



Dear Parents,

**RE: Annual update of information for students with health care needs.**

To ensure that any student identified as having a health, emotional or mental health need has an up to date and accurate health care plan in place, it is essential that you as parents share the information with the school. Informing the school of the young person's care needs, medication and support that is required to ensure we are meeting your child's needs. If your child does identify as having a health, emotional or mental health need, may I ask that you complete the *Individual Health Care Plan (IHCP)* document attached, providing clear information and guidance to ensure our records are accurate and up to date. Please do read our school policy on supporting pupils with medical needs.

[https://www.stmarys.net/\\_site/data/files/policies/58818FFE9018559FC8A97871FCFCC12A.pdf](https://www.stmarys.net/_site/data/files/policies/58818FFE9018559FC8A97871FCFCC12A.pdf)

I must emphasise It is the **parents responsibility to notify the school their child's full medical needs** in our shared responsibility to safeguard our children. As we are required to update our records annually, please complete the attached *Individual Health Care Plan (IHCP)* if your child still has health care needs and return it to the Student Hub by emailing [info@stmarys.net](mailto:info@stmarys.net) **with the title 'Medical needs'** by 4.00pm on **Wednesday 10th September 2025**.

**Medication**

\*All medication previously held at the Student Hub has been disposed of.

If your child has medication to be kept in the First Aid room, please ask them to bring it in by **Wednesday 10th September 2025** along with the completed IHCP and *Administering Medication* form.

Medication must be:

- in the original box (with the pharmacy label)
- clearly labelled with the student's name and form group
- of appropriate dosage and quantity
- within date

We ask that you keep expiry date details and order new medication when needed.

**Students requiring an inhaler** must carry one inhaler in their school bag and provide a spare inhaler for storing in the First Aid room at the Student Hub. Your child must carry an inhaler on trips otherwise they may not be able to attend.

**Students requiring an AAI (auto-injector/EpiPen)** are required to carry one in their school bag and provide a spare for storing in the First Aid room at the Student Hub. Please hand this in to the Hub and complete the AAI Consent Form (attached).

**Diabetes supplies** such as glucose drinks or tablets/sweets, finger prick tests and monitoring equipment will be kept in the Hub. We have a fridge available to store insulin.

*All medication must be accompanied by an IHCP, 'Administering Medication' form and, if necessary, an AAI (EpiPen) Consent form*

**Temporary Medication** must be kept at the Student Hub and be accompanied by the *Administering Medication* form. This details the healthcare need, medication and dosage.

**It is the responsibility of parents and carers to keep the school informed and updated about their child's condition.**

I would like to thank you in advance for your cooperation in this matter.

Yours faithfully,

Mrs N Hayden

Assistant Headteacher, Mental Health & Pastoral Lead