



**IDEA Headquarters**  
505 Angelita Drive, Suite 9  
Weslaco, Texas 78599  
**Phone** 956.377.8000  
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Dear Parent,

Our records indicate that your child has a potentially severe allergy that may require treatment at school. Attached to this letter are the forms, listed below, that will give us the necessary information and authorization to treat your child in an emergency.

1. Allergy Action Plan – This form should be on file for every student with a severe allergy. It must be updated and signed by the doctor every school year. If using a form other than an IDEA Action Plan, please contact your school health aide for information regarding further consent that may be needed in order to care for your child.
2. Request for the Administration of Medication at School form (2) – Each medication sent to school requires a separate form.
3. Statement regarding Meal Substitution or Modifications - Please contact your school health aide for a required form if requesting a substitution/modification.

Be sure to update your child's emergency information online or on paper at the beginning of the school year and anytime there is a change to your child's emergency contact information.

Your child's supplies should include: Epinephrine Auto-injector (such as EpiPen®, Twinject, Auvi-Q) with prescription label on it and antihistamine (such as Benadryl), if your child's plan calls for it. Please be alert to the expiration dates on these medications.

If we do not have these forms and supplies on hand and your child has a serious reaction, we may need to call 911 to assure your child's safety. Unfortunately, the cost is billed to the parent.

It is important for your child's safety that we have the proper authorizations and supplies on hand in order to respond in an emergency.

Please call me to determine a time we can meet to discuss the plans that have been developed by you and your health care provider.

We appreciate your help in our effort to provide the best care for your child.

Thank you,

School Health Aide