

Keeping us informed about your child's health and clinical care

To provide safe and coordinated education and therapy, Pace must hold accurate and up to date information about your child's health and clinical care.

Parents and carers must notify Pace promptly, in writing, of any significant change, by emailing school.nurse@thepacecentre.org. This includes:

- medication, dosage or administration
- diagnoses, symptoms, allergies or medical advice
- therapy or treatment provided by another service or private practitioner
- botulinum toxin injections, surgery or casting
- feeding, swallowing or nutrition plans
- equipment, orthotics, postural management or moving and handling advice

Please tell us before planned treatment where possible, or promptly afterwards and before Pace provides any support that may be affected.

Some changes can only be acted on once Pace receives written confirmation from the appropriate healthcare professional. For example, medication changes may require confirmation from the prescriber or paediatrician, and feeding or nutrition changes may require instructions from a dietitian or the relevant clinical team. Medication administered at school must also meet the requirements of our Medication Policy. Written confirmation, such as a clinic letter, can take several weeks to arrive. Where this may affect your child's care, for example a medication dose changed at a clinic appointment, Pace's clinical team may contact the relevant healthcare professional directly to confirm the change, in order to reduce any gap in the support we can safely provide.

Without the necessary information or professional confirmation, Pace may need to pause or modify medication administration, therapy or other support until it is safe to continue.

How our clinical team works with your child's healthcare professionals

Pace's nursing and clinical team communicate directly with the healthcare professionals involved in your child's care, including GPs, paediatricians, consultants, community nursing teams and therapists. This communication works in both directions. We share the information those professionals need, and we obtain and verify the information we need to support your child safely, including checking anything we are unsure of directly with the professional concerned.

We do this as part of routine clinical care, under our duty of care to your child and our legal and professional responsibilities. It does not require parental consent and it cannot be restricted by a parent or any other person, because the duty of care it serves cannot be set aside. That is why there is no consent box for it on this form.

If you have questions about information being shared with a particular professional, please speak to us and we will explain what we share and why. Where missing or withheld information may place a child at risk, Pace will follow its safeguarding procedures. Details of how we handle your child's information are set out in our Privacy Notice.

Emergency medical treatment

If your child needs emergency medical treatment while in Pace's care, we will act immediately to keep them safe. This includes providing appropriate first aid, seeking emergency medical assistance without delay, and sharing relevant medical information with the healthcare professionals who attend, such as paramedics or hospital staff.

Pace will make every reasonable effort to contact you or your emergency contacts as soon as practicable. Acting to protect your child in an emergency does not require your consent and cannot wait for it. That is why there is no consent box for it on this form.

Parent acknowledgement

This acknowledgement is a record that you have read and understood the information above. It is not a request for consent. The communication between Pace and your child's healthcare professionals described above takes place as part of our duty of care and does not depend on this form being signed.

I understand that I must notify Pace promptly, in writing, of any changes to my child's health, medication, treatment, therapy or clinical care, by emailing school.nurse@thepacecentre.org. I understand that Pace relies on accurate and up to date information to provide safe, coordinated care and education. I understand that written confirmation, such as a clinic letter, can take several weeks to arrive, and that Pace's clinical team may contact the relevant healthcare professional directly to confirm a change, in order to reduce any gap in care. If changes are not shared, or where professional confirmation is required but not received, there may be delays or gaps in the care, therapy or support Pace can safely provide. I understand that Pace's clinical team communicates with the healthcare professionals involved in my child's care as part of its duty of care.

The Pace Centre operates under an ISO 9001:2015 certified quality management system. This form is controlled within the Therapy Services documentation set. Uncontrolled if printed.

Document control

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