Template Letter to parent/s

Setting logo

Setting address

Date

Parent/s name

address

Dear xxxxxx

**Admission for children with medical needs**

Thank you for informing us of your child’s medical condition. I enclose a copy of the nursery/childminder policy for supporting children with medical conditions for your information.

A key requirement of the policy is for an Individual Healthcare Plan (IHP) to be prepared, setting out what support each child needs and how this will be provided before admission.

Individual Healthcare Plans are developed in partnership between the early years setting, parents, and the relevant healthcare professional/s who can advise on your child’s needs. The aim is to ensure that we know how to support your child effectively and to provide clarity about what needs to be done, when and by whom.

Although Individual Healthcare plans are likely to be helpful for most cases, it is possible that not all children will require one. We will need to make judgements about how your child’s medical condition impacts on their ability to participate fully in the setting, and the level of detail within plans will depend on the complexity of their condition and the degree of support needed.

We would like to meet with you to discuss the plan. In preparation for our discussion, it would be helpful if you could look at the information required within the attached Individual Healthcare Plan template. Can you also bring any medication with you, along with the supporting medical evidence so that we can fully understand the administration requirements for your child and for us to explain our procedure for the administering and recording of medication given while your child attends the setting.

We can then complete the Individual Healthcare Plan together.

Yours sincerely

INSERT NAME

INSERT JOB TITLE