

June 14, 2010

Dear Parent/Guardian;

You have informed Trinity Academy that your child has a serious allergy/medical condition that may require the nurse to administer emergency medication. The attached forms need to be updated *each* year. For your convenience a space has been provided for you to check off **all required items that need to be submitted to the school nurse by the first day of school**:

- _____ 1. **Authorization for Exchange of Confidential Information Form** (*see back of this form*)
- _____ 2. **Medication Authorization Form(s)** for *each* medication
- _____ 3. **Self Administration Form** needs to be signed *only* if the physician determines your child is capable to carry and administer their own medication *at school/class trip*. This includes only asthma medication, Epi Pen/Twinject or Insulin.
- _____ 4. **Emergency Health Care Plan**
- _____ 5. **Allergy & Symptom Worksheet**
- _____ 6. **Asthma Action Plan**
- _____ 7. **All Medication(s)** must be in the original prescription container and labeled with your child's name. *Do not send the incorrect dosage or expired medication.*
- _____ 8. **Two photographs** of your child

All medication(s) and attached forms are required to be provided by the first day of school. We *will not* accept medications unless they are accompanied by **ALL** of the above paperwork.

In case of an emergency, we will call 911 if we do not have your child's medication(s) and the requested authorization from your child's physician. Thank you for your full cooperation.

Sincerely,

Annamae Curran RN