



KK22AT

September 2026

Dear Parent/Carer

Important - Medical Information Update Required

We are contacting you because we have been informed or that our records show your child has a medical condition. Please select and complete the **appropriate attached form** so that we can ensure the medical information we hold for your child is accurate and up to date.

The forms available cover:

- **General medical conditions (attached)**
- **Allergy management (attached)**
- **Epilepsy (attached or via link: [Individual Health Care Plan for Epilepsy](#))**
- **Diabetes (attached or via link: [Individual Health Care Plan for Diabetes](#))**
- **Parental Agreement for setting to Administer Medicine provided by parent (attached)**

Please complete the relevant form(s) to the best of your ability, providing as much information as possible. We appreciate that you may not have all of the information requested or may be unsure about some sections at this stage.

Once the form has been returned, the information will be reviewed and, where appropriate, finalised in conjunction with our **Thrive Team, First Aid Lead and/or Allergy Lead**. This will help us to ensure that appropriate arrangements are in place to support your child's individual medical needs.

Please return the completed form **as soon as possible** to kkimber@wkgs.net. If your child's medical needs or circumstances change, please let us know so that we can review and update the information we hold.

Thank you for your support and cooperation in helping us to ensure that appropriate arrangements are in place for your child.

Kind regards,

Yours sincerely,

K Kimber

Mrs K Kimber
Assistant Headteacher for Student Wellbeing and Development