

Steeple Morden C of E Primary School

Staff and Adults helping in School - In Case of Emergency (ICE) – Information

Please provide the following information, seal it in the attached named envelope and return to school. Staff forms will be kept securely in school for use in an emergency. Forms for staff and volunteers on trips will be given to the group leader for use ONLY in the event of an emergency. After the visit volunteer forms will be returned / shredded. Many thanks for your cooperation.

Full name			
Date of birth			
Address			
Any allergies?	Yes / No	If yes, to what?	
Any medical conditions?	Yes / No	If yes, what?	
Any routine medication?	Yes / No	If yes, what?	
Any other relevant information			
Next of Kin	Name		
	Address (if different)		
	Relationship to you		
Contact phone number(s)			

This information is correct and complete to the best of my knowledge.

I will inform the school office if any information changes between now and the date of the visit and submit an amended form.

Signed: _____

Date: _____