

2025/2026

Annual Information

&

Consent Pack

Dear Parents and Carers,

At the start of each school year, we ask families to review and return key information and consent forms to ensure we continue to provide the highest quality care and learning for your child. This pack contains important documents for your attention. Most forms are completed annually, however, Medicine Notification & Consent forms must be reviewed and returned each term.

Please complete and return the required sections to our Admin Team no later than Insert Return Date. You can return the printed forms provided or download and submit a completed version from our website: [www.craighalbert.org.uk/information-hub](http://www.craighalbert.org.uk/information-hub)

If you have any questions or require support completing this pack, please contact us at admin@craighalbert.org.uk or call us on 01236 456 100.

What’s Included

1. School Calendar
A calendar of term dates and holidays for the year ahead. School event dates can be found in our School Newsletters <https://www.craighalbert.org.uk/newsletter>
2. Absence Reporting Procedures
Guidance on how to notify us of your child’s absence, including illness and appointments.
3. Attending when unwell (Including Cryptosporidium Reminder)
Information on when your child should attend or remain at home, in line with NHS guidance and our infection control policy.
4. Information Sharing Charter
Our commitment to how we share and manage information about your child, developed in line with GIRFEC (Getting it Right for Every Child).
5. Local Outings Consent
Consent form to allow your child to participate in routine local walks and outings accompanied by staff.
6. Medicine Notification & Consent (to be completed termly)
Form to inform us of any medications your child is taking, and to give consent for administration where applicable.
7. Allergy & Dietary Information Form
A form to ensure we are aware of any allergies, intolerances or specific dietary needs.
8. Intimate Care Policy & Consent

Information on our intimate care policy, and to give consent for Craighalbert staff to provide intimate care for your child.

How to Return the Forms

* Complete the printed forms enclosed in this pack and return them to the Admin Team or email them to: admin@craighalbert.org.uk
* This documents along with copies of our policies are available at any time via our website’s Information Hub. [www.craighalbert.org.uk/information-hub](http://www.craighalbert.org.uk/information-hub)

School Calendar / Holidays 2025-26

Summer 2025

Children last day of term: Tuesday 24th June 2025

In-Service day (staff only): Wednesday 25th June 2025

In-Service day (staff only): Thursday 24th July 2025

In-Service day (staff only): Friday 25th July 2025

Children return: Monday 28th July 2025

Please note that from Monday 28th July – Thursday 7th August children will attend from 9.30am – 3pm.

In-Service day (staff only): Friday 8th August 2025

In-Service day (staff only): Friday 15th August 2025

September 2025

Holiday: Friday 26th September 2025

In-Service day (staff only): Monday 29th September 2025

October 2025

Last day of term: Friday 10th October 2025

In-Service day (staff only): Monday 20th October 2025

Children return: Tuesday 21st October 2025

Christmas 2025

Children last day of term: Thursday 18th December 2025

In-Service day (staff only): Friday 19th December 2025

In-Service day (staff only): Monday 5th January 2026

Children return: Tuesday 6th January 2026

February 2026

Holiday: Monday 16th February 2026

Holiday: Tuesday 17th February 2026

In-Service day (staff only): Wednesday 18th February 2026

April 2026

Children last day of term: Thursday 2nd April 2026

In-Service day (staff only): Friday 3rd April 2026

In-Service day (staff only): Monday 20th April 2026

Children return: Tuesday 21st April 2026

May 2026

Bank Holiday: Monday 4th May 2026

In-Service day (staff only): Friday 22nd May 2026

Holiday: Monday 25th May 2026

Summer 2026

Children last day of term: Tuesday 23rd June 2026

In-Service day (staff only): Wednesday 24th June 2026

Absence Reporting Procedures

*Section 30 of the 1980 Education Act places a duty on every parent/carer of a child of ‘school age’ to ensure that their child attends school regularly.*

*Regulation 7 of the Education (School and Placing Information) (Scotland) amendment, etc. Regulations 1993 requires each child’s absence from school to be recorded in the school register as authorised or unauthorised.*

We are required to record all absences as either authorised or unauthorised and to inform the responsible education department of a child’s attendance on a least an annual basis. Attendance must be recorded twice a day, morning and afternoon. We register morning attendance 09.15-09.45 and afternoon attendance 12.15-12.45.

At Craighalbert we encourage parents to work with the school to maximise the opportunities to learn for their child by encouraging good attendance.

If your child is going to be absent, we ask that you inform the school as soon as possible. Parents can call 01236 456100 or email admin@craighalbert.rg.uk to advise of their child’s absence and expected date of return. A message can be left on our answer machine 24 hours. This information should also be confirmed in writing using our absence reporting form (Appendix I).

