

7<sup>th</sup> September, 2020  
Ref: 0949



### CHILD'S MEDICAL RECORDS REMINDER

Dear Parent / Carer,

To support with our COVID-19 whole school risk assessment, it is essential that we have up-to-date medical records for every child in our care.

When your child starts at our school, you are asked to declare your child's individual medical needs during our normal induction procedures. If your child does have a medical need, this information is then secured safely on your child's personnel files.

**If your child's medical needs have recently changed, please ensure that you notify our main school office on 01332 345997 so that we can update our records.**

It is especially important that we have an inhaler for any child in school if they have asthma. If your child has recently developed asthma and if you have not told the school, please do so as soon as possible.

If you would like to discuss your child's medical needs further then please contact Mrs Thomas via our main school telephone line. Mrs Thomas is in school every Monday, Wednesday and Thursday.

Thank you, as always, for your ongoing support.

Yours faithfully,

*K. Leach*

Ms. K Leach  
Headteacher

**LOVE God   LOVE Neighbour   LOVE Self**

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