

3 October 2023

Dear Parents and Carers,

### **Supporting Students in School with Medical Needs**

As you may be aware there is statutory guidance in place about the support that students with medical conditions should receive at school and it is important that we hold the most up-to-date information regarding your child.

#### Medication in School

If your child needs to take medication in school one of the provisions are that a medical consent form will need to be fully completed before we are able to administer any medication to your child. A new medical consent form is required each new school year and if your child has medication in school from last year, we will require a new form to administer this.

There is further detailed guidance to follow that will be shared if this affects your child.

#### Individual Health Care Plans (IHCP)

If your child has a serious ongoing medical condition that we need to know about in school, please provide us with any relevant information.

If required, we can arrange for a meeting in school for you to discuss any ways that we can support your child's healthcare needs in school. We will then draw up an IHCP which you will sign to confirm your approval. Not all students with a healthcare need will require an IHCP.

If we have already have an IHCP in place for your child, we would like to undertake an annual review, please contact the school to arrange this.

#### Attending Medical Appointments

If your child needs to attend a medical or dental appointment during the school day, please provide evidence of this. You can email this to us or bring this into reception for this to be copied. We will not be able to let your child out of school for an appointment without evidence of this.

#### If your Child is Unwell During the School Day

They should initially alert their teacher and they will be accompanied to First Aid or Student Services as required. If your child begins to feel unwell during break or lunch time they should go to their Student Liaison Officer or First Aid.

Please ensure that your contact details are up to date so that we are able to inform you if your child is ill during school hours.

### Head Injuries

We will always advise you if your child has a head injury during school hours and will also follow this up with an email containing NHS guidance on concussion and what to look out for.

### Food Allergies

Our catering provider, Taylor Shaw, have a record of all students with known food allergies. Please let school know if your child has a food allergy that we have not previously been advised of.

### Conditions that must be reported to School

If your child is suspected or confirmed to have the following, you are required to report this to school:

- Chickenpox/ Shingles
- Measles / German Measles (Rubella)
- Fifth Disease (Parvovirus)

### Is my child too ill for school?

Please see <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/> for NHS guidelines on this.

The first point of contact for any communications relating to the issues raised in this correspondence is email address [admin@kings.patrust.org.uk](mailto:admin@kings.patrust.org.uk) or telephone number 01977 601701.

Yours faithfully,

A handwritten signature in black ink that reads "Mrs K Josse". The signature is written in a cursive style with a large initial 'K' and a horizontal line underneath the name.

**Mrs K Josse**  
**School Support Manager**