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Dear Parents/Guardians,

Welcome back! Per State of Illinois Compliance, we are required to have the following information on file for your scholar regarding asthma and/or epi pen needs. **To leave any medications in the school office please carefully read the requirements. All documents should be submitted to the office when you bring in your scholar's medication.**

Asthma

1. A signed parent permission notification
2. A copy of the prescription label (can be copied in the school office), which must contain
 - a. the name of the asthma medication.
 - b. the prescribed dosage; and,
 - c. the time or circumstances in which the medicine is to be administered.
3. Submission of an annual asthma action plan from your child's physician.
4. A signed notification of liability. (available in the school office)

EPI Pens

To have Epinephrine injectors at the school the following is required.

1. A written authorization from the **student's physician (assistant) or advanced practice nurse; and,**
2. A written statement from the **student's physician (assistant) or advanced practice nurse containing the following information:**
 - a. the name and purpose of the injector.
 - b. the prescribed dosage; and,
 - c. the time or circumstances in which the injector is to be administered.
3. A copy of the prescription label. (Can be copied in the school office)
4. A signed notification of liability. (available in the school office)

Medication should be brought to school with the appropriate labeling. The information can be faxed from your doctor's office to (773) 542-0664 or emailed to me at elizabethhibler@cwscs.org. Attached is the notification of liability statement to be signed and

returned to the school. If you have any questions, please contact me via email or call the school office (773) 542-0663.

Thank you again for allowing us to educate and care for your scholar.

Elizabeth Hibler

Elizabeth Hibler
Office Manager
Chicago Westside Christian School