



Dear Parent/Guardian:

Welcome to Seattle Public Schools. We want to help your child be safe, be able to attend school every day, and be ready to learn.

Our records show that you have reported that your child has a health condition that may be life threatening. To assure that children are safe at school, **state law [RCW 28A.210.320](#) requires** that schools be prepared with any needed safety items. For students who have a life-threatening condition, this means that the following **need to be in place by the first day** of school attendance

- 1) Health care provider orders for medication or treatment to be given during school hours,
- 2) Any needed medication to be given at school, and
- 3) An emergency care plan that your school nurse will prepare so that school personnel can help your child in the event of a life-threatening event.

To comply with this law and to assure your child's safety, please be sure that the following are done **before the first day** that your child attends school:

- Determine if your child has a life threatening condition that requires an emergency care plan in order to be safe at school. You may need to discuss this with your child's health care provider.
- 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 <http://www.seattleschools.org>
Follow the links to **Directory > Departments and Services > Health Services > Forms**
 - Orders and plans must be updated each school year and with changes in your child's condition.
 - Make sure that both **your signature and the health care provider's signature** are on the form with current dates.
 - This legal requirement also applies to over-the-counter (OTC) medications such as ibuprofen or Tums.
- Fill any prescriptions for medications that are needed at school.
- Take all documents, medications, and any necessary equipment to your student's school **before** the start date.
- Talk with your school nurse to be sure the emergency care plan is appropriate for your child.

Remember, the law states that your child may not attend school until these steps are completed.

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

Thank you for helping us keep your child safe at school.

Sincerely,

Samara Hoag
Health Services Manager