

St.Wilfrid’s Catholic Primary School

Individual Healthcare Plan Cover letter

Dear Parent

Re: The Healthcare Plan

Thank you for informing us of your child’s medical condition. As part of accepted good practice and with advice from the Department of Children, Schools and Families, relevant voluntary organisations and the school’s governing bodies, our school has recently established a new medical conditions policy for use by all staff.

As part of this new policy, we are asking all parents of children with a medical condition to help us by completing a school Healthcare Plan for their child/children. Please complete the plan with the assistance of your child’s healthcare professional, and return it to school.

Your child’s completed plan will store helpful details about your child’s medical condition, current medication, triggers, individual symptoms and emergency contact numbers. The plan will help school staff to better understand your child’s individual condition.

Please ensure that school is informed of any changes to your child’s medical needs. This includes changes to the dose of medication and times it is administered.

Thank you for your help

Yours sincerely

Head teacher