**Example letter/email template for use of the Emergency Kit Inhaler and Spacer**

Child’s name:

Class:

Date:

Dear Parent/Guardian

This letter is to formally notify you that …………………………………. has had problems with their breathing today. This happened when

…………………………………………………………………………………………….

They did not have their own asthma inhaler with them, so a member of staff helped them to use the school emergency asthma inhaler containing Salbutamol. They were

given ……………….puffs at …………………….. Although they soon felt better, we would strongly advise that your child is seen by their own doctor or asthma nurse as soon as possible. Please can you ensure your child brings to school a working in-date inhaler and spacer for their use in school. Both should be clearly labelled with your child’s name and date of birth.

For further information about Asthma and other common health conditions affecting children - visit Humber and North Yorkshire- Healthier Together Website.

Yours sincerely,