



## **Petersfield Church of England (A) Primary School**

### **Medical conditions, medication and First Aid**

**Petersfield is an inclusive community that supports and welcomes pupils with medical conditions.** We provide children with medical conditions with the same opportunities and access to activities as other pupils. No child will be denied admission or prevented from taking up a place in this school due to a medical condition. All staff at Petersfield aim to listen to the views of pupils, parents/carers and other professional as we work together to ensure all our children are safe and healthy. Below are a series of Frequently Asked Questions (FAQs).

**What should I do if my child has a medical condition?** Inform the school immediately, speak to the office staff and fill out the relevant forms; long term or short term medication form. Our school will focus on the needs of each individual child. We understand that all children with the same medical condition will not have the same needs.

**What should I do if my child needs medication in school?** Medicine can only be left in school with the school office staff if it handed to them by the parent/carer with a completed medicine form.

There are two forms, a short term and a long term medication request form.

We will only accept medication that is in date, labelled with name, dose, frequency and method of administration, in its original container including instructions or an accompanying letter from a practitioner. The exception to this is insulin, which will generally be supplied in an insulin injector pen or a pump.

Parents/ carers are asked to collect all medications/equipment at the end of the school term, and provide new and in-date medication in person to the office at the start of each term.

### **What should I do if my child is injured or has treatment outside of school?**

Please ensure you notify school in writing by email of any injury or treatment. This includes bumped head, as we will then monitor your child in school, and any injury or treatment requiring aids such as crutches. here children require crutches etc, a Personal Emergency Evacuation Plan (PEEP) is required, in addition to a risk assessment, so it is essential you notify us of this in advance and as soon as you are aware. Please also ensure you bring your child to school for the first time and allow time to complete this documentation which we will do as soon as staff are available.

**My child has asthma, how is this managed?** Each individual must have an asthma card or in severe cases an individual care plan agreed between school and parents /carers and their specialist healthcare provider. All children with asthma should have a reliever inhaler and spacer at school Staff are trained to:-

- know that asthma is a widespread, serious but controllable condition
- recognise that pupils with asthma need immediate access to reliever inhalers at all times
- ensure that the child's reliever inhaler must be immediately available to hand when sports activities take place especially at the swimming pool.
- know which pupils have a Individual Health Plan and when to follow this
- administering salbutamol inhalers through a spacer;
- making appropriate records of asthma attacks
- know common triggers, signs and what to do in an asthma attack
- responding appropriately to a request for help from another member of staff;
- recognising when emergency action is necessary;

### **The school holds two emergency kits which are in red bags with the inhalers in the office.**

The inhalers are stored at the appropriate temperature protected from direct sunlight. The inhaler and spacers are kept in a separate bag from any child's inhaler.

### **My child has an epi-pen (or equivalent product), how is this managed?**

Each individual must have an individual Health Care Plan and an agreed protocol.

Individual Emergency Packs with Epipens are kept easily accessible at all times in the school office. (It is the responsibility of the parents /carers to ensure that they are in date)

Staff will be trained in:-

- allergy awareness
- the administration of Epipens and are aware of the time urgency.
- Ensuring that when a visit takes place offsite, Epipens are always taken for identified children and a member of staff trained in their use is always present.
- If an attack occurs either in school or on a school trip:
  - another person is sent for help and to bring the child's emergency pack.
  - the child is never left alone.
  - if an EpiPen is administered an ambulance is always called and the parents /carers informed.
  - if only oral antihistamine needs to be given as required by the individual protocol, the parents /carers are called for advice on further management of the child.

### **My child has diabetes, how is this managed?**

Each individual must have an Individual Health Care Plan and an agreed protocol which will detail how we will meet their needs. We liaise with the clinical nurse to ensure staff are trained and medication is administered in line with the child's Individual Health Care Plan.

### **How is my child kept safe when they are on a school visit?**

This school will make sure that a trained member of staff is available to accompany a pupil with a medical condition on an off-site visit, including overnight stays.

### **What happens at Petersfield if my child is taken ill or injured during the school day?**

All staff understand and are trained in the school's general emergency procedures and receive updates at least yearly.

If a pupil needs to attend hospital, a member of staff (preferably known to the pupil) will stay with them until a parent/carer arrives, or accompany a child taken to hospital by ambulance. They will not take pupils to hospital in their own car.

### **How is my child kept safe from the dangers of strong sunlight?**

We actively encourage parents/carers to apply sun cream to pupils that will last throughout the day. Children must have a sun hat. In very strong sun, pupils can bring in named sunscreen to reapply. Staff ensure that children are in shady areas when the sun is very strong or if they do not have adequate protection (hat/suncream). Our pupils are taught about the dangers of the sun's rays and what to do in lessons.

### **Who are the qualified first aiders?**

Staff, including a Paediatric First Aider, are on site and are trained to provide First Aid. The office staff are the main contact. Miss Whetlor & Miss Williams are the designated paediatric first aiders. A complete list of trained personnel is updated on the Single Central Record. Current practice is that all staff are offered First Aid training on a regular cycle.

There is at least one member of staff trained in First Aid on any educational visit and a First Aid kit is taken together with all routine medicines.

### **What do I do If I have any questions about Medical matters or First Aid at Petersfield?**

Visit the school website to read our full medical policy or speak to a member of the Office staff to find out more or request a medication form.



Miss Laura Whetlor  
Secretary



Miss Eleanor Williams  
Secretary

## **Medical Conditions, Medication, and First Aid at Petersfield**

### **Welcome to Petersfield Church of England (A) Primary School**

Hurdleditch Road, Orwell, SG8 5QG  
Tel: 01223 207382

office@petersfield.cambs.sch.uk  
www.petersfield.cambs.sch.uk

### **Co-Headteachers**

Mrs Laura Penrose & Ms Lynsey Perkins

### **Please take a leaflet.**

### **Working together to safeguard and enable all children to reach their full potential.**

**God teaches us we are all equal, valued and unique.** We are a small rural school with deeply held Christian values (Love, Trust, Peace, Creativity & Friendship) which motivate and inspire us to provide a rich & diverse education. **I have come that they may have life, and have it to the full.**

If you are unsure about anything or have any questions or concerns during your visit, please inform a member of staff immediately or let the school office know.

Sept 2024