

School Communication

Sample Letter from Principal (elementary)

Dear Parent / Guardian,

Within our school community there are several students who have a potentially life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio).

We feel the best way to reduce the risk of accidental exposure to these students is to respectfully ask for the co-operation of the parents/guardians within this school community to:

CHOOSE ONE (or replace with wording for other allergens)

- a. Avoid sending peanut butter or products with peanuts listed in the ingredients.
- b. Talk to your children about eating at a designated table where they can consume products containing peanuts or tree nuts.

We have attached our school anaphylaxis plan which will help us provide an 'allergy-safe' environment for children at risk of anaphylaxis. I ask you to read the plan carefully and contact me should you have any questions or concerns.

Your cooperation and understanding of this matter is appreciated.

Yours truly,

Principal