medication, even if the pupil can administer the medication themselves, is done under the supervision of a named member of staff. The time and amount of medication taken must be recorded on the medication resource.
- Pirbright Village Primary School understands the importance of medication being taken as prescribed.
- All staff are aware that there is no legal or contractual duty for any member of staff to administer medication or supervise a pupil taking medication, unless they have been specifically contracted to do so.
- Many members of staff are happy to take on the voluntary role of administering medication. For medication, where no specific training is necessary, any member of staff may administer prescribed and non-prescribed medication to children, but **only with the written consent of the pupil's parent on a completed Pupil Medication Request Form**
- Training is given to all staff members who agree to administer medication to children, where specific training is needed.
- In some circumstances, medication may only be administered by an adult of the same gender as the pupil, and preferably witnessed by a second adult.
- Parents are informed, and reminded, that if their child's medication changes, or is discontinued, or the dose or administration method changes, that they must notify Pirbright Village Primary School immediately, so that we do not

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provide children with the incorrect medication.

- If a pupil refuses their medication, staff record this and parents are informed as soon as possible.
- All staff attending off-site visits are aware of any children with medical conditions on the visit. They receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.
- If a trained member of staff, who is usually responsible for administering medication, is not available Pirbright Village Primary School makes alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.
- If a pupil misuses medication, either their own or another pupil's, their parents are informed as soon as possible.

If during the school day a child complains that they are feeling unwell, staff are encouraged to use their professional judgement to determine if the child should be sent to the office where a member of office staff/the Headteacher will determine what course of action is necessary and if it is appropriate for the parents to be contacted and the child sent home.

The storage of medication

All medication is stored securely. Children are not allowed to carry their own medication. This includes both prescribed and over the counter medications. All medicines are kept securely in in the school office unless it is necessary for them to be kept cold. In this case, they will be stored in a clearly marked container in the fridge located in the school office's cupboard (main entrance hall). Medication is regularly reviewed for expiry by a member of the office staff and in the event of regular medication which has expired, and a replacement has not been brought into school, letters are sent home.

Paracetamol/Calpol and Piriton are the only general medications kept in school. This may be given in the appropriate dose (with parental consent) for children who suffer from symptoms which paracetamol could relieve (eg headaches not associated with head injuries) or for an unexpected allergic reaction i.e. hayfever.

No member of staff will be put under pressure to administer any form of medicine. All members of staff are encouraged to have a pair of plastic gloves on their person; under no circumstances should staff wipe/clean blood from a graze/wound unless they are wearing gloves. All waste products will be appropriately disposed of using the allocated bins.

If the treatment required is of an intimate nature and a member of staff agrees to be responsible, it is strongly recommended that a second member of staff acts as a witness. Staff however, must also be sensitive to the dignity and feelings of the child concerned.

All classrooms and teaching areas (e.g ICT Suite, Art Studio, Playgrounds etc) have **First Aid and Emergency Cards (see Appendices)** which can be sent to the office for assistance or to call an ambulance. All staff are aware of the purpose and use of these.

If the injury involves marks to the face or possibly the body, a member of the office staff will contact the parent to inform them of this as soon as possible and certainly before the end of the school day. A conversation will subsequently take place regarding the next appropriate course of action eg. parent to collect, or the child to remain in school.

We are committed to providing all members of staff with appropriate training and therefore First Aid training/ INSET is provided on a regular basis by the school nurse and other recognised medical professionals. In addition to this, when medical needs arise with pupils or staff, the necessary training will be pursued as a priority.

Safe storage – emergency medication

Emergency medication is readily available to children who require it at all times during the school day or at off-site activities. It is stored with the child's name clearly displayed. If the emergency medication is a controlled drug and needs to be locked up, the keys are readily available and not held personally by members of staff.

Children and staff know exactly where to access their emergency medication. Emergency medication is stored in the school office and securely within the classroom.

Safe storage – general

- There is an identified member of staff who ensures the correct storage of medication.
- All controlled drugs are kept in a locked cupboard and only named staff have access to it.
- Three times a year the identified member of staff checks the expiry dates for all medication.
- The identified member of staff, along with the parents of children with medical conditions, ensures that all emergency and

non-emergency medication brought in is clearly labeled with the child's name, the name and dose of the medication and the frequency of dose.

