



Sapperton Church of England Primary School
Sapperton, nr. Cirencester
Gloucestershire
GL7 6LQ
01285 760325

15th September 2026

Dear Parents and Carers,

Keeping Your Child's Medical Information Up to Date

The health, safety and wellbeing of every child in our school is extremely important to us. To help us provide appropriate care and respond safely to medical needs, it is essential that the school holds **accurate and up-to-date medical information for every child**.

We would like to remind parents and carers that it is **your responsibility to inform the school promptly of any changes to your child's medical needs, diagnosis, treatment or medication**.

This is particularly important where your child has a medical condition that may require medication or immediate treatment in school, including:

Asthma

If your child has asthma, please ensure that the school has:

- Up-to-date information about your child's asthma and current treatment.
- A **current reliever inhaler** in school, where this is required, and any prescribed medication needed to manage your child's asthma.
- An up-to-date asthma plan or other relevant medical information provided by your healthcare professional, where applicable.
- Clear information about any changes to medication, dosage or treatment.

Please ensure that inhalers and other medication provided to school are **within their expiry date** and are replaced promptly when they are used, lost or expire.

Allergies

If your child has an allergy, particularly one that could result in a serious or potentially life-threatening reaction, please ensure that the school is informed immediately.

Where your child has been prescribed an adrenaline auto-injector (AAI), please ensure that:

- The school has the required medication.

- The AAI is within its expiry date.
- Any changes to your child's allergy or treatment are reported to us promptly.
- The school has the most up-to-date information and emergency plan available.
- Replacement medication is provided before existing medication expires.

Other Medical Conditions and Medication

Please also tell us promptly if your child:

- Has been diagnosed with a new medical condition.
- Has started, stopped or changed medication.
- Has a change in dosage or treatment.
- Requires medication to be administered during the school day.
- Has been advised by a healthcare professional that their needs have changed.
- Has any condition that may affect their ability to participate safely in school activities, including PE, educational visits or residential trips.

We therefore ask that you **review your child's medical information and medication held by the school regularly**, and inform us immediately of any changes. **As we are currently at the start of a new academic year, we ask for all parents of children with medical needs to please contact the school office to ensure the records are up to date.**

Please can I also take this opportunity to remind all parents and carers that **Sapperton is a 'nut free' site**. Please do not send any foods containing nuts in for your child's snacks or lunches.

Thank you for your continued support in helping us to keep all of our pupils safe and well.

Yours sincerely,

Helen Cooper

Headteacher

Sapperton CE Primary School