

The Gilberd School

Part of the Alpha Trust



LSC/ndi

July 2026

Dear Parent/Carer

Re: Individual Health Plans

In accordance with statutory guidance for governing bodies of schools with regard to supporting students with medical conditions (DfE April 2014), The Gilberd School has taken measures to enhance the safety of our students with medical conditions.

We have created an Individual Health Plan document which has been designed to help staff deal with any medical need of the student, including those that could be life threatening in an emergency situation. All staff will have received training/guidance on dealing with medical emergencies as outlined in the document.

For this system to work effectively it is important that you complete our Individual Health Plan Microsoft Form with all relevant information. Please include any possible triggers, signs or symptoms to look out for, all information on any medication, any other treatment and what to do in an emergency. Any medication required to be kept at school should also be listed.

Students are encouraged to carry their own emergency medication, except if they are controlled drugs (as defined in the Misuse of Drugs Act 1971). Please ask for a Green Medical Case from Student Reception, If this is the case.

Please click [here](#) to access the form.

Once completed, this information will be sent directly to us and a form will be created. This form will be attached to the student's digital file, all staff have access to the Individual Healthcare Plans of students in their care. If students wish to have a copy in their Student Planner, we can arrange this.

Please be advised that it is the responsibility of parents/carers to keep us informed of any changes in medical conditions and to ensure that all medication kept on site is in date and replenished when necessary.

If you have any queries or concerns, please do not hesitate to contact Student Reception on 01206 842211.

Yours faithfully

Student Reception
The Gilberd School

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Alpha Trust

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