



Eden field Road. Norden,
Rochdale. OL12 7QL
Telephone: (01706) 642469
Email: office@st-vincent.sch.uk
7th September 2017

Dear Parent,

Asthma School Record - This school has an established asthma policy. Each year we ask the parents of children with asthma to complete a new asthma record to ensure that our records are kept up to date. A form will be sent home to all children on the school asthma record. If your child is newly diagnosed, or you do not receive a form, please contact the school office

Please ask the School Nurse, your Asthma Nurse, GP or Practice Nurse if you need help completing the record and then return it to school. The completed record will help school staff to ensure that pupils with asthma receive the best possible treatment at all times. If there are any changes to your child's asthma inhalers during the school year, please inform school.

Parents are asked to ensure that their child has a reliever inhaler, labelled with their name and within the expiry date, in school at all times.

We have been advised by the Specialist Asthma Nurse that all children should use a spacer device to administer non-powder asthma inhalers. A spacer is a large plastic or metal container, with a mouthpiece at one end and a hole for the aerosol inhaler at the other. Spacers only work with an aerosol inhaler. I would be grateful if you could ensure that your child has a spacer that can be kept in school, to use with his/her inhaler if required. The nurse has informed school that the local doctors have been advised of this new guidance and consequently, you should not encounter any problems obtaining a spacer for your child's use in school. If your doctor refuses to prescribe a spacer, please contact school and we will liaise with the asthma nurse on your behalf, to resolve this issue.

The Department of Health has issued new guidance for schools regarding the use of emergency salbutamol inhalers in school. Schools are now able to provide a salbutamol inhaler for children to use in an emergency, as well as an individual spacer for the children who use this inhaler. I would be grateful if you could sign and return the consent form included, if you are happy for us to do so. You will be advised about any instances when your child has used this inhaler.

If your child has any diagnosed medical needs (other than asthma) that would require the provision of a health care plan, please call into the school office and collect a form or we can send one home with your child.

Medicine - Medicine should not be sent into school unless a child requires long term medication and has completed a health care plan. If your child is taking a short term course of antibiotics please give him/her the medication at home, as most medicines can be given before and after school (check dosage with your pharmacist). We have limited storage facilities for medicines within school and medicines cannot be kept in a fridge. The security of medicine in school is a major health and safety issue apart from inhalers that must be kept with the child at all times and the child must know how to self-administer. Please remember that we do not employ a nurse in school and it is school's policy that staff are not required to administer medicine.



Food Allergies – Please advise school if your child has any food allergies to enable us to update our records. During the year the children may participate in food tasting as part of their lesson, therefore it is important that we have the correct information on record.

Following an incident in another school we have been requested by Facilities Management - Catering to ask parents to complete the following form. This form is for children who require a special, medically prescribed diet lunch. It is not to be used for meal preferences or choice for those children who maybe fussy eaters.

The completed form will allow us to safeguard any child who could have an allergic reaction to the identified food groups. Any child identified as having an allergy to a specific food group will not be given any food from that group, so please do not ask school to give something from that group to your child 'try'. We will not be able to do so.

If you have any concerns regarding the diet form, please do not hesitate to contact school to discuss.

Yours sincerely,



Mr. S. Callaghan
Head Teacher



FACILITIES MANAGEMENT – CATERING

PUPIL SPECIAL DIET REQUEST FORM

This request form must be completed by the parent or legal guardian of any child requiring any special medically prescribed diet lunch either as directed by the parent or legal guardian or Dietitian. The completed form must be submitted with an Allergen Diet Sheet from your GP or dietician. The Allergen Diet sheet must provide the exact dietary requirements, clearly identifying specific food items to be avoided. Then both parts should be given to the school Head or Bursar, who will forward to Facilities Management Kitchen Supervisor for action.

Facilities Management will only provide special diets on the production of a special sheet from the child's dietician or doctor. Any special dietary preparations e.g. gluten free and diabetic products must be supplied by the parent before lunchtime.

Facilities Management can provide for all dietary requirements.

School: _____

Name of Pupil: _____

Date of Birth: _____

Class Teacher: _____

Emergency Contact: _____

Name and contact details
of Dietician/Doctor: _____

Please specify ALL allergies:

Celery	Yes/No
Cereals containing gluten	Yes/No
Eggs	Yes/No
Fish	Yes/No
Lupin	Yes/No
Milk	Yes/No
Mustard	Yes/No
Nuts	Yes/No
Peanuts	Yes/No
Sesame Seeds	Yes/No
Soya	Yes/No
Sulphites	Yes/No
Crustaceans/Molluscs	Yes/No

Any other allergies or dietary requirements

Head Teacher Signature: _____

Bursar Signature: _____

Kitchen Supervisor Signature: _____

