

13th November 2025

PRS Medical Processes and Procedures

Dear Parents and Carers,

I'd like to say a warm hello and introduce myself as the school's new Medical Officer. It's taken me a few weeks to settle into my role, but it has been a productive start. As we continue the school year, I want to take this opportunity to **reiterate a few key procedures**, to ensure we maintain a safe and healthy environment for everyone.

Medical Conditions

Medical conditions must be reported to the school to ensure that we can look after and support your child as best we can and to keep them safe. An [Individual Health Care Plan](#) must be completed and returned to the office, along with any relevant medication.

Emergency medicine

Adrenaline pens for allergies; asthma inhalers; diabetes and epilepsy medication, **must be carried by the student on their person at all times** and where applicable, a spare set may be kept in the school office.

Medicine

Students are strictly prohibited from carrying any medication e.g. ibuprofen, paracetamol on their person throughout the school day. This rule is in place to ensure student safety by preventing accidental dropping, loss, or potential misuse of the medicine, which could create a serious risk to the student or others. All necessary medications, including prescription and over-the-counter treatments, must instead be kept securely with the Medical Officer or designated staff member, who will be responsible for proper storage, documentation, and administration according to the prescribed schedule and school policy. Please hand medication to the school office along with a completed [Permission to Administer Medicine](#) form - please check with the office if you are unsure. There are no exceptions to the rule as medication can be dropped and be at risk of misuse.

Illness & Injury in School

We are asking for your partnership in fostering **resilience** in your children. While we are fully committed to providing necessary medical support, we encourage you to help your child understand the difference between a serious illness or minor, manageable discomforts like a mild headache, common cold symptoms. Frequent requests to go home for minor issues can disrupt their learning and social development. By working together to equip them with coping strategies and emphasizing the importance of staying in school unless truly unwell, we can help them develop the **fortitude** needed to navigate minor challenges and thrive in their educational environment.

Students should **not use their personal mobile phones** to contact parents regarding illness or injury. Since all student phones are required to be kept securely in **pouches** during the school day, using them for this purpose is a violation of policy and sanctions may be imposed. It is the Medical Officer's or a school staff member's responsibility to determine the proper course of action and make the official call to parents if a student needs to be sent home. Please be reassured, we do



assess each case as they present and if we feel that the illness or injury is severe enough for the student to go home, we will always contact parents/carers to collect.

Menstrual Periods

We do not send students home because they have started their period or are experiencing typical cramps. The School office is equipped to assist with normal menstrual pain using standard protocols. However, we also understand that some students suffer from **extreme, debilitating pain** caused by underlying medical conditions such as **endometriosis** or **fibroids**. In instances where a student reports severe, atypical pain requiring special accommodation or medication during school hours, the school office **requires official medical notes or letters from a doctor** to confirm the diagnosis, outline the specific needs, and ensure we can provide the appropriate, safe, and necessary medical support tailored to their serious condition.

Please note that the school can support by offering paracetamol (consent will need to have been provided on Arbor) and ice/heat packs to help manage pain, headaches, and cold symptoms. We also have plenty of period products to offer.

Medical appointments

All medical appointments should be supported with a letter/screen shot of the appointment from the hospital, GP or dentist practice and sent to the student absence email so that absences can be logged.

I look forward to working closely with students, staff, and parents/carers to maintain a healthy and safe environment for all in the PRS community.

Yours faithfully,

Mrs K Lai
Medical Officer