- Parents are required to complete a medical form before medication is given to their child.
- All medication is supplied and stored, wherever possible, in its original containers.
- Medication is stored in accordance with instructions, paying particular note to temperature.
- Some medication for children may need to be refrigerated. All refrigerated medication is stored in an airtight container and is clearly labeled. Refrigerators used for the storage of medication are in a secure area, inaccessible to unsupervised children or lockable as appropriate.
- All medication is sent home with children at the end of the year
- It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new year.

Safe disposal

- Parents are asked to collect out-of-date medication.
- If parents do not pick up out-of-date medication, it is taken to a local pharmacy for safe disposal.
- A named member of staff is responsible for checking the dates of medication and arranging for the disposal of any that have expired. This check is done at least three times a year and is always documented.
- Sharps boxes are used for the disposal of needles. Parents should obtain sharps boxes from the child's GP or paediatrician on prescription. All sharps boxes in this school are stored in a locked cupboard, unless alternative safe and secure arrangements are put in place.
- If a sharps box is needed on an off-site or residential visit, a named member of staff is responsible for its safe storage and return to a local pharmacy or to school or the pupil's parent.
- Collection and disposal of sharps boxes is arranged with the local authority's environmental services.

Record keeping

The Allergies and Medication File is kept in the main office and contains class lists identifying children who suffer with allergies or medical conditions. There is a record in the First Aid boxes for use during break and lunchtimes by the first aider/member of staff on duty (which are kept in the Office cupboard). There are photographs/details of children who have food allergies on the wall in the kitchen and each teacher has copies of these photographs in their cupboards. There are photographs/details of children who have food allergies, alongside healthcare plans, in the staffroom for reference for all staff.

Enrolment forms

Parents at this school are asked if their child has any health conditions or health issues on the enrolment form.

Healthcare Plans

Pirbright Village Primary School uses Individual Healthcare Plans to record important details about individual children's medical needs at school, their triggers, signs, symptoms, medication and other treatments.

- The parents, SENCo and pupil with a medical condition, where appropriate, develop the pupil's Healthcare Plan together.
- A Healthcare Plan, accompanied by an explanation of why and how it is used, is shared with the parents of children with a long-term medical condition. This is done normally through a meeting with the SENCO
 - at enrolment
 - when a diagnosis is first communicated to Pirbright Village Primary School.
 - Reviewed at least annually
- If a pupil has a short-term medical condition that requires medication during school hours, parents are asked to complete a medication form before their children is given any medication by staff.

Healthcare Plan Register

Healthcare Plans are used to create a centralised register of children with medical needs. The SENCO has responsibility for the register at this school. The SENCo follows up with the parents any further details on a pupil's Healthcare Plan required or if permission for administration of medication is unclear or incomplete.

Ongoing communication and review of Healthcare Plans

Parents at Pirbright Village Primary School are regularly reminded to update their child's Healthcare Plan if their child has had a medical emergency or if there have been changes to their symptoms (getting better or worse), or their medication and treatments change. Staff use opportunities such as parent interviews to check that information on a pupil's condition is accurate and up to date. Every pupil with a Healthcare Plan at this school has their plan discussed and reviewed at least once a year.

Storage and access to Individual Healthcare Plans

- Healthcare Plans are kept in a secure central location and shared with parents. All members of staff who work with groups of children have access to the Healthcare Plans of children in their care. When a member of staff is new to a group, for example due to staff absence, they are made aware of (and have access to) the Healthcare Plans of children in their care.
- Pirbright Village Primary School ensures that all staff protect pupil confidentiality and have signed the school's code of conduct to show their agreement to this.
- Pirbright Village Primary School seeks permission from parents to allow the Healthcare Plan to be sent ahead to emergency care staff, should an emergency when the child is in Pirbright Village Primary School's care. This permission is included on the Healthcare Plan.
- Permission is sought for the children's photographs and synopsis of their plan to be displayed in the staffroom.

