

SCHOOL FORMS POLICY

Dear Parents,

This letter is to inform you of our new **School Forms Policy** in order to plan ahead for the coming school year.

Associated Allergists is committed to providing completed school forms for our patients targeted to each child's unique needs. Associated Allergists' specialized forms will be used and may include an individualized Food Allergy Action Plan and/or an Asthma Action Plan and a Rescue Medication Form. The forms include physician's order and directions for administration of rescue medications, effects and side effects of medication, and check boxes for permission to carry albuterol and/or Epi-pen/Benadryl, and whether the patient has been educated on the use and administration of medication. Information provided on the AA forms will not be duplicated on the school's forms. The forms provided by the school will be filled out and signed as appropriate.

Due to the large number of school forms we receive each year we ask that you do the following to assist us in the form completion process:

1. **Provide a self-addressed stamped envelope** or plan on picking up the forms. Allow 48 hours for the staff to complete the forms and 3-5 business days for mailed forms. **School forms cannot be faxed to schools, parents, etc.**
2. Make an appointment with your child's doctor for a checkup. A doctor's visit is required within 6 mos. of form completion. If it has been more than 6 months or up to a year since your child's last visit, a nurse visit can be scheduled for review of emergency action plans and medications and completion of school forms.
3. Pre-write the child's personal info (name, date of birth etc.) on forms.
4. Provide the child's current weight.

Your cooperation is much appreciated!

The staff at Associated Allergists