



Dear Parents / Carers,

At Arno Vale Junior School, we understand that certain medical conditions are serious and can be potentially life threatening, particularly if ill managed or misunderstood. Such medical conditions include:

- asthma
- diabetes
- epilepsy
- food allergies

We are in the process of updating our records to ensure that the medical information we have is up to date and in one place. Therefore, we are asking for a Healthcare Plan to be completed for each child in school. This must be done by a parent / guardian. We are aware that such information may have been given to us previously but we want to ensure that our information is completely accurate and up to date.

Minor changes to these Healthcare Plans can be made if signed and dated by a parent / guardian. If, however, changes are major, a new Healthcare Plan must be completed and reviewed annually.

If your child requires medication for a long term condition, it is your responsibility to ensure that there is sufficient medication in school and that it is in date. **Parents are responsible for replacing out of date medication (including EpiPens).** Medication should be provided in a container with the following information clearly shown on the dispensing label:

- Child's name and date of birth
- Name and strength of medication
- Dose
- Expiry dates whenever possible

For asthma, it would be helpful if parents could supply a spare inhaler for children who carry their own inhalers (clearly labelled with the child's name). This would be stored safely at school in case the original inhaler is accidentally left at home or the child loses it whilst at school. This inhaler must have an expiry date beyond the end of the school year. **Parents are responsible for renewing out of date and empty inhalers.**

Please note that our procedures for administering medication for short term conditions remain the same (e.g. antibiotics). A medicine consent form should be completed and these are available from the office or the school website.

Yours Sincerely,

Chris Baker
Deputy Headteacher

Arno Vale Junior School Healthcare Plan (2018)

Child's name	
Date of Birth	
Class / teacher	
Child's Address	
Dietary needs (e.g. vegetarian)	
Known allergies	
Medical Diagnosis or Condition (e.g. asthma, severe nut allergy etc...)	
Date of diagnosis	
Daily medication / relief medication (e.g. inhaler, cream, EpiPen) Can this be self-administered? Are there any side effects?	
Review date	
Does your child need glasses? When should they be worn?	

CONTACT INFORMATION

Family contact 1		Family contact 2	
Name		Name	
Relationship to child		Relationship to child	
Contact phone number (during school hours)		Contact phone number (during school hours)	
Alternative contact phone number / mobile		Alternative contact phone number / mobile	
Email address		Email address	

please continue overleaf

Clinic/Hospital:		GP surgery:	
Name		GP's name	
Phone number		Phone number	

Please answer the following questions in as much detail as possible, describing mild, moderate and more severe symptoms. For asthma, please include details of when your child should use their inhaler, how many puffs they should take and at what point the process can be repeated. Please let us know if your child is unable to administer their own inhaler (with supervision).

Describe your child's medical needs and give details of their symptoms (mild, moderate and more severe):

Daily care requirements (e.g. before sport/at lunchtime):

Describe what constitutes an emergency for your child. Include details of what action to take and what not to do. Who should be contacted and what role should staff play?

Follow up care (if necessary):