



Life Threatening Allergies: Sample Letter Administrative Procedure 1.B.30A

1.0 School Administration
1.B Students

(School Letterhead)

(Date)

Dear Parents/Guardians,

There is a child in our school / your child's classroom, who has a severe allergy to _____.
Even exposure to a tiny amount of this item could be potentially serious and life threatening.
We can all play a role in preventing such a dangerous and frightening situation at school.
Although the specific child and their family must take responsibility to avoid exposure; staff,
other children and their families can also help to make the school environment safer. Your
cooperation is asked to:

- please check the list of ingredients on items you send to school
- avoid sending _____ or items containing _____ with your child to school, including: _____
- teach your children to respect this very serious situation; discourage teasing or threatening of this child.

This may be an inconvenience for you, but please realize how important your cooperation is.

We would take the same care should your child have such a health care need.

Thank you for your cooperation. For more information, call _____.

Sincerely,

Principal