**Sample Substitute Teacher Letter**

Dear Substitute Teacher,

Students in Room Click or tap here to enter text. have life-threatening food allergies or other conditions.  Their names are listed below.

If you have not been trained on recognizing anaphylaxis and administering epinephrine auto injectors for students listed, please see the school nurse or an administrator before taking responsibility for this classroom.

* Familiarize yourself with the care plans (attached) and make sure you are able to identify each of these children in the classroom.
* Locate and identify any medicine stored in the room. Please follow all risk reduction protocols established for the room.
* Do not offer food to the class or to any food allergic student without prior approval of the teacher, nurse, or parent.
* Do not read and interpret food labels.

If a student experiences an anaphylactic reaction while in your care, quick administration of epinephrine by an auto-injector is critical.

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| --- | --- | --- | --- |
| Student | Allergies | Other Conditions | EpiPen location |
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Your cooperation in implementing these health plans is vital to our students’ safety.

If you have questions, contact the school nurse or the principal.

Click or tap here to enter text.

Classroom Teacher

Adapted with permission from Kelly Morgan (parent**)**