

Shirebrook Academy

Shirebrook Academy, Common Lane, Shirebrook,
Mansfield, Nottinghamshire NG20 8QF

t: 01623 742722

e: enquiries@shirebrookacademy.org

w: shirebrookacademy.org



Striving for **Excellence**
Empowering Achievement
Shaping **Learning**

Principal: Lindsey Burgin BA (Hons), PGCE, MA
CEO: Rebecca Scutt BSc (Hons), PGCE

Ref: Individual Healthcare Plans (IHCPs), Medical Information and Allergens

Date: September 2026

Dear Parent/Carer,

At Shirebrook Academy, the safety, wellbeing and inclusion of all students is of the utmost importance. To ensure that we can provide appropriate support, it is essential that parents/carers keep the academy informed of any medical conditions and ensure that all medical information remains up to date.

Students with Complex Medical Conditions

Some students require an Individual Healthcare Plan (IHCP) due to a complex medical condition. Examples include, but are not limited to:

- Epilepsy
- Severe allergies requiring emergency medication (e.g. EpiPens/adrenaline auto-injectors)
- Diabetes
- Serious asthma requiring regular monitoring or intervention
- Cardiac conditions
- Cystic fibrosis
- Significant neurological conditions

Part of the **ACET** family

Company number: 07577113

Aston Community Education Trust is a company limited by guarantee registered in England and Wales

- Conditions requiring emergency medication or specialist medical procedures in school

Where a student has an IHCP, our Inclusion Manager will invite parents/carers into the academy annually to review the plan and ensure that all information remains accurate and appropriate.

In addition to this annual review, parents/carers must contact the academy as soon as possible if:

- There are any changes to their child's medical condition.
- Medication, dosage or treatment changes.
- Their child receives a new diagnosis.
- Hospital appointments, consultations or meetings with healthcare professionals result in changes to support requirements.
- New medical advice or recommendations are provided.

Students with Less Complex Medical Needs

Some medical conditions may not require a formal IHCP but still need to be shared with staff to ensure appropriate awareness and support. Examples may include:

- Mild or well-controlled asthma
- Migraines
- Eczema
- Mild allergies
- Hay fever
- Temporary medical conditions or injuries
- Anxiety or other health conditions where staff awareness may be beneficial

For these students, parents/carers must notify the academy of the condition and ensure that any changes are reported promptly so that records can be reviewed and updated as required.

Sharing Professional Medical Plans

Where healthcare professionals create a medical support plan, care plan, health management plan, risk assessment or any other written guidance relating to a student's medical needs, parents/carers must provide a copy to the academy as soon as possible.

Part of the **ACET** family

Company number: 07577113

Aston Community Education Trust is a company limited by guarantee registered in England and Wales

This information is essential in helping us ensure that appropriate support, reasonable adjustments and emergency procedures are in place where required.

Thank you for your support in helping us maintain accurate medical information and provide a safe environment for all students. If you have any questions or need to discuss your child's medical needs, please contact the academy.

Yours faithfully,

Shirebrook Academy

Part of the **ACET** family

Company number: 07577113

Aston Community Education Trust is a company limited by guarantee registered in England and Wales

