Round Hill Primary School
'Dream, believe, achieve together'
✓ Reflecting
✓ Daring
✓ Persevering
✓ Dreaming
✓ Together

Round Hill Primary School
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November 2026

Dear Parent/Carer

We are currently reviewing and updating our medical records to ensure the information we hold is accurate and up to date.

If your child has a medical condition that affects their day-to-day life and requires support, adaptations, medication, or an emergency care plan in school, including (but not limited to) allergies, asthma, or autoimmune conditions, please complete the red sections on the attached Healthcare Plan template. Once completed, please email this to office@roundhill.notts.sch.uk with the subject heading Medical Records.

Please note that we are now using a new Healthcare Plan format. Therefore, we kindly ask that you complete and return the attached form, even if you have previously provided this information. Please return this by **Monday 16th November 2026**.

As well as completing the attached template, please log-in to your child's Arbor account and check your child's medical information is completely up to date. If accessing this on a mobile phone, click on your profile and then scroll down to the medical section.

If you need any additional help, please click on the below Arbor link:

Seeing and updating my child's information on the Parent Portal or Parent App – Arbor Help Centre

An Individual Healthcare Plan should in place if your child:

- Needs medication in school regularly
- Needs emergency medication
- Has a condition that could deteriorate rapidly
- Has been admitted to hospital because of their condition
- Requires regular monitoring during the school day
- Needs adjustments to PE, trips, swimming, or extracurricular activities
- Has frequent absences related to their medical condition
- Requires staff training to support them safely

Conditions that require an Individual Healthcare Plan...	Conditions that don't require an Individual Healthcare Plan...
Allergy Coeliac disease Asthma Epilepsy Auto - Immune Conditions Physical Disability Diabetes Cystic Fibrosis Congenital Heart Conditions Any chronic disease which requires day-to-day management Hearing/ Visual Impairment	Eczema Viral wheeze Hayfever Constipation Regular headaches Reflux Travel sickness Occasional nosebleeds Mild skin conditions Injury/ fracture – please call the office as we will need to do a risk assessment

Thank you for your support in helping us to meet your child's medical needs safely and effectively.

Kind regards

Rachael Ransford
Assistant Head and SENCo