



Joy Lane Primary School

A Love of Learning, for Life, for All

7th September 2022

Oyster Bay Nursery & Oysters SRP (ASD)

Executive Headteacher: Ms DJ Hines

Head of School: Mr M Ashley-Jones

Medical and Dietary Information – Important

Dear Parents/Carers,

As the new term begins, we update and review some of our policies and relevant paperwork to ensure these are accurate and reflective of the practice within our school.

Each year, in line with our medical policy, we ask for you to update and submit any current and relevant information regarding dietary and medical needs for your child; we then use this to create medical information packs to ensure all adults supporting your child are aware of any conditions and allergies. Historically, we have done this using a paper form to gather information and then updated the school system; however, with the introduction of Arbor, this can now be completed using the app or through your individual accounts on a desktop/laptop.

We would ask that you take the time to read through your child's profile on Arbor to ensure all information is up to date. When reading through, please check any dietary and medical needs are identified and noted under your child's profile and that these are accurate as they will be shared with your child's class teacher.

You can access this information by logging into your Arbor account and clicking on your child's profile. This should take you to a new page where you should be able to find personal information regarding your child such as personal details, parent and guardian contacts and consents. You will also find a section for both dietary and a separate one for medical needs. Simply click on the most appropriate heading and complete all the boxes. *Please note that where a medical need is added, that the sections for 'Symptoms' and 'Treatment' are both completed. This is essential in ensuring the most appropriate action is followed if a situation were to arise.*

We would ask that this initial check be completed by the end of day Monday 12th September where we will re-distribute the appropriate information to the relevant staff. **Please note that ensuring all details (including the dietary and medical needs) under your child's profile are up to date is the parent/guardians' responsibility.** We can only act on the information we are given or have available to us. A paper copy of your child's diagnosis will need to be provided for our records; please be aware that we may contact you for further detail regarding the information you have provided.

If your child requires short-term or long-term in-school medicines, it is essential that you complete the appropriate form, which are attached for your information. This should be completed and handed over with the medication. As it is the beginning of the school year, please can you check that you have the correct medication in school for your child.

Where there may be in-year changes, you can update this in the same way where, once the request of change has been accepted by the admin team, the school system will be updated with the information you have input. We would ask that you still inform your child's class teacher of any changes so that they can keep their in-class records up to date.

We thank you in advance for your help and support with this and know you understand the importance of ensuring this information is gathered and updated as quickly and efficiently as possible. If you are having difficulties using the app, we are creating some helpful videos to assist you which will be available through the [website](#) and ClassDojo.

Yours Sincerely

Ms DJ Hines

Executive Headteacher



Joy Lane Primary School
Joy Lane
Whitstable
Kent CT5 4LT

PHONE: 01227 261430
FAX: 01227 261572
E-MAIL: office@joylane.kent.sch.uk
WEBSITE: <http://www.joylane.kent.sch.uk>