



Dear Parent:

Our records show you have reported that your child has a health condition that may be life threatening. Seattle Public Schools has always worked to assure that children are safe at school. In July 2002 the Washington State Legislature passed a law that requires that schools be prepared for a life-threatening event on the day the student starts school. On the first day of school attendance the following are required if a life threatening health condition exists: 1) provider orders for medication or treatment, 2) medication to be given at school, and 3) an emergency plan that will assist school personnel in exactly how to help your child in the event of a life-threatening event.

**Washington State Law, SHB 2834, now requires that the necessary order, medications, equipment, and nursing plan must be in place before a student with a life-threatening condition may attend school.**

This law means that you must have health care provider orders completed, fill the prescription, and take all the supplies and paperwork to school before the first day the child attends.

Seattle Public Schools wants to assist you to complete these requirements so that your child is safe in our school. The following steps may help you to meet these requirements.

- Contact your child's health care provider to discuss whether your child has a life threatening condition requiring a plan to be safe at school.
- Request that the health care provider sign the Authorization for Medication at School Form for medications or treatments needed at school. These forms are available at the schools, enrollment offices, Health Services or online at [www.seattleschools.org](http://www.seattleschools.org). Follow the links to the School Nurses' site, then Forms & Applications. Each fall the orders and plans must be updated.
- Make sure that both your signature and the health care provider's signature are on the form with current dates. This legal requirement applies to for over-the-counter (OTC) medications also.
- Fill any prescriptions for medications needed at school.
- Fill out a Health Registration Form
- Take all documents, medications, and any necessary equipment to your student's school prior to the start date.
- Talk with the school nurse to be sure the plan is appropriate for your child.

Remember, the law states that your child may not attend school until these steps are completed. We welcome your child at school. We want your child to attend school every day, learn at school, and be safe in school.

If you have any questions, you may call Health Services (206) 252-0750. School nurses are available the week before school starts in the fall. You can begin the planning process as soon as you get your school assignment. If your child requires the daily supervision of a licensed nurse please contact Health Services at the above number to assure the most appropriate school assignment.

Sincerely,

Jill Lewis, ARNP MN Student Health Services