Use of Individual Healthcare Plans

Individual Healthcare Plans are used to:

- inform the appropriate staff about the individual needs of a child with a medical condition in their care
- identify common or important individual triggers for children with medical conditions that bring on symptoms and can cause emergencies. Pirbright Village Primary School use this information to help reduce the impact of common triggers
- ensure that all medication stored is within the expiry date

Consent to administer medicines

If a pupil requires regular prescribed or non-prescribed medication, parents are asked to provide consent on their child's Healthcare Plan giving the pupil or staff permission to administer medication on a regular/daily basis, if required. A separate form is given to parents for children taking short courses of medication. All parents of children with a medical condition who may require medication in an emergency are asked to provide consent for staff to administer medication.

Residential visits

- Parents are sent a residential visit form to be completed and returned to school shortly before their child leaves for an overnight or extended day visit. This form requests up-to-date information about the pupil's current condition and their overall health. This provides essential and up-to-date information to relevant staff to help manage the pupil's condition while they are away. This includes information about medication not normally taken during school hours.
- All residential visit forms are taken by the relevant staff member on visits and for all out-of-school hours activities where medication is required.
- All parents of children with a medical condition attending a school trip or overnight visit are asked for consent, giving staff permission to administer medication at night or in the morning if required.
- The residential visit form also details what medication and what dose the pupil is currently taking at different times of the day. It helps to provide up-to-date information to relevant staff and supervisors to help the pupil manage their condition while they are away.

Other record keeping

- Pirbright Village Primary School keeps an accurate record of each occasion an individual pupil is given or supervised taking medication. Details of the supervising staff member, child, dose, date and time are recorded.
- If a child refuses to have medication administered, this is also recorded and parents are informed as soon as possible.
- All staff who volunteer or who are contracted to administer medication are provided with training by a healthcare professional. Pirbright Village Primary School keeps a register of staff who have had the relevant training.

Inclusive environment

Physical environment

Pirbright Village Primary School is committed

- to providing a physical environment that is accessible to children with medical conditions.
- to an accessible physical environment includes out-of-school visits. The school recognises that this sometimes means changing activities or locations.

Social interactions

Pirbright Village Primary School ensures

- the needs of children with medical conditions are adequately considered to ensure their involvement in structured and unstructured social activities, including during breaks and before and after school.
- the needs of children with medical conditions are adequately considered to ensure they have full access to extended school activities such as school discos, breakfast club, school productions, after school clubs and residential visits.

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- All staff are aware of the potential social problems that children with medical conditions may experience. Staff use this knowledge to try to prevent and deal with problems in accordance with the organisation's anti-bullying and behaviour policies.
- Staff use opportunities such as personal, social and health education (PSHE) lessons to raise awareness of medical conditions amongst children and to help create a positive social environment.

Exercise and physical activity

Pirbright Village Primary School

- understands the importance of all children taking part in sports, games and activities.
- ensures all staff make appropriate adjustments to sports, games and other activities to make physical activity accessible to all children.
- ensures all staff understand that children should not be forced to take part in an activity, if they feel unwell.
- Ensures teachers and sports coaches are aware of children in their care who have been advised to avoid or to take special precautions with particular activities.
- ensures staff are aware of the potential triggers for children's medical conditions when exercising and how to minimize these triggers.
- all children have the appropriate medication or food with them during physical activity and that children take them when needed.
- ensures all children with medical conditions are actively encouraged to take part in out-of-school clubs and team sports.

Education and learning

Pirbright Village Primary School

- ensures that children with medical conditions can participate fully in all aspects of the curriculum and ensures that appropriate adjustments and extra support are provided.
- If a child misses a lot of time at school, have limited concentration or are frequently tired, staff understand that this may be due to their medical condition.
- Staff are aware of the potential for children with medical conditions to have special educational needs or disabilities (SEND). Children with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. The school's SENCo consults the pupil, parents and the pupil's healthcare professional to ensure the effect of the pupil's condition on their schoolwork is properly considered.
- Children learn about what to do in the event of a medical emergency.

