

APPENDIX 7

TEMPLATE: LETTER TO PARENTS

School Letterhead

Date

Dear (insert school) Parents

There is a student in our school/your child's classroom/lunch program, who has a severe, life-threatening allergy to _____. With anaphylaxis, even exposure to a tiny amount of this item could be potentially serious and life threatening. We can all play a role in preventing such a dangerous and frightening situation at school. The student and his/her family must take responsibility to avoid exposure. Staff, other students and their families can also help to make the school environment safer.

We have informed the student body and have asked them not to share their lunches, snacks or treats. We need your cooperation in checking the list of ingredients on items you send to school and refraining from sending products or items containing these foods.

Kindly speak with your child/children about the severity of this allergy and promote acceptance of the needs of the anaphylactic child/children.

I realize this request may pose an inconvenience for you when packing your child's snack and lunch. However, I wish to express my sincere appreciation for your support and understanding.

Thank you for your assistance in making our school a safe environment for all students.

Sincerely,

Principal

TEMPLATE: LETTER TO PARENTS

Peanuts and Tree Nuts in Food

School Letterhead

Date

PEANUTS AND TREE NUTS IN FOOD

Dear (insert school) Parents

Commercially produced food products often contain peanut and nut products as a regular ingredient. In some cases, commercial products may become contaminated with trace amounts of peanut or tree nuts from equipment used during processing or touching another product containing peanuts and/or nuts e.g., at bulk food stores or bakeries. Even tiny amounts of the allergen are known to cause a life-threatening reaction.

The following is a partial list of ingredients on labels that will advise you if peanut protein could be in the product and therefore should **NOT** to be sent to school:

Arachis oil, beer nuts, cacahou te/cacahouette/cacahu te
Goober nuts, goober peas, ground nuts
Mandelonas, Nu-nuts TM, Valencia's
Peanut butter, peanut flour, peanut meal, peanut oil, peanut protein
Hydrolyzed plant protein, hydrolyzed peanut protein, lupine flour

The following is a partial list of ingredients on labels that will advise you if tree nut protein could be in the product and therefore should **NOT** to be sent to school:

Almonds, Brazil nuts, cashews, chestnuts, filberts/hazelnuts, hickory nuts, macadamia nuts, pecans, pine nuts, walnuts
Anacardium nuts, mandelonas, marzipan
Nu-nuts TM, Nut meats, Pinon, Pignolias, pistachios, shea nuts
Nut paste, nut oils, nut butters, chocolate nut spreads

Please note that food and food products manufactured in countries other than Canada are not always produced using the same manufacturing and labeling standards.

If you have doubts about what is in a product or are unsure about what an ingredient word means, please **do not send the product to school**.

Thank you for your assistance in making our school a safe environment.

Sincerely,

Principal

Note: Above content can be substituted for each of the nine leading allergens (eggs, fish, milk, peanuts, sesame seeds, soy, sulphites, tree nuts, and wheat) with comparable information available from Health Canada (<http://www.hc-sc.gc.ca/>), Allergy Asthma Information Association (<http://www.aaia.ca/>), Anaphylaxis Canada (<http://www.anaphylaxis.org/>) or a similar reputable source.

TEMPLATE: LETTER TO PARENTS Reminder/Thank You

School Letterhead

Date

Dear (insert school) Parents

The children in our school with severe allergies, and their families, join me in thanking you for your understanding and cooperation in avoiding sending _____ products to school. There has been a noticeable reduction in the number of these products brought to school in snacks and lunches, and we thank you for continuing not to send these products to school with your child.

Since even a tiny amount of an allergenic substance can cause a life-threatening reaction, keeping it out of the school is our best method of preventing such a reaction.

Thank you again for your cooperation.

Sincerely,

Principal

TEMPLATE: NEWSLETTER ARTICLE

Many children have allergies. A few, however, are life-threatening. Some children, for example, are severely allergic to peanut products, including peanut butter. Even a tiny bit can be fatal within minutes. Nuts, eggs, soy, fish, shellfish, wheat, milk, sesame seeds and sulphites are also known to cause severe reactions.

Our school board has a policy in place to help protect children with life-threatening allergies. If you are the parent of a child with a life-threatening allergy, we need your cooperation in providing the school with current medical information and assistance in developing a plan to protect your child's health. When that plan is in place, we will be asking for the cooperation of all parents and students in the school to help protect the allergic child from danger.

With your help, we will do our best to prevent mishaps and to make sure that all of our students are safe, healthy, and able to concentrate on learning.

If you would like further information about our policies and practices, please call the school.