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# **Westford Public Schools**

## **Administrative Offices**

23 Depot St. • Westford, Massachusetts 01886

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Dear Parent/Legal Guardian:

It has been noted that your child has a life-threatening allergy that could require emergency treatment while at school or on a field trip. Based on MA Department of Education Guidelines concerning life-threatening allergies, we are requiring that the WPS Life Threatening Allergy Individual Health Care Plan be completed for your child’s health record. **Please note: Students will not be allowed to attend any field trips without the proper documentation and medications.**

It is recommended that you provide **TWO** Epinephrine pens for your child based on the Guidelines.

* One Epinephrine pen will be kept in the nurses’ office.
* The student may carry a second Epinephrine pen so that it is readily available to your child in the event of a severe allergic reaction. Please provide a carrying case for the Epinephrine pen.
* Students are encouraged to carry their own Epinephrine pen at all times.

**This form, as well as any emergency medications, should be given to the school nurse by the first day of the new school year. The form is to be renewed at the beginning of every school year. Please be sure also to pick up medications at the end of the school year.**

**We have enclosed the necessary form in this envelope so that you may have them completed.**

**Please remember to include:**

* **A recent photo of your child**

**The Life Threatening Allergy Individual Health Care Plan needs to be completed by your health care provider and you. It is sent with your child on *every* field trip so please complete it thoroughly with accurate emergency contact’s phone numbers.**

**The Life Threatening Allergy Individual Health Care Plan is also available on the Westford Public School website at:** [www.westfordk12.us](http://www.westfordk12.us)

Your child’s safety at school is our common concern. Thank you for your cooperation. Please contact us if you have any questions or concerns.

Your Westford Public Schools School Nurses