



To : Parents / Carers of New Admissions

Dear Parent/Carer

Medical Care Plans & Medication

We are aware that some students need on-going support, medicines or care whilst at school to help them manage their medical conditions and keep them well.

You would have already informed us of your child's Medical Information on the Admissions form. Students with **long term or complex medical conditions or severe allergic reactions** should already have an up-to-date care plan in place. If your child has a care plan in place then please ensure that you send a copy to us, marked confidential, as soon as possible for the attention of Mrs Joanne Brown, Student Services.

Any students with moderate to severe **asthma** or moderate **allergic reactions** please contact **Student Services** to discuss, and if appropriate we will send you a Medical Care Plan form to complete.

If your child requires medication whilst at school, either to self-administer or for the school to administer, please bring it to Visitor Reception. Prescribed medicines have to be in-date, labelled, provided in the original container as dispensed by a pharmacist and include instructions for administration, dosage and storage.

Where clinically possible, medicines should be prescribed in dose frequencies which enable them to be taken outside school hours. Medicines should only be administered at school when it would be detrimental to a child's health or school attendance not to do so.

We work closely with the **Nurses** from **Essex Child and Family Wellbeing**, so if you would like to speak to them about any health related issues please feel free to call on **03002 470015**.

Yours faithfully

Joanne Brown
Senior Administrator

Headteacher: Scott Holder

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