



Draft Parent Letter – Allergy and Medical Information Update

Dear Parent/Carer,

At Pakefield High School, the safety, wellbeing and inclusion of all our students is our highest priority. As part of this commitment, we have recently reviewed and updated our **Allergy and Anaphylaxis Policy** to strengthen our procedures for supporting students with allergies and other medical conditions. The policy includes new requirements relating to allergy awareness, emergency response procedures and the management of medical information.

To ensure that our records are accurate and up to date, we are asking **all parents and carers** to complete a online medical information form for their child, even if your child has no known medical conditions or allergies.

The information collected will help us to:

- Maintain accurate medical and allergy records.
- Identify students who may require additional support or an Individual Healthcare Plan (IHCP).
- Ensure emergency contact information is current.
- Support staff in responding quickly and appropriately in the event of a medical emergency.
- Meet our safeguarding and health and safety responsibilities.

We would be grateful if you could provide information about:

- Allergies (food, medication, insect stings, latex, etc.).
- Asthma, diabetes, epilepsy or other medical conditions.
- Prescribed medications and emergency medication.
- Dietary requirements linked to medical conditions.
- Any other health information that the school should be aware of.
- Emergency contact details.

Please complete the form by Friday 4th September 2026 using the QR code below or by following this link:

[Medical Form - Academic Year 2026-27 – Fill in form](#)



Medical Form - Academic Year
2026-27



If your child has a diagnosed allergy or medical condition, a member of staff may contact you to discuss any additional information required and, where necessary, to review or create an Individual Healthcare Plan. Parents of students prescribed adrenaline auto-injectors (e.g. EpiPen, Jext or Emerade) will also be asked to ensure that the school holds the required medication and that it is in date.

Thank you for your support in helping us maintain a safe environment for all members of our school community. If you have any questions regarding the new policy or the information requested, please contact the school office.

Yours faithfully,

Mr E Gibbons

Deputy Headteacher
Pakefield High School