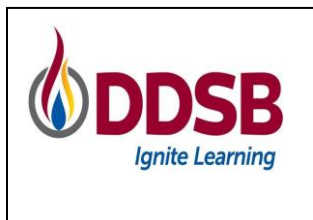
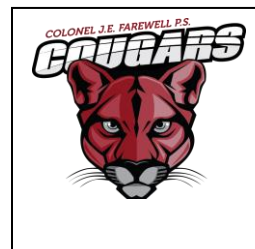


COLENEL J.E. FAREWELL



PUBLIC SCHOOL

MEDICAL DOCUMENTATION



Dear Parents/Guardians,

Attached to this email are copies of the following medical forms, as per Durham District School Board policy, which are to be filled out **annually** for students who have anaphylaxis, asthma, diabetes, epilepsy, or experience any severe medical condition.

- If your child has anaphylaxis, please complete the Individual Student Allergy Management Plan **and** the Request for Administration of Medication by Injection in Emergency Situations.
- If your child has asthma, please complete the Individual Student Asthma Management Plan
- If your child has diabetes, please complete the Type 1 Diabetes Plan of Care
- If your child has epilepsy, please complete the Epilepsy Plan of Care
- If your child has a severe medical condition **other than** those specified above, please complete the Severe Medical Conditions Form
- If your child may require oral medication for any of the above conditions (as opposed to an injection), please complete the Request for Administration of Oral Medication

These forms are designed to help us quickly identify a student and their medical condition, as well as best practices to support the student with prevention and intervention, should it be required. These forms, which include a picture of the student (which will be taken in the first week of school or copied from Power School), will be stored in the main office as well as in both the Emergency and Guest Teacher Handbooks located in your child's classroom.

Please take a moment to fill in the required information and return the forms as quickly as possible, along with one or two current EpiPen's, and/or medications, if required. (Please note the delivery instructions listed enclosed in this letter.) Please be sure to check the expiry dates on all products. Please note that we are required to have a physician's signature included on **all** forms for children who may require injections or prescription medications. If it is **not** a prescription (e.g. Benadryl) than a physician's signature is **not** required.

Important Delivery Instructions due to COVID-19 Guidelines

Due to current health and safety guidelines we ask that all forms and medications be dropped off in a sealed plastic storage bag (e.g. Ziploc) with your child's name clearly labelled on the outside. Mrs. Locke will be stationed outside the front of our school between 8:45-9:00 am every morning for the next two weeks. Please drop the sealed bag in the basket located beside her and remain physically distant while doing so.

We understand it may take some time to get forms completed especially if they require a doctor's signature. We recommend however that EpiPen's and medications be dropped off beginning the first day of school to ensure your child's safety.

We annually review medical procedures and policies with all staff in the month of September. To ensure a quick response time for our students with severe allergies, the primary EpiPen will be stored in the main office, or in a fanny pack should this be deemed necessary by you and your physician. This ensures all staff will know where to quickly find your child's EpiPen should it be required. If a student has a second EpiPen it can be stored with the child in their homeroom classroom. Inhalers will be located according to the directions provided to us by you on your child's Individual Asthma Management Plan. All oral medications will be stored in the main office.

We will be in contact with you to review your child's medical needs within the first few weeks of September. Keeping your child safe at school is a priority to us.

Sincerely,

Suzanne Latimer

Principal

Colonel J.E. Farewell P.S.

