



Dear Parents/Guardians

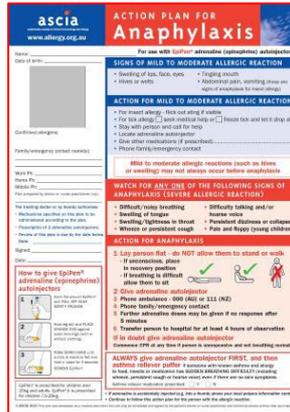
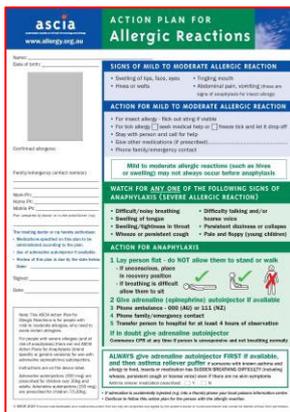
To support your child's health needs, it is essential that the College maintains up to date medical action plans.

Medical Action Plans relevant to your child's condition are issued by your General Practitioner (GP) or specialist and MUST be in one of the formats shown below. This ensures consistency across the College and assists staff in providing timely and appropriate care in the event of a medical episode. Letters from a GP **DO NOT** satisfy the requirements for a Medical Action Plan.

If your child has asthma, severe allergies or is anaphylactic, it is your responsibility to provide the College with regularly updated medical action plans. Medical action plans for asthma and allergies must be updated **annually** based on the date the doctor has issued the last medical action plan. Anaphylaxis plans must be updated **every 12-18 months**, usually when a new autoinjector prescription is issued.

It is essential that all components of the plan are completed, signed and dated by the GP or specialist.

If at any stage your child's medical condition changes, the College must be notified immediately in writing.



Please note we are unable to process your child's Enrolment Application until a current Medical Action Plan (as detailed above) is provided.

We thank you in advance for your assistance with this matter and look forward to working alongside you in the years ahead.