



25<sup>th</sup> March 2021

Dear Parent/Guardian,

I have recently been appointed as the Medical Needs Coordinator here at Lisneal College. A key responsibility of my job role is to ensure that the school is fully aware of the individual medical needs of our pupils, and do our best to fully understand specific requirements of such medical needs. At present, I am in the process of auditing and updating our medical records and would really appreciate if you would take a few minutes to complete the attached survey. This information will provide us with the records we need to have on our system and will promote the highest level of care and support for your child while they are in school.

It is important to note that children who already have a care plan and an established relationship with the school nurse may require a higher level of support from school staff. A child's parent/guardian is responsible for ensuring the necessary medication is supplied to the school, and that the medication is also in date and fit for use. This will be available at the school office if it is required to be used by your child.

It is essential that we are kept up to date with any changes in your child's condition. The relationship and communication we have with parents is absolutely vital in promoting the highest quality care for our pupils. Feel free to contact school any time throughout the school year if you feel there is something we should be aware of. If your child does not have a medical diagnosis and you have no concerns, you do not need to complete the survey. If you have any worries and concerns, please do not hesitate to get in touch and I will be more than happy to discuss it with you.

Please click on the link if you need to inform us about your child's medical condition:

<https://tinyurl.com/medicalneed>

Yours Sincerely,

*R. Mitchell*

Miss R Mitchell

Medical Needs Co-ordinator