



MEDICAL CARE PLAN

INFORMATION FOR PONTYCLUN PRIMARY SCHOOL

We are collecting this information so that we are aware of any medical issues that may or may not arise whilst your child is with us at school. It may be necessary for us to share this data with third party outside agencies such as various health services and RCT Catering Direct in the respect of any allergies or dietary requirements, in order for them to fully support you and your child. By completing this form, you consent to us sharing this data with such agencies.

NIL RETURNS REQUIRED - *If your child has no known medical conditions (allergies and/or dietary requirements) please enter NA below and complete name at bottom, thank you.*

NAME		PHOTO OF CHILD
D O B		
CLASS		

MEDICAL CONDITION(S) (including allergies and/or dietary requirements)

Please include any dietary requirements that Catering Direct have been informed of.

MEDICINE(S) REQUIRED (Please specify if to be administered at school or not)

E.g. If Asthma pump to be kept in school

FIRST CONTACT NAME	
RELATIONSHIP	
TELEPHONE NO.	

SECOND CONTACT NAME	
RELATIONSHIP	
TELEPHONE NO.	

IN THE EVENT OF AN EMERGENCY / INCIDENT, PLEASE PROVIDE DETAILS OF THE STEP BY STEP PROCEDURE(S) TO FOLLOW:

- **Step 1** _____
- **Step 2** _____
- **Step 3** _____

Parent/Carers Name (print): (Please note you must have parental responsibility for the child)

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Signed Parent/Carer: _____ Date: _____

Pontyclun Primary School is collecting personal data by issuing this form. This information will be used and shared in line with our school attendance privacy policy (which can be found on our school website at www.pontyclunprimary.org.uk) The school will keep these forms in a locked cabinet in the school office and or the school's secure server. Office staff, class teachers and school management will have access to these forms. We hold personal data in line with the guidance set out in the retention schedule, contained within the IRMS Toolkit for schools and following the retention period expiry, information will be destroyed securely and permanently.