

Template Sample Letters For Schools and Parents to send Regarding Allergic Children

1. Sample letter to allergic child's parents, to be sent after receiving information about allergy.

Letterhead

Date

Dear Parents,

On your Student Enrolment Application you noted that _____ has a medical condition, which may require urgent support during the school day. To assist in all c staff and relieving teachers being able to identify the child and be aware of procedures, we need your permission to attach a photograph to the information sheet. These sheets are kept in the _____ and also in the _____.

Attached, you will find a copy of the Emergency Action Plan we have for _____. Please update the symptoms and the procedure you would use in case of an emergency for _____ in class _____. Could you please send back your permission sheet to the office as soon as possible. As medication is required, as part of the treatment, please call to the office with this medication. It is normal practice for this medication to be stored in the health room and not to be carried by the child.

Thank you for your assistance in this matter.

Yours sincerely,

2. Sample letter to parents of children in the same class as allergic child, to be sent after getting permission from allergic child's parents.

Letterhead

Date

Dear Parents of children in _____:(name of teacher or age group)

One of the children in our program has a severe allergy to _____.

Strict avoidance is the only way to prevent an allergic reaction. The allergy can be life threatening.

Anaphylaxis is the severest form of allergy and can affect various organ systems including the upper and lower respiratory systems with the throat possibly closing. Our school has an emergency procedure established for such an emergency.

The child's parents take an active role in managing the allergies but need your help concerning treats for the various celebrations. In an effort to allow this child to participate fully in all activities, we ask that you contact us for guidance in selecting foods to be used during class parties or other special events.

Food allergies are becoming more common. We must do all we can to provide this student with a safe learning environment. With your help we shall achieve our goal.

Thank you in advance for your cooperation and assistance.

Yours sincerely,