If you do not inform us of your child’s absence, we will try to contact you. This may involve contacting you and, where necessary, your emergency contact person(s). If a child is expected to attend and has not arrived at the Centre by 9.45am and no contact can be made the absence will be recorded as unauthorised.

If your child receives transport to school, parents should inform their transport provider as soon as possible, that their child will not be attending school. Please remember to contact your transport provider/escort regarding the date when the transport will be required from again.

Authorised absences may be as a consequence of:

* Sickness
* Medical and dental treatment
* Bereavement
* Short-term exceptional domestic circumstances
* Religious observance
* Meetings prior to and in court
* Lack of transport including a consequence of bad weather
* Family holidays: The Centre believes that family holidays are important to the wellbeing of a child and the cohesion of their family.

Absences that are considered unauthorised are:

* Unexplained absence
* Parents-condoned absence where Craighalbert does not agree there is a satisfactory reason for the absence.

Attending When Unwell

In the interest of the health and wellbeing of all children and staff, children who are unwell may not be allowed to attend or continue attending Craighalbert services until they have fully recovered.

To help reduce the risk of infection to themselves and to other children, it is important to follow this guidance.

If your child:

* has any symptoms of a viral infection i.e. a high temperature, sore throat, or aches and pains that require treatment with Calpol or similar medicines they should not attend Craighalbert. NHS Scotland guidance also recommends that children with fever symptoms should stay at home until their temperature returns to normal and they feel better.
* is on a course of antibiotics due to a recent illness, they should not return to Craighalbert until the course is completed. This does not apply to children who are on long-term prophylactic antibiotics.
* has been suffering from sickness or diarrhoea, they must not return to Craighalbert until **48 hours have passed** since the last episode. This is in line with NHS advice and our Infection Control Policy, which aims to reduce the spread of gastrointestinal infections.

For a full list of illnesses and recommended exclusion times, please refer to the **Health Protection Scotland’s exclusion guidance**: [Health protection in education and childcare settings: exclusion table](https://khub.net/documents/135939561/735696704/HPECS%2Bguidance%2BExclusion%2Btable.pdf/7829f6cb-6040-c703-b938-fb764683aaec)

Please be aware that Craighalbert supports children with complex health needs, including those with compromised immune systems. It is essential that we all take extra care to minimise the risk of spreading infection.

Staff at Craighalbert will always have the final responsibility for determining whether a child is well enough to attend or remain at the Centre. These measures are in place to protect all children and staff as best we can.

If you have any questions or are unsure whether your child should attend, please call 01236 456100 or email admin@craighalbert.rg.uk.

Pool Use After Illness

To prevent the spread of Cryptosporidium, no one who has experienced diarrhoea will be allowed to enter the pool within 14 days of the last episode.

This rule is essential for protecting the health of all children and staff using the hydrotherapy pool. Even after symptoms have passed,

Cryptosporidium can remain in the body and be passed on to others through pool water.

Information Sharing Charter

This charter explains how you can expect information about you/your child to be managed and aims to make your privacy rights easier to understand.

Getting it right for every child (GIRFEC) is Scotland’s way of promoting, supporting, and safeguarding the wellbeing of children and young people. GIRFEC puts the rights of the child at the heart of good practice, including the right to privacy.

We need some information about you/your child so that we can provide a service (e.g. so that we contact you) and so that we can support your child’s wellbeing.

The Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR) sets out how services (e.g. schools, health services and voluntary services) must manage information. The Information Commissioner’s Office (ICO) is an independent organisation that ensures information rights are protected. More information can be found at [www.ico.org.uk](http://www.ico.org.uk) or contact ICO Scotland on 0303 123 1115.

