



**OUR LADY OF MOUNT CARMEL SCHOOL
1624 CENTRE RD. BOX 272
CARLISLE, ONTARIO.**

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*Principal: Mr. L. Pin
Trustee: Mrs. C. Cornale*

*Assistant to the Principal: Mrs. R. Passarelli
Superintendent of Education: Mrs. M. Cipolla*

September 2012

Dear Parents:

We are in the process of updating our records of students with allergies that require an Epi-pen to be stored at school. Furthermore, this is part of our procedure to further refine the process of storing Epi-pens properly; identifying to staff and visitors (eg. Supply teachers, volunteers) students who require the use of an Epi-pen; and ensuring the latter have the proper training to deal with the administration of Epi-pens.

Please complete the form below to confirm that your child requires an Epi-pen that needs to be stored at school, and to assist us in the completion of this process. Mr. Pin and/or Mr. McEntee will be contacting you in the near future. Thank you for your co-operation with respect to this matter.

Sincerely,

Mr. L. Pin
Principal

Name of Student(s) _____

Classroom Teacher: _____ Grade: _____

Nature of Allergy: _____