CHAPELFIELD PRIMARY SCHOOL

Respect, Honesty, Caring, Commitment

HEADTEACHER **Mrs A Reed**

3rd September 2026

Dear Parents/Carers,

Important: Please Inform Us If Your Child Has an Allergy or Asthma

As you may be aware there is new legislation regarding supporting children with allergies and/or asthma at school. Our approach to this can be seen in our allergy policy which is published on our website.

At Chapelfield Primary School, the safety and wellbeing of our pupils is our top priority. To ensure we can provide the best possible care and respond appropriately in an emergency, it is essential that we are fully aware of any allergies or asthma your child may have.

Why This Is Important

Knowing about your child's medical needs allows us to:

- Put appropriate care plans in place
- Ensure staff are trained to respond in emergencies
- Make necessary adjustments to school activities

What You Need to Do

Please inform the school if your child has any of the following:

- Allergies (including to food, insect stings, medication, or seasonal triggers)
- Asthma (including exercise-induced)

How to Inform Us

You can notify the school in writing via email on chapelfield@bury.gov.uk, or directly by going to see Mrs Hannaby (our allergy lead) in the school office.

What Information to Provide

When you contact us, please include:

- Diagnosis (e.g., peanut allergy, asthma)
- Usual symptoms and known triggers
- Current medication, dosage, and when/how it should be taken
- Whether your child carries their own inhaler or EpiPen
- GP or specialist contact details

Please ensure your child has their medicine in school at all times.

Next Steps

Once we receive your information, we will:

- Contact you to discuss next steps, which may include:
- Arranging a meeting to discuss your child's needs
- Completing an Individual Healthcare Plan (IHP)
- Providing a medication administration consent form if there is not one currently on file
- Request that you check expiry dates regularly and provide new prescriptions as needed. All medications will be sent home each half term with your child so you can maintain them.

Updates

If your child's condition or medication changes at any time, please inform the school as soon as possible.

Thank you for your prompt attention and support.

Kind regards,



A Reed
Headteacher