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Dear Parent / Carer,

The Department of Education has recently introduced statutory guidance to schools for supporting pupils at school with medical conditions and the Department of Health has issued guidance for the emergency use of salbutamol inhalers in schools.

Schools are now required to produce Individual Health Care Plans to support pupils at school with medical conditions. This also applies to activities taking place off-site as part of normal educational pursuits.

If your child has an ongoing medical condition, whether medication is required or not, you have a duty to inform the school/nursery. Once this has been done, you will be given an Individual Health Care Plan form which we would like you to complete. **We will also need a short letter from your medical practitioner confirming a diagnosis.** *For those who already have procedures in place with the school please submit one of the new Care Plans to update our records.*

For all children who require any form of medication in school/nursery, parents/carers will be asked to complete another form which is titled 'Parental Agreement for School to Administer Medicines'. It is also important to remember that staff will not be allowed to administer medication that is out of date. If it is a short term condition requiring antibiotics you will need to complete the above form, but you are not required to obtain a letter from your GP with details of a diagnosis.

There has also been a change in the guidance in relation to the emergency use of salbutamol inhalers in schools. From 1<sup>st</sup> October 2014, schools are allowed to keep an emergency salbutamol inhaler for those children who require this form of medication for emergency use only. If your child does require this form of medication and needs to use an inhaler in an emergency, you need to complete a consent form to allow this to happen. **The school/nursery will also require a short letter from your medical practitioner to confirm your child has a diagnosis that can be treated with a salbutamol inhaler.**

Similarly, the kitchen needs to know if any children have an allergy/intolerance to any foods. **This must also be confirmed by way of a diagnosis and letter from your GP.** Please complete part A and B of the Special Dietary Referral Form.

Finally, it is very important that you inform the school and complete a new form if there are any changes to a diagnosis or medication.

You can either obtain the required forms from the school website or from the school reception.

Yours truly

C.Powley