

**Sample Letter to Parents: School Requirements**

Date

Dear (Parent/Guardian),

We would appreciate it if you would provide the school with the following:

1. Three (more if required) small pictures of \_\_\_\_\_.  
These will be displayed in your child's classroom, in the staff room and one affixed to the Emergency Action Plan. This will help the staff to recognize your son/daughter.
2. A completed and signed Emergency Allergy Alert Form (Form F).
3. A completed and signed Administration of EpiPen/Anakit: Physician's Statement (Form H).
4. A completed and signed Transportation to Hospital/Medical Facility Consent Form (Form I).
5. Provide the school with an up-to-date supply of prescribed medication, clearly labeled. It is your responsibility to replace the medication prior to shelf life expiry date. A back up EpiPen should be available in case of location or functional problems.

With this information, we will be able to complete an appropriate Emergency Action Plan (Form G).

Your attention to the above matters is appreciated.

Sincerely

Principal  
(School Name)