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| 2022/2023 |  | Ref: KS |

Dear Parent/Carer

**Individual Healthcare Plan**

We would like to have a Healthcare Plan for all students who have a medical condition. This is a system we have operated for some time now. The aim is to ensure that we know what the medical condition is, what medication and dosage, if any, has been prescribed by the doctor and how we can provide the right care and support for your son/daughter effectively. **The attached Individual Healthcare Plan** **only needs to be returned to school in the event that your child has any significant medical condition(s) that the school need to be made aware of.**

Once we have received the completed Individual Healthcare Plan it will be scanned and added to your son/daughter’s records, which is stored confidentially and would only be accessed by members of staff who need the information.

If you require the school to hold any prescribed medication for your son/daughter which needs to be taken during school hours, then a consent form will need to be signed.

Please contact myself, Mrs Steadman – [steadmank@wollaston-school.net](mailto:steadmank@wollaston-school.net) if you require a consent form or if you have any queries.

Yours faithfully



**Mrs K Steadman**

**Student Welfare Officer**