



Dear Parent/Guardian:

Our records indicate that your child has a seizure disorder that may require treatment at school. Attached to this letter are the forms that will give us the necessary information and authorization to treat your child in the event of an emergency.

An seizure action plan should be on file at the school for every student who suffers from seizures. It must be updated and signed by your medical provider every year and provided to the school. If you have documentation other than the Melissa ISD action plan, please provide it to your campus nurse and inquire about what other information and forms your nurse may need in order to care for your child appropriately.

It is important for your child's safety that we have the proper authorizations and supplies in the nurse clinic in order to respond to an emergency. Your child's supplies may include medications if your child's plan calls for it. Please be alert to the expiration dates on the medications.

If we do not have these forms and supplies on hand and your child has a serious seizure, we may need to call 911 to assure your child's safety.

All completed forms need to be returned to the school nurse on your child's campus. We appreciate your help in our effort to provide the best care for your child.

Thank you for your attention to this matter,

Melissa ISD Health Services Department

Laura Rodgers, RN
McKillop Elementary
972-837-2632

Amy Rodriguez, RN
MRI 972-837-4530
MMS 972-837-4355

Melissa Withers, BSN, RN
Melissa High School
972-837-4216

A Special Time in a Special Place