

“Sample Letter to Parents/Guardians/Caregivers Authorization for the Self-Administration of Reliever Medication”


(School Logo)

DATE

Dear Parent/Guardian/Caregiver:

School records indicate your child is diagnosed with asthma and is independent with managing their reliever medication. Please complete the *Authorization for Self Administration of Reliever medication* form for your child and return it to the school.

The standard emergency response plan below will be implemented by school staff if required. It is based on the clinical practice guidelines developed by the Unified Referral and Intake System (URIS). Clinical practice guidelines can be found on the URIS website - [Unified Referral Intake System](#).

IF YOU SEE THIS: 	DO THIS:
<p><u>Symptoms of asthma</u></p> <ul style="list-style-type: none"> • Coughing • Wheezing • Chest tightness • Shortness of breath • Increase in rate of breathing while at rest 	<ol style="list-style-type: none"> 1. Remove the child from triggers of asthma. 2. Have the child sit down. 3. Ensure the child takes reliever medication (usually blue cap or bottom). 4. Encourage slow deep breathing. 5. Monitor the child for improvement of asthma symptoms. 6. If reliever medication has been given and asthma symptoms do not improve in 5-10 minutes, contact parent/guardian. <i>Reliever medication can be repeated once at this time. If the child is not well enough to remain at the community program, the parent/guardian should come and pick them up.</i> 7. If any of the emergency situations occur (see list below), call
<p><u>Emergency situations</u></p> <ul style="list-style-type: none"> • Skin pulling in under the ribs • Skin being sucked in at the ribs or throat • Greyish/bluish color in lips and nail beds • Inability to speak in full sentences • Shoulders held high, tight neck muscles • Cannot stop coughing • Difficulty walking 	<ol style="list-style-type: none"> 1. Activate 911/EMS. <i>Delegate this task to another person. Do not leave the child alone.</i> 2. Continue to give reliever medication as prescribed every five minutes. 3. Notify the parent/guardian. 4. Stay with the child until EMS personnel arrive.

Contact the school if you have questions about the *Authorization for Self-Administration of Reliever medication* form or if your child is no longer prescribed reliever medication (e.g., salbutamol, Symbicort®).

Sincerely,
Principal