

## *Our School Aims*

*We want our school to be a place where we are safe: to learn, have fun and work hard.*

*A place where we are kind and mindful of everyone and have positive attitudes for our bright futures.*



**QUEENSMEAD  
PRIMARY ACADEMY**

Medical Support for Pupils

If your child has a medical condition, allergy or a specific dietary requirement, it is vital that you let the office know on your admission form so that we can ensure the relevant staff members are aware and can support your child when needed. In the event of a new condition please put as much information as possible in writing to the school office. We can then decide on any additional support that may be required by your child. Our Medical Support for Pupils policy can be found on the GAT website via our website.

### Prescribed Medication in school

If your child needs to have prescribed medication during the school day e.g. antibiotics that need to be taken 4 times per day, parents/carers will need to inform the office and complete the relevant paperwork. Medication should be in the original box, with the child's name displayed with the dosage advice on the pharmacy label. This should be handed to reception staff with a covering letter. (We do not give medication to pupils that is only required 3 times a day as this can be accommodated by 1 dose before and afterschool and 1 dose before bed).

### Children with Asthma and Allergies

If your child suffers with Asthma or a severe allergy that requires an Epi-pen, please inform reception who will issue you with the relevant paperwork to complete, you will also need to bring in an inhaler / Epi-pen that can be left in school during term time.

### Dietary Requirements

Please inform the school if your child has any special dietary requirements; this could be anything from an intolerance to a religious reason. This information will then be entered into our school meal ordering system to ensure you can only order meals that are suitable for your child.

### Soaps and cream

We do not allow children to bring in their own soap or cream unless they are prescribed and have the named prescription label on the bottle. This must be brought to the office so that the relevant paperwork can be completed and to ensure the safety of all children and adults in the classroom.

### Keep us up to date

We ask that you keep us updated on any changes to medical conditions or dietary requirements to ensure we are providing the best care for your child. If your child no longer suffers with a medical condition we will require this in writing from a parent / carer before we can remove the information from your child's record. It is also extremely important to let us know if your contact details change in case we need to contact you in an emergency.

### Who to contact

Should you require and further information, a member of the office team will be able to assist you with any questions or concerns that you may have.

You can also contact the following members of staff via the office:

Mrs E Peutherer – SENDCo  
Miss Hargreaves – Inclusion and Family Support  
Miss N Buswell – Health and Safety Contact

### Contact details:

**Telephone: 0116 2858518**

**Email: [admin@queensmeadacademy.org](mailto:admin@queensmeadacademy.org)**

**Website: [www.queensmeadacademy.org](http://www.queensmeadacademy.org)**