



25th March 2024

Dear Parent(s)/Carer(s)

I would be grateful of your support in completing the 'Medical Data Form', which enables us as a college to update our medical records. Where appropriate individual care plans will be drawn up in consultation with you as parents and the Heads of Year/Tutor. This year the Medical Data Form must be completed online using the link:- <https://www.toothillcollege.co.uk/medical>

Please can I take this opportunity to remind you of the college procedures.

- *Written details from parents should be sent to college using a records of medicines form, stating the child's details, medication details and dosage. Medication should be handed in to the college office at morning registration.*
- *Written advice must also be provided on the storage of medicines*
- *The smallest practical dose should be brought into college*

The School Nurse has asked me to advise you that School Health have withdrawn the provision of paracetamol currently supplied by School Nurses.

The college has procedures for Asthma, Diabetes and Epi pen users and we would ask parents for their support in its implementation, as indicated below:

- *If you have a child who has diabetes, asthma or severe allergies, please inform the Tutor and college office at the beginning of the academic year. This will be in line with the annual updating of all medical details. If the child is diagnosed during the year the tutor should be informed in writing. A school medical care plan will need to be completed and school will need to be informed of any changes throughout the year.*
- *Children are encouraged to send in a spare inhaler/epi pen and diabetes equipment to be held centrally in the college office for emergency access. This should be named and the expiry date clearly marked. Children should be encouraged to carry an inhaler/ epi pen/ diabetes equipment with them so that it is available to use.*
- *Individuals with diabetes should follow the guidelines (Care Plan) set by the hospital or clinician.*
- *Sharps boxes for the safe disposal of lancets are available in the college office.*
- *Pupils are encouraged to manage their diabetes independently and should respect the health and safety of others.*
- *Advice and support can be accessed in the college office.*
- *Pupils may check their blood sugar levels in the college office if they wish to do so.*

Yours sincerely

C Mordue

Catherine Mordue
Head of College

