

School Communication

Sample Letter from Teacher (elementary)

Dear Parent / Guardian,

Two of the students in our class have a potentially life-threatening allergy (anaphylaxis) to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio).

All of the children will have a special presentation to learn about life-threatening allergies and ways to help their allergic friends stay safe. In order to reduce the risk of accidental exposure, I:

CHOOSE ONE (or replace with wording for other allergens)

- a. Ask respectfully that families cooperate by enjoying peanut/tree nut-containing products at home (please do not send to school).
- b. Will have children who bring peanut eat at a designated table in the lunchroom, which will be properly cleaned after eating.
- c. Will have children with a peanut/tree nut allergy eat at a special table in the lunchroom.

All parents are asked to advise me in advance of sending in food to celebrate a child's birthday or other special occasion. I encourage you to consider non-food items for some of these events so that all children may participate in the fun.

If you have any questions, please feel free to contact me. Your cooperation and understanding of this matter is greatly appreciated.

Yours truly,

Teacher