Charter commitments

* 1. We will explain, as much as we can, what we are doing with information about you/your child and why.
	2. We will not put you under pressure to agree to share information. We will explain what information we need to provide a service and what services cannot be provided without some information being shared.
	3. When your child becomes involved with our service, we will be clear about what information sharing will be necessary, with whom, why and what will be done with the information. For example, to help your child get support from another service, we might need to pass on some information about you/your child. In some situations, this may save you and your child repeating yourselves to lots of people.
	4. We will not share information about you/your child further, or use it for anything that we have not told you about, unless we are concerned that a child may be at risk of harm. If we have to share information without your agreement, we will only share the minimum needed.
	5. If your child is under 12, you have the right to ask if we hold information about you or your child, what we use it for, to ask for a copy of that information and to ask who the information has been shared with. If your child is 12 or over, they have the right to ask for information about themselves. If your child is under 12 they do not have this right in law but they can still ask. If we do not provide the information we will explain why. You can do this by emailing admin@craigahlbert.org.uk
	6. We will keep information about you and your child accurate and up to date for as long we need it for the purpose for which it was obtained.
	7. If you don’t agree with information that we hold about you or your child, you and your child have the right to tell us and ask for it to be changed or deleted. We will consider your request and explain what happens next. If you are not happy with our decision you can complain to the Information Commissioner’s Office (<https://ico.org.uk/make-a-complaint/>).
	8. We store and process information about you/your child securely and protect it from being accessed or used when it shouldn’t be, and from being lost or damaged.
	9. We only keep information for as long as we need it for the purpose for which it was obtained. Every organisation has its own rules for how long they keep information before they must delete or destroy it.
	10. We have a privacy notice that explains in more detail how we collect, store, use and share personal information.
	11. If you think the information about you/your child has not been managed correctly, you can tell us. If you’re unhappy with our response or if you need advice, you can contact the Information Commissioner’s Office (<https://ico.org.uk/make-a-complaint/>).

Local Off-site Visits Information & Consent

Throughout the year, children have opportunities to explore their local environment through local, planned, off-site visits. We will undertake these outings on foot, by bike and by wheelchair to visit places of interest e.g. local parks, shops, nature walks, community venues.

These visits are always supervised by trained staff and in line with our **Outdoor Play and Learning and Off-Site Visits Policy** which can be viewed here: <https://www.craighalbert.org.uk/_files/ugd/03dcdd_250727055bf348f49490904d9bb8e480.pdf>

We are seeking your consent to include your child in these types of local visits as part of their routine learning experience.

You will not be notified each time a local visit takes place, but all trips will follow appropriate planning, risk assessment and safety procedures. If a visit requires specific arrangements beyond what is routine, you will be contacted in advance.

Please complete the consent form overleaf and return to a member of the administration team.

Routine and Expected Local Off-Site Visits Consent

Please complete the section below:

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ I give consent for my child to take part in routine and expected local off-site visits during the school year 2025/26.

☐ I do **not** give consent for my child to take part in routine and expected local off-site visits. *(Please speak to your child’s Teacher or the Head of Learning if you have questions or concerns.)*

**Emergency Contact Details**
(Please complete even if you believe we already have this information – it ensures our records are up to date).

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Relationship to Child:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Home Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Contact Number(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Emergency Contact

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Relationship to Child:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Contact Number(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name, address and telephone number of family doctor:

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Medicine Notification & Consent

At Craighalbert, we are committed to providing high-quality care tailored to each child’s individual needs. To do this safely and effectively, it is essential that we have accurate, up-to-date information about any medication your child takes and clear permission from you to administer them when necessary.

To support your child during their time with us, we ask all parents and carers to complete the following:

Form 1

* 1. **Regular medication administered at Craighalbert**
	2. **Emergency Prescriptions**
	3. **Permission for topical application of creams / lotions**
	4. **Allergies**

Form 2

* 1. **Daily medication administered at home**

**Keeping Information Up to Date**

Please inform us immediately if:

* There are any changes to your child’s medication
* A course of medication starts or ends
* You receive updated instructions from a health professional

We will ask you to review and update your child’s medical information and consent forms **at least once per year**, or more frequently if needed.

If you have any questions or would like support filling out the forms, please contact us on 01226 456 100 or email admin@craighalbert.org.uk

Please complete the forms overleaf and return to a member of the administration team.

Form 1 – Medicine Notification and Consent

REGULAR MEDICATION ADMINISTERED AT CRAIGHALBERT

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date | Medicine | Purpose of medication | Dose | Frequency | Route | Time of administration | Expiry date | Date of Discontinuation |
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Parent/ Carers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Carers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use an additional page if more space is required.

Form 1 – Medicine Notification and Consent

**EMERGENCY PRESCRIPTIONS**

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date | Medicine | Purpose of medication | Dose | Frequency | Route | Time of administration | Expiry date | Date of Discontinuation |
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The Centre keeps a record of your child’s seizure activity and when rescue medication has been required. To support your child’s seizure management we will share this information with your identified epilepsy Nurse Specialist and/or Community Paediatrician on a regular basis. Please confirm that you are happy for us to do so – Yes / No

Parent/ Carers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Carers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use an additional page if more space is required.

Form 1 – Medicine Notification and Consent

**PERMISSION FOR TOPICAL APPLICATION OF CREAMS / LOTIONS (eg barrier cream, sun screen)**

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Cream / lotion** | **Reason for giving cream / lotion** | **Frequency of use** |
| Sun cream**\*Provided by parents/carers** | Skin protection | As required |
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Parent/ Carers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Carers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use an additional page if more space is required.

