

# SCHOOL DISTRICT OF WHITEFISH BAY

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The Whitefish Bay School District



An Exceptional Place To Learn

December 14th, 2017

Dear Parent(s)/Guardian(s):

For the safety and well-being of our students, beginning in August 2017, we asked parents/guardians of students with life threatening allergies to complete the Life Threatening Allergy Action Plan Form. This form is signed by both parents/guardians/adult students as well as the medical provider. The Life Threatening Allergy Action Plan Form serves as the foundation for the development and refinement of Individual Health Care Plan (IHP) or Section 504 Plans.

In accordance with Policy 453.4, Administration of Drugs to Student, Rule 453.4 provides guidance regarding the development of health care plans for students with life threatening allergies. Policy 453.4 states that for students who have unique medical needs, a health care plan "shall be developed by the principal, parent and school health nurse. This plan shall be kept on file in the health clinic."

The Whitefish Bay Comprehensive Guidelines for Managing Life Threatening Allergies were developed to provide guidance regarding information and strategies which may be contained within IHPs and Section 504 plans. The guidelines lay out recommended responsibilities for Classroom Teachers, Parents/Guardians, Students, School Administration, and the Village Nurse. The guidelines are intended to maximize safety and well-being of our students by supporting the development of IHPs and Section 504 plans.

It is important to note, all of the guidelines are not intended to be incorporated into IHPs or Section 504 plans. Each student's needs are unique, and accordingly require an individualized plan.

We looked forward to continued collaboration to ensure the safety and well-being of our students. If you have questions please contact Ms. Jackie Turkal, Whitefish Bay Village Nurse or Dr. Stacy Gahan, Director of Special Education and Pupil Services.

Sincerely,

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