Awareness of the common triggers

- Pirbright Village Primary School actively works towards reducing or eliminating health and safety risks for children with medical conditions.
- Staff have been given training on medical conditions. This training includes detailed information on how to avoid and reduce exposure to common triggers for common medical conditions.
- Pirbright Village Primary School has a list of common triggers for the common medical conditions.
- Pirbright Village Primary School uses Healthcare Plans to identify individual children who are sensitive to particular triggers. There are detailed action plans to ensure these individual children remain safe during all lessons and activities.
- Full health and safety risk assessments are carried out on all out-of-school activities before they are approved, including residential visits, taking into account the needs of children with medical conditions.
- Pirbright Village Primary School reviews medical emergencies and incidents to see how they could have been avoided. Appropriate changes to organisation's policies and procedures are implemented after each review.

Legislation and guidance

- Local authorities, schools and governing bodies are responsible for the health and safety of children in their care.
- Areas of legislation that directly affect a medical conditions policy are described in more detail in Managing Medicines in Schools and Early Years Settings. The main pieces of legislation are the Disability Discrimination Act 1995 (DDA), amended by the Special Educational Needs and Disability Act 2001 (SENDA) and the Special Educational Needs and Disability Act 2005. These acts make it unlawful for service providers, including schools, to discriminate against disabled people. Other relevant legislation includes the Education Act 1996, the Care Standards Act 2000, the Health and Safety at Work Act 1974, the Management of
- Health and Safety at Work Regulations 1999 and the Medicines Act 1968.

FIRST AID

First Aid can be administered by any member of Pirbright Staff on school site and is everyone's responsibility. If a child is injured in the classroom, it is up to the class teacher or Learning Support Assistant (LSA) to ensure the space is safe in order to decide what the next steps are. In the case of a minor injury, the class teacher may send the child to the school

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office where they will be dealt with and the incident logged on the school records. The child will be given an orange note to take home and alert a parent that they received First Aid today at school. If the incident is more serious, the class teacher may send a card to the office for a member of staff to come and administer First Aid in the classroom and a joint decision will be made on the next steps of action. In emergency situations, a red card is sent to the office and an ambulance called immediately.

If the incident occurs on the playground, the same steps are taken. The child may be sent in to the school office or for the incident to be dealt with on the playground. An orange note will go to the class teacher before the end of break or lunchtime to inform them of the incident and any side effects to watch out for the rest of the day. If the incident is a little more serious, it is the responsibility of the LSA who administered the First Aid to touch base with the adult in charge of the class and pass on any additional information. If the child cannot be moved from outside, walkie talkies can be used to alert the office of the emergency and action taken appropriately.

The school office keeps a log of all of the First Aid administered throughout the school day and this is primarily communicated to parents through the orange forms. Class teachers may speak individually to parents at the end of the school day in very minor incidents if appropriate to explain what has happened. If the injury involved a bumped head or a mark to the face, parents will be called and alerted of the situation – they can decide if they would like to come in and assess their own child although we will always give our best opinion of the situation and monitor these children closely. If we are required to call an ambulance or take a child to hospital ourselves, we will work alongside the parents to ensure the most efficient action necessary. This may be to wait at school for a parent in less serious cases or send the child in a staff car (with two members of Pirbright staff) and meet at a hospital. In the most serious of cases, an ambulance will be called immediately.

PUPIL MEDICATION REQUEST

PIRBRIGHT VILLAGE PRIMARY SCHOOL

CHILD'S NAME..... CLASS.....

PARENT'S SURNAME IF DIFFERENT:.....

HOME ADDRESS:.....

CONDITION OR ILLNESS:.....

PARENT'S HOME TELEPHONE NUMBER:.....

PARENT'S WORK TELEPHONE NUMBER:.....

DOCTORS NAME, ADDRESS AND TELEPHONE NUMBER:.....
.....

I agree to members of staff administering medicines / providing treatment to my child as directed below.

I agree to update information about the child's medical needs held by the school.

I will ensure that the medicine held by the school has not exceeded the expiry date.

SIGNED:.....DATE:.....

NAME OF MEDICINE	DOSE	FREQUENCY/ TIMES	EXPIRY DATE OF MEDICATION

SPECIAL INSTRUCTIONS:.....

ALLERGIES:.....

OTHER PRESCRIBES MEDICINES CHILD TAKES AT HOME:.....