



Date

Dear Parent or Guardian:

Please complete the following forms:

- **Allergy Information Form** – parent or guardian completes.
- **Allergy Action Plan** – REQUIRED for medications at school. Completed by healthcare provider and signed by parent or guardian.
- **Authorization for Release of Medical Information** – allows school nurse to work with health care provider about your child’s allergies.

Please keep in mind several other points:

- **Emergency Contact Information** - inform the school of any changes. We **must** be able to contact someone if your child has an allergic reaction at school.
- **Changes in Treatment or Condition** – it is **your** responsibility to let your child’s school nurse know of any changes such as changes in medications, changes in allergy reactions, new allergies.
- **Other Health Conditions** – inform your school nurse of any other health conditions that your child may have.
- **Disaster** – consider having a supply of medication, with a medication authorization form signed by the healthcare provider and parent or guardian, at school in case of a disaster. It is recommended that schools be prepared to accommodate students for three days in the event of a disaster such as an earthquake.

School staff who work with your child need to be informed of your child’s condition. The individual health care plan may be shared with staff such as teachers, classroom aides, playground and lunchroom monitors and bus drivers.

According to Washington State law, if your child has allergies that could be life-threatening, the Allergy Action Plan must be completed and medications must be at school before your child can attend school.

We welcome the opportunity to **work with you** to develop an individualized allergy plan and get to know your child. We want to make sure that your child has every opportunity to learn in a safe environment.

Sincerely,

School Nurse

Launching Learning to Last a Lifetime



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