# Health Information Update Letter

INSERT LOGO and address

Dear Families and Carers

Children’s health needs are always changing. Please ensure you inform us as soon as possible of any new/changed health requirements your child has so we can ensure the safety and wellbeing of your child.

For *new* health needs we need a medical management plan signed by your child’s doctor to ensure we implement appropriate health care practices. For *changed* health needs the medical management plan we hold will need to be updated by your doctor. Please see our Medical Conditions Policy for more information on requirements for a Medical Management Plan.

The attached form allows you to provide us with a brief summary of your child’s new/changed health needs. Please note, however, that we must comply with your doctor’s instructions where we hold a current plan, and we require a plan to implement new health needs.

If you would like to speak privately to an educator or the Nominated Supervisor about your child’s health needs or the Medical Conditions Policy, please do not hesitate to contact us.

Kind regards,

<insert name of Nominated Supervisor>

Nominated Supervisor

<insert date>

1. Name of child:
2. Name of condition:
3. Please outline what has changed:

1. Please advise doctor’s details if these have changed

Name of Child’s Doctor/Medical Service:

Address of Service:

Telephone:

 Please attach the new or amended medical management plan