

Sample Letter to Notify Parents/Guardians of Montgomery County Board of Education Policy
and Montgomery County Public Schools' Regulation Regarding Anaphylaxis

Dear Parents/Guardians:

The health and well-being of your children is of utmost importance to Montgomery County Public Schools (MCPS). The Montgomery County Board of Education adopted Policy JPD, *Emergency Care for Students Experiencing Anaphylaxis*, and MCPS adopted Regulation JPD-RB, *Emergency Care for Students Experiencing Anaphylaxis*, to safeguard your children in the event of an emergency.

If your child has a known anaphylactic allergy, the *Annotated Code of Maryland*, Education Article, Section 7-426 states that parents/guardians are responsible for notifying schools of a child's special health care needs or diagnosis and providing appropriate medications. These medications may be kept in the school's health room for your child's use in case of an emergency. To do this, you will need to complete MCPS Form 525-14, *Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis: Release and Indemnification Agreement for Epinephrine Auto Injector* and deliver the properly labeled epinephrine auto-injector to school. The form may be obtained from your school nurse or from the following website at www.montgomeryschoolsmd.org/departments/forms/pdf/525-14.pdf.

We understand that parents/guardians or students may not know of an anaphylactic allergy until an emergency situation arises. Maryland requires that all schools train their staff members to recognize signs of anaphylaxis and maintain a stock supply of epinephrine auto-injectors (i.e., EpiPen) for use in case of an emergency. Designated staff members at each school are trained to administer EpiPens. Please be assured that whenever an epinephrine auto-injector is used, whether it belongs to your child or is one of the school's stock supply, 911 and you will be called.

If you have additional questions about this Montgomery County Board of Education policy and MCPS regulation, or the use of EpiPens in schools, please contact me or the school health nurse at 301-650-6426.

Sincerely,

Principal

Initials