



# St Martin's School

Be the best you can be

**Executive Headteacher:**  
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25 September 2023

Dear Parents and Carers

***ACTION REQUIRED - Annual update of information for students with health care needs.***

As per the letter sent to all parents and carers dated 8 September we would like to ensure that any student identified as requiring an Individual Health Care Plan has an up to date and accurate plan in place, informing the school of the young person's care needs, medication and support that may be required.

**If your child has a health care need, please complete the "Individual Health Care Plan" and any other relevant documentation attached, with clear information and guidance to ensure our records are accurate and up to date. If you submitted a plan last academic year, you are required to complete this form again to ensure we have the most up-to-date information held on file for your child.**

Whilst we are happy to discharge our responsibility to provide the appropriate medical care including medications as required within school premises and hours, all medication must be of appropriate dosage, quantity and within date. It is the responsibility of the parents and carers to provide the school with the necessary up to date information on their child's condition along with the appropriate and up to date medication including inhalers, epipens, regular medications etc. If you have submitted a care plan from your provider we also need the school care plan and associated paperwork to accompany it.

**Please can I request you complete the attached "Individual Health Care Plan" and "Parental agreement for school/setting to administer medicine" if appropriate and return all documentation in a sealed envelope with "FIRST AID" written clearly on the envelope, or email the documents to [schoolnurse@st-martins.essex.sch.uk](mailto:schoolnurse@st-martins.essex.sch.uk). Please state that if medication is required, whether this is to be kept in the medical room or in the possession of the student. The completed forms should be handed into School Reception by **Wednesday 4 October 2023**.**

**Parents/carers are responsible for providing DET and its Schools with sufficient and up-to-date information about their child's medical needs by completing an Individual Health Care Plan (IHCP). They must provide all medicines and equipment, and ensure that they, or a nominated adult, are contactable at all times. Without this information being provided, and updated annually when requested, the School reserves the right to remove pupils from school trips and other external/after school activities.**

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

Yours sincerely

Mrs K Sayers-Lintott  
**School Nurse**



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Chief Executive Officer: Mr R Duff  
St Martin's School is proud to be part of the Discovery Educational Trust