

Monday, 13 September 2021

Dear Parent / Carer

### Medical Consent and Health Plans

The Department of Education has 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 (often prescribed for asthma).

Schools are required to have 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. We therefore ask that if your child has a new or an ongoing medical condition, whether medication is required or not, please let us know.

We request that you complete the appropriate forms attached with this email and which are on the school website (follow the links; *School and Nursery/local offer and individual needs*). We require the information for every child who has a medical condition, this includes asthma and any food allergies.

**It is important that if the Hospital/GP have given you an emergency plan for what to do in the case of an emergency the school has a copy please.**

For all children who require any form of medication in school or the nursery at anytime, parents/carers are 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 It is also important to remember that staff will not be allowed to administer medication that is out of date.

Since 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. Similarly, the kitchen needs to know if any children have an allergy/intolerance to any foods. Please complete part A and B of the Special Dietary Referral Form.

Even if you have submitted any of these forms in the last six months, I would appreciate it if you could complete a new form so that we can keep our records up to date.

If you have any problems in obtaining any of these forms please contact us.

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

Yours sincerely

Jayne Banner