**Letters to Parents regarding Asthma Action Plans - Templates**

Dear <Parent/Guardian Name/s>

**Re: Asthma Action Plan for <Student Name>**

**Use the below section for new students enrolling at the school**

Many thanks for completing the enrolment form for <Student Name>, you have indicated that <Student Name> has been diagnosed with asthma.

As part of <School Name>’s commitment to meeting our legislative requirements we require you to provide us with a current Asthma Action Plan. As this is <Student Name>’s first year at <School Name>, please forward this letter on to <Student Name>’s medical practitioner, so they can complete an appropriate Asthma Action Plan.

Once completed if you could return it to us by <insert date>, together with <Student Name>’s medication and any other device aid (e.g. spacer device).

A sample of general and location-specific Asthma Action Plans are located on the Asthma Australia website at [manage-asthma/asthma-action-plan/](https://asthma.org.au/manage-asthma/asthma-action-plan/)

Kind regards,

<School Representative Name>

**Use the below section for existing students enrolled at the school**

As part of <School Name>’s commitment to meeting our legislative requirements we require you to provide us with a current Asthma Action Plan.

We have attached for you a sample Asthma Action Plan, which has been designed for schools to identify asthma signs and symptoms and respond accordingly using the asthma medication device <Student Name> currently has at school.

If <Student Name>’s medication device has changed since their Asthma Action Plan was last updated, please forward this letter on to <Student Name>’s medical practitioner, so they can complete an appropriate Asthma Action Plan.

Once completed if you could return it to us by <insert date>, together with <Student Name>’s medication and any other device aid (e.g. spacer device).

If your medical practitioner, has informed you that <Student Name> no longer experiences asthma symptoms, they will need to provide a letter, on the practice letterhead, to the school stating such.

Kind regards,

<School Representative Name>