Form 1 – Medicine Notification and Consent

**Allergies**

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Known Allergies** | **Additional Information (if required)** |
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Parent/ Carers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Carers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use an additional page if more space is required.

Form 2 – Medicine Notification and Consent

DAILY MEDICATION ADMINISTERED AT HOME

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Date | Medicine | Purpose of medication | Dose | Frequency | Route | Time of administration | Expiry date | Date of Discontinuation |
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Parent/ Carers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Carers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use an additional page if more space is required.

Allergy & Dietary Information Form

The Centre is required[[1]](#footnote-1) to provide information about any allergenic ingredients in foodstuffs provided on-site, i.e. at snack and lunchtimes and through learning and teaching activities.

Please indicate whether your child has a known allergy to any of the allergens listed below and identify any foods you would prefer him / her NOT to handle and/or eat.

Childs Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childs DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Child’s Name:**  | **NO** | **YES** | **Comments** |
| **Celery**Including celery stalks, leaves and seeds and celeriac.Found in celery salt, salads, some meet products, soups and stock cubes. |  |  |  |
| **Cereals containing gluten**Including wheat, rye, barley and oats. Found in foods containing flour e.g. some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and foods dusted with flour. |  |  |  |
| **Crustaceans**Including crabs, lobster, prawns and scampi. Often found in shrimp paste used in Thai curries or salads. |  |  |  |
| **Eggs**Found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and foods brushed or glazed with egg. |  |  |  |
| **Fish**Found in some fish sauces, pizzas, relishes, salad dressings, stock cubes and in Worcestershire sauce. |  |  |  |
| **Lupin**Including lupin seeds and flour.Found in some types of bread, pastries and pasta.  |  |  |  |

Allergy & Dietary Information Form (Cont’d)

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| **Milk**Found in butter, cheese, cream, milk powders, yoghurt, foods glazed with milk, powdered soups and sauces. |  |  |  |
| **Molluscs**Including liquid mustard, mustard powder and mustard seeds.Found in breads, curries, marinades, meat products, salad dressing, sauces and soups. |  |  |  |
| **Nuts**Including almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia nuts and Queensland nuts.Found in breads, biscuits, crackers, desserts, ice cream, marzipan, nut oils and sauces. |  |  |  |
| **Peanuts**Found in biscuits, cakes, curries, desserts and sauces e.g. satay. |  |  |  |
| **Sesame seeds**Found in bread, breadsticks, hummus, sesame oil and tahini.  |  |  |  |
| **Soya** Found in beancurd, edamame beans, miso paste, textured soya protein, soya flour and tofu, desserts, ice cream, meat products and vegetarian products. |  |  |  |
| **Sulphar dioxide**Often used as a preservative in dried fruit, meat products, soft drinks and vegetables. |  |  |  |
| Parent/ Carers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Carers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Intimate Care

Intimate care is any care which involves washing, touching or carrying out an invasive procedure that most children carry out for themselves but which some are unable to do due to physical disability, additional support needs associated with learning difficulties, medical needs and/or needs arising from a child’s stage of development.

At Craighalbert, intimate care frequently involves procedures related to activities of daily living and personal hygiene including e.g:

- Administration of medicines/ oxygen;

- Application of topical creams;

- Changing wound dressings;

- Eating, drinking, and enteral feeding;

- Facilitation of learning/ therapeutic activities;

- Dental/ oral hygiene;

- Dressing/ undressing;

- Personal, toileting and menstruation hygiene;

- Removal of nasal and oral secretions; and

- Washing.

Intimate care may be undertaken throughout the Centre, e.g. in class/ therapy rooms, bathrooms, dining area and pool changing room, and in similar environments during trips out with the Centre.

our Intimate Care Policy can be viewed here: [03dcdd\_bb7e8beeba744a53ac5ac5a08706cf09.pdf](https://www.craighalbert.org.uk/_files/ugd/03dcdd_bb7e8beeba744a53ac5ac5a08706cf09.pdf)

Please complete the consent form overleaf and return to a member of the administration team.

Permission for Craighalbert Staff to provide Intimate Care

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I give permission for Craighalbert to provide all appropriate intimate care to my child.

Additional comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Authorised Illness/Absence Confirmation

|  |  |
| --- | --- |
| **Child’s Name:** |  |
| **First date of absence:** |  |
| **Date of return to school/nursery:** |  |
| **Reason for absence:**(e.g. cold, tummy bug, etc.) |  |
| **Signed by Parent/Carer:** |  |



1. Food Standards Agency [↑](#footnote-ref-1)